

Health & Safety Info from our travel company:

Important info to review about traveling to France from the US:

<https://travel.state.gov/en/international-travel/travel-advisories/france.html>

Guidance information on how to prepare & stay safe on overseas visits can be found on the OEAP National Guidance website: <https://oeapng.info/downloads/all-documents/>

## VACCINATIONS

Before travel, please ensure that all members of the group are up to date with routine vaccinations including MMR.

## PASSPORTS

Check that passports meet the entry requirements for the destination country. Where required the relevant visas are held.

## INSURANCE

Check when taking your own insurance that it covers all planned activities. Always carry your policy details with you, have the emergency contact number and policy details easily accessible.

## MEDICAL CONDITIONS (INCLUDING ALLERGIES), DIETARY REQUIREMENTS & SPECIAL NEEDS:

Please advise us of any medical conditions (including allergies), dietary requirements or special needs that your party may have as soon as possible in the booking process. We will pass this information onto our suppliers.

Many countries vary significantly in terms of awareness around food allergies. Please liaise with the staff on arrival at all locations to remind them of any dietary requirements your group may have, particularly those with food allergies and intolerances. We are unable to guarantee that food provided will be allergen free due to the risk of cross contamination.

Consideration should be given to this within your own trip risk assessment in conjunction with the guidance provided from your local authority and/or governing body.

## SAFETY IN THE SUN

- Always use a sunscreen that has a high sun protector factor and protects you against both UVA and UVB rays.
- Hats and loose-fitting clothing to cover exposed skin are good ideas.
- Sunglasses should be worn to protect the eyes, lip salve for the lips and water carried to avoid dehydration.

## MONEY & PERSONAL BELONGINGS

- Take care of bags, wallets, mobile phones and cameras whilst out and about; avoid carrying too much money or carrying valuables.
- It is advisable to carry bags or rucksacks over the shoulder to the front.
- Where available, place all valuables in a safety deposit box.
- Ensure the rooms are left secure when going out, including patio/balcony doors.
- Do not leave valuable items and passports on a coach.
- Ensure that you have access to emergency funds in case required.

## ELECTRICAL ITEMS

- Electrical sockets should not be over loaded with digital devices for use or charging. Do not bring/ plug in multi-socket extension leads as this can overload the supply.
- The leads from electrical devices plugged should not cause a trip hazard i.e. bedrooms.
- All electrical items used should always be switched off after use i.e. hair straighteners.

## CODE OF CONDUCT

This code of conduct will help to ensure the safety and security of the students in your charge and enhance the smooth operation of the tour.

- Punctuality, politeness and good behaviour towards our suppliers at all times.
- The group will comply with any requests from the suppliers, especially when such requests are in the interest of safety.
- The group will be respectful of others and sensitive to cultural differences that may exist between themselves and the country they are visiting.
- Advise us of any safety defects or security issues relating to the services we have provided.
- The group will not engage in any activities that may cause damage to property or injury and distress to members of your group or members of the public.

## ACCOMMODATION

- All our accommodations and suppliers are requested to meet both local and national standards. However, these do vary by country and don't always match UK standards.
- We request that all our groups should be accommodated together for safety and ease of supervision: however, please note we are unable to guarantee the provision of this service in all the properties that we use. In many cases, your group will not be the only guests at the accommodation and will have to share the facilities with other groups or individuals.

## Fire Safety

- On arrival at your accommodation ask the property staff if they can provide the group with a fire safety briefing.
- Also familiarise yourself with all escape routes and locate the nearest fire exit(s) to your rooms.
- Walk at least one escape route if possible.

- If available study the “action in case of fire” notice displayed in the bedrooms.
- Identify the method of raising the alarm on discovering a fire.
- Ensure all members of the group are familiar with the fire safety information.

If a fire occurs in your room:

- Evacuate immediately – do not stop to collect personal belongings.
- Close the door behind you.
- Raise the alarm.
- Proceed to the designated assembly point or other meeting point outside and stand well clear of the building.
- When exiting the building use the nearest available staircase and not the lift.
- Do not re-enter the building until told it is safe to do so by a member of the fire service or other authorised person.

## Balconies

All our accommodations are requested to meet both local and national standards. However, these balcony standards do vary by country and don't always match UK standards.

We will try to allocate groups into rooms with no balconies, however on some occasions this may not be possible. In such cases do not allow members of the group to:

- Climb or stand on balcony furniture.
- Lean over or climb on balcony walls/railings.
- Have furniture close to the balcony wall/railings.

## Lift Safety (Elevator)

- You may wish to consider restricting the use of lifts to children in smaller sized

properties. Some accommodations will restrict the use of the lift to adults only.

- The pupils should be accompanied by adults in the lift to avoid misuse and overcrowding.
- Please familiarise yourself with the type of lift available at the property. In some countries lifts are not required to have internal closing doors. Please ensure that members of the group are aware of the risk and stand well back from any exposed 'moving wall'.
- In the event of a fire, please use the nearest available staircase. Do not use the lift.

## Window Safety

- It's not a compulsory requirement for all properties to have window restrictors fitted. On arrival at the property please familiarise yourself with your allocated rooms to see if restrictors have been fitted to the windows. If devices have not been fitted to the windows, please ensure that the group are aware of this risk.
- Be aware that glass doors and windows are not always made with toughened glass. Please ensure that the group do not play inside the property.

## GENERAL SAFETY

### Hygiene

Warmer temperatures and high altitude abroad combined with new foods can sometimes cause minor stomach upsets. Taking the simple precautions detailed below can help avoid such problems:

- Wash your hands after using the bathroom.
- Avoid foods and buffets that have been left out for a long time.
- Ensure any packed lunches are kept in a cool area prior to eating.
- Only use a swimming pool when you are 48 hours free of any symptoms following a

gastrointestinal illness.

- If your party suffer from any sickness, please speak to a member of staff at the property that you are staying at so that the highest level of hygiene can be maintained.
- We ask that any child that is un-well within 24-48 hours prior to departure to seek medical advice as to their suitability to join the trip to prevent the risk of infecting others.

### Drinking Water

Whilst tap water is safe to drink in many countries, we would always recommend that you consider using bottled water, the variations in mineral content can cause minor stomach upsets. Ensure that the top on bottled water is always intact and fully sealed on purchase.