



FURTHER AND HIGHER TRAVEL

PRE AND ON TOUR SAFETY INFORMATION

The purpose of this information is to assist our Group Leaders in preparing adequately in terms of Health and Safety for their tour. Your Institute is very likely to have its own set procedures and guidelines for you to adhere to when taking students away on field trips and it is essential that these are used in conjunction with this information. This document is advisory only.

You should have been aware of our Safety Commitment Policy from the outset of your booking with Further & Higher Travel. If not, please download this from our website.

Mission Statement

The safety of our clients is the foremost priority of Further and Higher Travel. We are committed to managing the safety of all passengers on our tours by whatever means necessary.

Our Safety Commitment Policy has been created in recognition of the importance of safety to Further and Higher Travel staff and Directors.

Pre-Tour Planning

Here are a few tips to consider prior to planning your tour.

- Review your team of accompanying adults and assess the skills and knowledge they have e.g. it would be useful if someone in the team had visited the location before, speaks the local language etc.
- Compliance with college/university procedures i.e. Institute policy may insist that one member of staff is a qualified first-aider.
- Supervisory numbers i.e. do you need to ensure that you have male and female staff despite only having one free place? We can quote you on specific ratios to ensure this requirement is met.
- Make sure your students are aware of the behaviour you expect from them throughout the trip, including the effect this could have on their collective safety and the safety of others. This should include their free time, which is when many accidents happen.
- Consider an Inspection Visit in advance of the trip – we offer Group Leaders the opportunity to carry out Inspection Visits to their chosen destination to carry out essential planning and preparation (please ask for further details).

On Tour Safety

Air

- Air travel is regulated by the CAA (Civil Aviation Authority).

- Ensure each member of your group listens to the on-board safety instructions and watches the accompanying demonstration.

Coaches

- Seat belts are fitted on all UK coaches and these should be worn at all times, as specified by EU law.
- Familiarise yourself and your students with the layout of the coach and the relevant emergency exit points.
- Ensure you speak to the driver and make arrangements regarding rubbish collection, expectations of the student's behaviour, first aid kit location, directions etc.
- We recommend that a head count is taken before leaving every stop.
- There are varying standard of coaches outside of the UK – we will ensure that all the companies we use adhere to local regulations, as detailed in our Safety Commitment Policy.
- Seatbelts are not necessarily a mandatory requirement outside the UK and therefore these may not be fitted on our non-UK coaches.

Ferry

- Ferry operators are all regulated for safety by the relevant national body.
- Ensure each member of your group listens to the on-board safety instructions and watches any demonstrations.
- We recommend that students be made aware of where the accompanying staff will be located throughout the journey in case they need to contact them.

Rail

- The ORR (Office of Rail Regulation) is the safety authority for the railway industry in the United Kingdom.
- Other countries have their own safety regulations to adhere to.

Accommodation

- Ensure that you have a list of all the room numbers for your group from the accommodation reception in case of emergency.
- There are varying standards of fire safety throughout our destinations – all our properties adhere to local regulations.
- Familiarise yourself and your group with the accommodation's fire procedure including means of calling the fire brigade, exit routes, call point locations and designated assembly point.
- Set guidelines to students to minimise the risk of fire, e.g. no smoking, turning off electrical appliances in bedrooms, not using plug points in bathrooms etc.
- Ask your students to keep an eye out for potential hazards, e.g. obstruction of fire escapes and report any immediately to the accommodation reception to alleviate the situation.
- If reception is not open 24 hours, ensure you are aware of how to contact staff in the case of emergency.
- Ensure careful use of lifts, which in some older buildings can be very small and easily overloaded. It may be wiser to use the stairs in some cases.
- If your group has rooms with balconies, we recommend you stress to your students the importance of behaving sensibly with them. Check them over and report any hazards, e.g. loose railings etc to the staff.

Excursions, Visits and Public Transport

- All of these are moderated by the appropriate authorities in each country.

