

Safety Advice to Students - Travelling to and from Placement for Early start and Late finish times e.g. shifts – COVID-19 Update

STUDENTS WILL BE REQUIRED TO TRAVEL TO AND FROM PLACEMENT. THIS GUIDANCE SHOULD BE READ IN CONJUNCTION WITH THE UNIVERSITY STUDENT PLACEMENT POLICY (HSSP 25).

Covid 19 – new UK Government (England) advice, October 2020

- Students **must** check the Covid-19 local restrictions for Sheffield and the areas they are travelling to and from to attend their allocated placement.
- You can find up-to-date information from the UK Government on this webpage: [Find out the coronavirus restrictions in a local area](#).
- You are advised and encouraged to download the [NHS Covid-19 app](#) – **follow local placement providers guidance when using the NHS Covid-19 app on placement.**
- You should also consult relevant guidance on the [Student Guidance Policies page](#) on this website.

Advice from UK Government [[link to UK Government information](#)]

“Plan your journey

Private cars and other vehicles

Plan your route, including any breaks, before setting out. Routes may be different as local areas make changes to enable social distancing.

- [Check that your vehicle is safe and roadworthy](#) if you have not used it for several weeks.
- People from a household or [support bubble](#) can travel together in a vehicle.
- You should wear a face covering in an enclosed space where social distancing is not possible and where you will come into contact with people outside your household or support bubble. Take care to [use face coverings properly](#).
- Consider making a [list of items to take with you](#).

Car sharing

Students must work to the placement provider’s guidance with respect to car sharing during placements.

You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to:

- share the transport with the same people each time
- keep to small groups of people at any one time
- open windows for ventilation
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- face away from each other
- consider seating arrangements to maximise distance between people in the vehicle
- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch

- ask the driver and passengers to [wear a face covering](#)

Public Transport

- You must wear a [face covering](#) on public transport and in substantially enclosed areas of transport hubs in England. You will be breaking the law if you fail to do so and could be fined.
- Some people [don't have to wear a face covering](#) for health, age or equality reasons.
- You should remove your face covering if asked to do so by a police officer or other relevant person.
- It is important to wash or sanitise your hands before and after touching your face covering.
- If you need to dispose of your face covering, use 'black bag' waste bins or litter bins. You should not use a recycling bin.

Plan your journey

Before and during your journey, check with your transport operator for the latest travel advice on your route:

- [bus, coach, tram and ferry operators](#)
- [National Rail](#)

Travel may take longer than normal on some routes due to social distancing measures. Allow more time if your journey involves changes between different forms of transport.

If you can:

- travel at off-peak times
- use quieter stations and stops – get off a stop early if it's less busy
- keep changes to a minimum, for example, between bus and train
- walk for more of your journey, for example the first or last mile
- book your tickets online in advance or pay by contactless

Consider making a [list of items to take with you](#) and minimise the luggage you take." ([UK Gov, 2020](#))

General Advice - Be prepared

Remember - you share responsibility for your health and safety when you are on placement and travelling to and from placement. This includes making sure you are familiar with the placement provider organisation's policies and procedures for:

- Arrival and departure times
- Notification of absence due to sickness
- Booking time off/holiday entitlement if applicable to your course

We recommend that you:

- Plan your journey before you travel.
- Make sure someone knows when and where you are travelling; carry a mobile phone in case you need to contact them.
- If you have restricted movement, check beforehand that each station can provide you the access you need.
- When travelling in a group, arrange a meeting point in case you get separated and supply everyone with the same contact number.

a) On foot - including getting to and from public transport stops

- When it is dark, stick to well-lit busy streets wherever possible and walk facing oncoming traffic.
- Avoid shortcuts, unless you know they are as safe as the longer route
- Keep hands free when walking; don't walk with hands in pockets.
- Avoid groups of rowdy people
- If you see anyone suspicious, stay in well-lit areas or places where there are more people
- If you are visiting an unfamiliar area, plan your route carefully so you don't appear lost
- Walk purposefully in the street (avoid looking bemused)
- If a car pulls up beside you and you feel uncomfortable with the situation, turn and walk in the opposite direction
- Hide portable, valuable property (e.g. Laptop in a rucksack)
- Keep expensive (looking) watches and jewellery out of sight and keep wallets in an inside pocket. Ideally, personal items of value should not be worn.
- Bags should be worn across the body, so they open facing the body. Wearing over the shoulder presents an easy target.
- Keep house keys in a pocket, different from your bag or wallet, as this might contain details of your home address
- Do carry a torch if dark
- Do have a personal alarm readily at hand
- Be aware of your surroundings and don't switch off to the world by wearing a personal stereo
- Ensure mobile telephone is fully charged and readily available
- If you are attacked, your safety is more important than your property: You are less likely to be hurt if you let it go without a fight
- Try to avoid using your mobile phone openly in the street or at railway/underground stations; if you have to make a call, find a secure place such as a shop

b) Using public transport

- Check the routes to and from your placement site before the placement starts, using online route planners

- e.g. [Travel South Yorkshire Journey Planner](#) is a journey planning service for routes in South Yorkshire
- e.g. [Traveline East Midlands](#) is a journey planning service for routes in Derbyshire, Nottinghamshire and Lincolnshire
- e.g. [West Yorkshire Metro](#) is a journey planning service for routes in West Yorkshire
- When you board the bus/train/tram, choose a seat/carriage where you feel comfortable.
- Protect your privacy. Giving out personal details on a mobile phone or displaying them on a luggage label, document or laptop could alert thieves.
- Note where the emergency alarm is located in case you need to use it.
- Report any concerns or incidents immediately to the bus driver/train manager/tram conductor and to your university placement tutor as soon as possible.
- If you take a taxi from the station, only use reputable taxi or mini cab companies.
- If someone is meeting you at the station, make sure you know where they will be waiting. Some stations have several exits and car parks.

c) Taxi/minicab

- Use a black cab where possible, unless you have directly telephoned for a minicab.
- If you feel uneasy with the driver, ask him to stop at a busy familiar place and get out
- Confirm the driver's details when they arrive, so you know that it is the cab you ordered

d) Car

Policy Statement on Students Using Their Own Vehicle During Placement

- Some students may be required to use their own transport to carry out their duties while on placement (e.g. for community placements). If this is the case, it is the student's responsibility to ensure that their (or the policy holder's) motor vehicle insurance covers them for this kind of work and that their vehicle is roadworthy.
- **PLEASE NOTE - students are not permitted to transport patients/ clients/ service users in the student's own vehicle.**
- Neither the University nor Placement Provider can accept any liability relating to, or from, the use of student's vehicles to or from their placement setting.

- Ensure your car is kept in a roadworthy condition and there is always enough fuel
- If your car starts to play up, stop in a busy well-lit area
- If you think you are being followed, drive to the nearest police station, or busy place to get help
- If you are parked up in traffic and approached by someone, lower the window only sufficiently to hear what he/she is saying
- If bumped from behind, stay in the car and keep the doors locked. Wait for the other driver to come to you. If you are suspicious ask the driver to follow you and drive to the local police station or use a mobile. Sound your horn or flash your lights to summon help.

e) Car Park safety

- Park only in well-lit areas where there are already people around (as close as possible to the location you are visiting) and have your keys ready on returning to your car so that you can get in quickly.
- Try to choose a parking bay close to an exit if you will be returning in the dark.
- Before leaving your vehicle, ensure it is securely locked and that all personal possessions are locked away.
- Keep valuables (e.g. bags, mobile phones) out of sight - never leave them on view when you leave your car.
- Check the interior before getting in and lock the door immediately you get in. Keep car doors locked whilst driving around town.
- If you are a woman driver, don't advertise the fact - put spare shoes and the like in the boot before leaving the car
- Reverse into parking spaces

f) Hints and Tips

- Speak with your placement provider if you are concerned that you will not be able to reach placement on time for early morning shifts OR get home following a late shift
- Suggest individual negotiation on placement shift start and finish times to allow you to travel to and from your placement safely
- Consider travelling with other students on placement at the same location