

Safety Advice to Students - Travelling to and from Placement for Early start and Late finish times e.g., shifts

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).

General Advice

Students are advised that they must follow their placement provider's policies and guidance in relation to Covid-19. If you have [symptoms of Covid-19](#), or a positive lateral flow test, or suspect that you may have Covid-19, **YOU MUST NOT ATTEND YOUR PLACEMENT.**

Plan your journey

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

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

You should also consult relevant guidance on the [Student Guidance Policies page on this website](#)

Advice from UK Government

- [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

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; do not 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 do not 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 do not 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](#) is a national journey planning service
 - 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 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

Car sharing

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

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 **they hold a full UK driving license, 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 may only transport patients/ clients/ service users in the student's own vehicle if authorised by the placement provider.

- 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 that you hold a full UK Driving License
- 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.
- Reverse into parking spaces.
- Before leaving your vehicle, ensure it is securely locked and that all personal possessions are locked away out of sight.
- Keep valuables and personal effects (e.g., bags, mobile phones, shoes) 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.

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