



Covid 19 Guidelines for Trips

General

- ***Only one-day trips may take place for the foreseeable future.***
- Where trips can be readily carried out using school minibuses or hired coaches this is the preferred option.
- Public transport should be avoided wherever possible due to social distancing requirements making group management difficult. If public transport is unavoidable, please discuss your trip with the Director of Co-Curricular Activities (Matt Richbell) in advance so that issues can be discussed and resolved.
- Trips must be for bubbled groups only, i.e. only one year group.
- Students should be told that they must bring a face mask and personal hand sanitiser with them and wear face masks when assembling (both inside and outside)
- Students and staff should wash their hands frequently, following the Government 20 second guideline, and if washing facilities are not available, hand sanitiser should be used – especially before eating.
- *Outside:* Staff should maintain a 2m social distance from students. If this is unavoidable a face mask should be worn by both/all parties.
- *Inside:* Staff should maintain a 2m social distance from students and both staff and students **MUST** wear a face mask.
- Meeting/Assembly points should be arranged in the relevant zone, i.e. students should not congregate in the Student Entrance car park to board coaches, as this is a zone for J & First years only.

Coach Travel:

- Only coach companies on the schools approved list may be used.
- Staff should have a pair of seats to themselves. If numbers permit staff should sit on alternate rows/opposite sides, however the height of coach seats does form a barrier so this is not essential.
- A clear row of seats should be left between staff and students.
- Students may sit in pairs, if necessary, and should remain facing forward.
- All passengers **MUST** wear a face mask – these will not be provided.
- All passengers **MUST** sanitise their hands before boarding/disembarking. Check with your coach company whether we need to provide this and advise students/staff accordingly.
- If you should need to speak to specific students during the journey, e.g. poor behaviour, please keep contact time to a minimum.
- Drivers should be asked to have the air-conditioning switched on in fresh air intake mode (i.e. not re-circulating). Where possible the driver's window should be open to allow fresh air into the coach.
- Eating and drinking on board is not permitted.

Minibus Travel:

- You may only book the following minibus for full day trips: AAU; WDU; LYZ; YCF.
- Other buses are being used for school runs and will need cleaning before they can be taken out again. In the event that a school run bus is essential, you will need to agree with the Fleet Manager, Steven Whitbread as to the earliest departure time for your trip.
- You are responsible for cleaning your bus on return. This involves using the sanitiser/clothes provided and wiping all surfaces that may be touched by students or staff
- All staff and students MUST wear a face mask – these will not be provided.
- All staff and students MUST sanitise their hands on boarding and disembarking – sanitiser is available on board (check before departure that there is sufficient).
- You may have two adults in the front seat (driver plus one). The central seat should remain clear.
- The back may be filled to capacity, but if numbers permit leaving a clear row between staff and students is preferable.
- The air-conditioning should be switched on in fresh air intake mode (i.e. not re-circulating), and when weather permits the driver and front passenger windows should be open.
- Eating and drinking on board is not permitted/

Public Transport:

- Please avoid using public transport unless absolutely essential and only after agreement with the Director of Co-Curricular Activities.
- Both staff and students will need to be 2m socially distant from each other, in accordance with Government guidelines.
- If public transport has to be used, crowded carriages/stations/other areas, should be avoided at all times.
- Face masks MUST be worn.
- Staff and students should carry personal sanitiser and use on boarding and disembarking.
- Students should be reminded not to touch their face or surfaces as much as is possible.
- Eating and drinking on board is not permitted.

This document forms part of the risk assessment for the trip and indicates the controls that will be in place for the trip below.

I confirm that I have read the above Covid guidelines in relation to one day trips and that they have been actioned for the following trip. Staff will be briefed accordingly.

Trip destination:	
Trip date:	
Transport used:	Coach / Minibus / Public Transport * please delete
Department:	
Trip Leader:	Name: _____ Signature: _____
Date signed:	