

Risk Management Plan

Spanish Gap Year aims to provide participants with a unique cultural and linguistic experience in Spain. The program includes language classes, cultural activities, adventure activities and immersion in Spanish-speaking environments. This Risk Management Plan focuses on mitigating fire and drowning risks during the program activities.

1. Fire Risk Management

1.1 Accommodation Selection

- Preference for Ground Floor Accommodation
 - Accommodations will be primarily selected on the ground floor to facilitate quick evacuation in case of a fire.
 - Ground floor rooms will be prioritized for participants with mobility challenges to ensure their safety.

1.2 Classroom Safety

- Ground Floor Classrooms
 - Whenever possible, classrooms will be located on the ground floor to reduce the time required for evacuation.
 - Special attention will be given to ensuring that emergency exits in classrooms are easily accessible and clearly marked.
- Fire Safety Equipment
 - All classrooms will be equipped with fire extinguishers, and participants will be briefed on their usage during the orientation session.
 - Regular checks will be conducted to ensure fire extinguishers are operational.

1.3 Accommodation and Classroom Inspections

- Smoke Alarms
 - Accommodations and classrooms will be inspected before the start of the program to ensure the presence of functioning smoke alarms.
 - Monthly checks will be conducted to verify that smoke alarms are operational throughout the program.
- Emergency Evacuation Drills
 - Regular emergency evacuation drills will be conducted to familiarize participants with evacuation routes and assembly points.
 - Evacuation routes will be clearly displayed in accommodations and classrooms.

2. Drowning Risk Management

2.1 Water Activities

- **Qualified Instructors**
 - Water activities, such as swimming or water excursions, will only be conducted under the supervision of qualified and certified instructors.
- **Safety Briefings**
 - Before any water-related activity, participants will receive comprehensive safety briefings, including information on water currents, potential hazards, and emergency procedures.

2.2 Lifeguard Presence

- **Lifeguard Certification**
 - Water sports sessions will only take place in locations where certified lifeguards are present.
 - The program will verify records of lifeguard certifications from activity providers.
- **Waterfront Safety Measures**
 - Waterfront areas will be clearly marked with safety signage.
 - Adequate safety equipment, such as lifebuoys, will be readily available in waterfront areas.

3. Emergency Response and Communication

1. Emergency Contacts

- Participants and their families will be provided with a list of emergency contacts and procedures upon arrival.
- A 24/7 emergency contact will be available for immediate assistance.

2. Communication Protocols

- In the event of an emergency, clear communication protocols will be followed to ensure swift and effective communication with participants, staff, and emergency services.

4. Training and Orientation

1. Pre-Program Briefing

- Participants will undergo a comprehensive orientation session covering fire and drowning risks, safety procedures, and emergency protocols.

2. Language Barrier Consideration

- Efforts will be made to ensure that safety information is provided in multiple languages to accommodate participants with varying language proficiency.

This Risk Management Plan has been designed to adhere to the Gap Year Association's guidelines and prioritize the safety of participants during the Spanish Gap Year program. Regular reviews and updates will be conducted to maintain the effectiveness of these measures.