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## Risk Assessment – Majorca Respite Break

Assessment carried out by Emma Baldwin Club Leader and Paul Baldwin Club Secretary

Updated as at 1<sup>st</sup> June 2018

Annual respite break to take place from 13th June to 20<sup>th</sup> June 2018 at Hotel Club Cala Romani, Calas de Mallorca, Mallorca, Spain.

Flights from and returning to Exeter International Airport, Exeter via Flybe. Emma and Paul both work for the airline so have arranged passenger assistance, our own dedicated check in, assistance at both Exeter and Palma and are completely up to date with the airlines operating policies

All those attending the holiday are responsible for arranging their own transport to and from the airport at Exeter but will be met at the airport by a Gateway volunteer. On return to Exeter all members will be seen into their transport of choice and Emma/Paul will remain at the airport until all are collected.

Transport from the airport in Palma to the Hotel and at any time as required during the break will be by Roig Coaches a fully licensed coach firm in Majorca. They are aware of the demographic of the group and have coaches that lower to the kerb to ease access for all. Driver also loads and unloads all cases from the coach. Everyone will wear a seat belt at all times during the coach trips.

All those attending the break will be issued prior to departure with further information regarding the break, contact numbers for Emma, Paul and Nick, a suggested clothing list, medical and emergency contact details. These forms will also confirm where support is required ie with money, personal care etc. All have been advised that they will be unable to travel without an EHC card and Travel Insurance to be obtained by individuals. They will also be given a suggested amount of spending money to bring. Everyone has been advised that whilst Exmouth Gateway will hire safety deposit boxes for money, passports etc anyone wishing to bring their phones, ipads, cameras etc is responsible for them and insurance will be invalid if they are stolen from the room not in a safe.

Majority of volunteers / support workers are first aid trained with many also epilepsy trained. Exmouth Gateway has its own first aid kit. First Aid also available at both airports, during the flight (cabin crew are all first aid trained) and at the hotel. All going have advised to bring suncream with a minimum factor 50 rating, after sun, sun hat, sun glasses and suitable clothing.

Resort has 24 hour doctor and they are aware of group. Also has dentist and chemist who provide medical advice (more highly trained than UK). Due to it being a fairly small resort in Majorca and this being our 5<sup>th</sup> visit they are all aware of the group and where we are staying.

For those bringing their own support with them they will administer meds / look after money. Gateway volunteers will be assigned a maximum of 3 members each (who are unsupported) and will support them in taking their medication, personal care, money etc. Medication will be looked after by the volunteer unless member self medicated as can be locked in safety deposit box. All medication will be administered in line with the Gateway policy. All those volunteers / support workers attending the break will have valid DBS checks.

Assessments carried out as follows

### **Airports and Flybe flight**

All areas are flat and on the level	Low Risk
Gateway Volunteers will be on hand on arrival to assist with luggage	Low Risk
Passports and money will be looked after by volunteer assigned	Low Risk
Volunteers will load cases on to baggage belts	Low Risk

Security scanner –aware that those with heart condition need to be identified	Low Risk
PRM assistance arranged and access ramp to aircraft has been booked so no steps for anyone.	Low Risk
Block seat booking arranged on aircraft so that volunteers / support workers can sit amongst members in case of anxieties.	Low Risk
To keep hydration levels up everyone will be given a drink during the flight	Low Risk
Hand luggage including meds will be stowed in overhead lockers by volunteers	Low Risk

### Palma airport and Transfer to Resort

Group will disembark together with PRM assistance	Low Risk
Luggage will be collected from baggage belt by volunteers / support workers	Low Risk
All members will be assisted to board the coach to the hotel	Low Risk
Everyone will wear seat belts throughout the coach journey	Low Risk
Upon arrival at resort coach will be unloaded by volunteers / drivers	Low Risk
Everyone will be taken to their room by volunteer / support worker	Low Risk

### At Hotel

Everyone will be made aware of where fire exits are, fire assembly points	Low Risk
Members will shown the room of those who are looking after them which will be where possible next door or opposite	Low Risk
All rooms have walk in showers / wet rooms/ grab rails	Low Risk
Rooms are twin bedded and card access	Low Risk
All floors including pool level are accessible by lifts or stairs	Low Risk
Pool level has stairs and a ramp access	Low Risk
Resturant we have our own area reserved	Low Risk
Meals are buffet style self service – all members will be supervised / assisted	Low Risk
Dietary requirements will be fulfilled and monitored (allergies)	Medium Risk
Food and Drink are available 7.30 – 12 midnight but members will be supervised to prevent over indulgence and also prompted to keep up fluid intake	Low Risk
Swimming pools have a lifeguard on duty at all times	Low Risk
Around the pool / sunbathing areas are plenty of umbrellas	Low Risk
Hotel Bars are aware of the demographic of our group and will not serve anyone with alcohol without checking first	Low Risk
Daytime enertainment (Football, Darts, Archery etc) available	Medium Risk

### Around the resort

Risk of sunburn / heat stroke	
Everyone will apply suncream with assistance as required several times a day	Medium Risk
Sun Hats will be worn and if not provided will be brought in resort	Medium Risk
Water / Soft Drinks are available all day and prompting will happen to prevent dehydration/heat stroke	High Risk
Members will be advised to stay out of direct sunlight between 12-3pm	High Risk
Afternoon 'siestas' will be promoted for those that need them	Low Risk
All members will be prompted to shower before dinner and apply aftersun	Low Risk
Access to the beach is via steps but is suitable for those who wish to go	Medium Risk
All members will be issued with a card that has the hotel details and Emma/Nick/ Paul contact details on them in both English and Spanish	Medium Risk
Members will be able to mix with all the volunteers but will be told to advise the volunteer responsible for them where they are going.	Low Risk
Getting lost in resort – a number of bars/cafes are aware of the group and we also make the members aware of one particular bar in the small town centre who can get hold of us if needed.	Low Risk
Day trip to Marineland has been assessed as suitable for our group	Low Risk

The safety and well being of our members is top priority at all times and these assesments have been carried out to ensure this.

They are also carried out bearing in mind the ethos of the club “to promote independence and to develop social skills”.

Signed: Emma Baldwin Club Leader

Signed: Paul Baldwin Club Secretary

Date: 1<sup>st</sup> June 2018.