

## Guidance for Foreign and UK Tours

- 1 Arts Society Bristol tours are open to all members but those with reduced fitness should consider whether the tour is suitable for them, because tours have to run to a strict timetable. If a member is in doubt as to the suitability of a tour for them, they should initially talk to the tour leaders or the tour company before making a booking. In particular members wishing to book should advise the ASB tour leaders and the travel company in advance of any aspects relevant to their ability to participate fully, including food allergies. This information should be sufficient for a risk assessment to be prepared. ASB tour leaders and the travel company will be happy to give more details. Members booking on a tour should have appropriate travel insurance and should provide contact information for a next of kin or other person known to them, based in the UK, in case of emergency.
- 2 Foreign tours are provided by a professionally managed travel company with booking conditions and financial protection (ABTOT or ABTA as appropriate to the services provided). Members are required by the travel company to have foreign travel insurance. Members requiring special assistance for boarding and disembarking from aircraft should establish this with the travel company at the time of booking the tour, or with the airline in cases where they book their flights. They should also inform the tour leaders of the arrangements they have made.
- 3 For foreign tours members are responsible for making their own arrangements for travel to and from the point of departure from and return to the UK.
- 4 On foreign tours a local guide, or guides, coordinates local travel arrangements, leads walking tours and arranges some other activities.
- 5 The coaches provided by the travel company are suitable for normally fit people. At the entry/exit door there is usually a high step up from ground level with further steps inside to the floor level. The coaches are not adapted for wheelchair users or people with mobility issues.
- 6 Tour members are responsible for keeping to the timetable. Members with limited fitness may need to make their own arrangements with local transport where they would not be able to keep up on walking tours or would find part of the programme too demanding. Alternatively they might choose not to participate in certain activities. Members should inform both the local guide and the ASB tour leaders of activities in which they do not intend to participate and/or when they will be making alternative arrangements.