

The Sport and Outdoor Learning Unit – Excursions Resources

Title:	Baseline Mitigations to Reduce Risks
Version control:	1 (11/08/22)

[HPL = Health Protection Lothian]

Groups should incorporate the latest respiratory infection, including COVID-19, guidance into **excursion plans** and **risk assessments**. The following measures should **underpin** all excursions in a proportionate and appropriate way, and **reflect the latest CEC, HPL and national guidance**, including [Coronavirus in Scotland](#) and more specifically: [Coronavirus \(COVID-19\): guidance on reducing Risks in Schools](#), [General guidance for safety in the workplace](#) and [NHS Inform](#).

1	Risk assessment , incorporating the routine protective measures below. Excursion and risk assessments reviewed and approved by 'Head of Establishment' (Head Teacher, Head of Centre or Senior Manager/Leader).
2	Readiness and assurance , including scenario planning.
3	Vigilance, awareness and understanding (know the symptoms, how to minimise risks and how to manage COVID-19).
4	Encouragement of vaccination .
5	Stay at home as per the latest NHS Inform advice or Scottish Government guidance and Test and Protect NHS inform advice. Ensure plans are in place for isolation and repatriation whilst on an excursion. Template ideas are included in the updated CEC template risk assessments .
6	Effective communication with parents/carers, staff and children as per national guidance for schools and CEC/HPL advice (good practice to keep people updated where it is expected that concerns may arise).
7	Wearing face coverings : apply latest national and CEC guidance. Include additional venue/activity specific guidance from providers/partners. Latest info: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/
8	Washing hands thoroughly and regularly using appropriate facilities and products.
9	Regular surface cleaning .
10	Effective respiratory and cough hygiene : catch it, bin it, kill it!
11	Ongoing focus on ventilation and maximise the outdoors when reasonably practicable.
12	Use personal protective equipment (PPE) in specific circumstances, including first aid and personal care. Latest info: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/
13	Transport : apply latest guidance including for face coverings, cleaning, hygiene and ventilation (some of this will be the responsibility of the operator). Transport Scotland strongly recommend wearing a face covering when using public transport and facilities . General guidance: Lothian Buses , Scotrail
14	Free universal asymptomatic testing , including the schools asymptomatic programme no longer applies . LFD tests are now being used in a targeted way via Health Professionals to protect the most vulnerable. HPL will still be able to deploy testing as one of a suite of measures for outbreak management purposes if it is necessary in their expert judgement (expected to be rare).
15	Physical distancing where reasonably practicable: follow wider societal guidance; remains important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people. Focusing on off-peak times and planning different routes will support this: plan to AVOID CROWDED PLACES and PINCH-POINTS as much as reasonably practicable.
16	Special considerations for certain groups throughout excursions, including the transport stage. Includes children and young people with additional support needs and incorporate into risk assessment as necessary.
17	Majority of cases and clusters managed by individuals and schools through the latest sickness and absence processes.
18	Apply any specific HPL Outbreak Management guidance where applicable and necessary. CEC groups may need to postpone or cancel visits if there are a high number of COVID cases and in line with CEC/HPL guidance on outbreak management. Check providers terms and conditions.