

Specialist and Regional Group Field Trips Insurance Information and Safety Procedures



The
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Society

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The Society's insurance covers Specialist and Regional Group field trips in the UK if they are non-hazardous. The public liability insurance covers third party injury or damage to property, for example if a participant on a field trip hurt themselves or broke their camera, but a claimant would have to prove that the Society had been negligent.

Field trips outside the UK including those organised in Hong Kong by that Regional Group are not covered by the Society's insurance.

Specialist and UK Regional Groups should follow the risk assessment and safety procedures below when organising field trips:

1. Decide if the field trip has any risk of hazard. See the Risk Assessment Guidance Notes (at Annex A) for examples of hazards that might be encountered on a field trip. If there are no identified hazards, no further action needs to be taken and the trip should be covered by the Society's insurance.
2. If there is any identified risk of hazard, the field trip organiser must complete the Field Excursion Risk Assessment and Safety Plan (at Annex B). This and any other literature about the field trip should be sent to the Fellowship Office who will forward it to the Society's insurers so they can decide if any additional insurance is required. This must be done well in advance of the date of the field trip.
3. Specialist and Regional Groups should ensure that the field trip leader is issued with the Safety Information for Leaders document (at Annex C) well in advance of the field trip.
4. At the start of the field trip the field trip leader should give a safety briefing and issue each participant with the Safety Information for Participants document (at Annex D), the Field Excursion Risk Assessment and Safety Plan, and the Risk Assessment Guidance Notes.



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Risk Assessment Guidance Notes

Definitions

| | |
|---------------|--|
| Hazard | Anything that can cause harm |
| Risk | The chance that someone will be harmed by the hazard |
| Level of Risk | Quoted as low, medium or high in the opinion of an assessor who has knowledge of the environment under consideration |

Low Risk Hazards and Recommendations for Control

Weather

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|---------|---|
| Hazard | Variable, unpredictable weather, i.e. too hot, cold or windy, resulting in hypothermia, sunstroke or dehydration |
| Control | Winter – wear layers of warm clothing and good quality waterproofs. Summer – wear light clothing, waterproofs, sunhat, sunglasses and sun block Always carry spare food and plenty of liquids |

Tides

| | |
|---------|--|
| Hazard | Access cut off |
| Control | Consult tide tables and visit coastal sections on falling tide if possible |

Rough or High Terrain

| | |
|---------|---|
| Hazard | Injuries caused by stumbles and falls over rough ground or slippery rocks |
| Control | Wear suitable stout footwear with good grip to protect feet and ankles. Leader will advise whether boots, trainers or wellies are suitable for that trip Take extra care near exposed edges of cliffs and rock scarps |

Rock Falls

| | |
|---------|---|
| Hazard | Injury caused by rocks/debris falling from cliffs, quarry faces or road cuttings |
| Control | Wear a hard hat when close to base of cliffs, quarry faces or road cuttings Take care not to dislodge rocks when moving above other people on cliff tops, quarries or steep slopes |

Working Quarries, Mines and Industrial Sites

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|---------|---|
| Hazards | Injury caused by working machinery, toxic substances or blasting. Falling into sludge ponds or deep standing water |
| Control | Wear safety equipment provided and comply with safety instructions issued by owners or site managers. Keep with group and avoid moving equipment and vehicles |

Hammering

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| Hazards | Injury, especially to eyes, caused by flying rock fragments |
| Control | Wear safety goggles and warn those close by before hammering for samples |

Other specific and medium to high-risk hazards to be identified by leader and members informed of any extra precautions necessary to control risks either by letter or verbally at the start of the field meeting.

**The Geological Society of London****Field Excursion Risk Assessment and Safety Plan****Field Excursion:****Organiser:** Geological Society**Leader(s):****Start Date & Time:****Finish Date & Time:****Start Location:****End Location:****Transport Arrangements:****Field / Safety Equipment Provided:****Field / Safety Equipment Required by Participants:****Type of Clothing / Footwear required by Participants:****Type of Terrain & Length of Walks:**

Please identify the Risks & Control Measures & state whether they are low, medium or high (examples of low risks are listed with controls on attached Guidelines).

If the excursion includes several different terrains (e.g. coastal sections, quarries and rugged terrain) the Risks and Control Measures should be identified individually for each component.

Risks associated with transport arrangements should also be identified separately

| <u>RISK</u> | <u>CONTROL MEASURES</u> |
|-------------|-------------------------|
| | |

Signed Leader:

Date:

Team leaders are responsible for carrying out this risk assessment.



Safety Information for Field Excursion Leaders

Field Meeting Title

Leader's Name(s)

General

- The Geological Society takes the safety of its members extremely seriously. However, attendees of field meetings must also take responsibility for their own and other participants' safety. In order to ensure the safety of all participants the Geological Society reserves the right to limit or refuse attendance at field meetings
- Leaders must give a health and safety briefing at the start of the excursion
- Personal copies of the general Safety Information for Participants document, the Field Excursion Risk Assessment and Safety Plan and the Risk Assessment Guidance Notes must be given to all participants at the start of the excursion
- Leaders must have a list of appropriate local emergency numbers with them on the excursion
- Participants must inform the leader if they leave the meeting early
- The leader is not expected to provide First Aid but please ensure you have some basic supplies
- Leaders to advise on appropriate clothing and footwear for the locality, time of year and as recommended. Anticipate potential changes in weather conditions. Failure by participants to wear recommended clothing and equipment may lead their exclusion from the meeting. The Geological Society does not automatically provide personal protective equipment
- Children and animals will not be allowed on any field meetings
- The leader's decision is final on any matters relating to this field meeting

Site Specific

No list can cover every safety issue. Always be alert for yourself and others around you.

Examples:

- Quarry, cliff, foreshore related – such as rough ground, falling rocks, mud, tides
- Town walks, churchyards related – such as traffic and trip hazards
- Physical ability related – such as distance walking, rock scrambles, climbs
- Weather related – wind, rain, sun etc.



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Safety Information for Field Excursion Participants

General

- The Geological Society takes the safety of its members extremely seriously. However, attendees of field meetings must also take responsibility for their own and other participants' safety. In order to ensure the safety of all participants the Geological Society reserves the right to limited or refuse attendance at field meetings
- Should you be unsure either of the risks involved or your suitability for any field meeting, you must seek advice from the Geological Society. You must declare at the time of booking, any disabilities or medical conditions that may affect your ability to safely attend a field meeting
- The excursion leader will develop a Risk Assessment and Safety Plan for the excursion. He/she will give a safety briefing at the start of the excursion and provide copies of the Risk Assessment and Safety Plan document to all participants
- Inform the leader if you leave the meeting early
- The leader is not expected to provide First Aid – ensure you have adequate supplies for your own needs
- Wear appropriate clothing and footwear for the locality, time of year and as recommended. Anticipate potential changes in weather conditions. The Geological Society will advise on any personal protective equipment that participants need (e.g. hard hat, high visibility vest, goggles). These **MUST** be worn. Failure to do so may lead to your exclusion from the meeting. The Geological Society does not automatically provide personal protective equipment
- Children and animals will not be allowed on any field meetings
- The leader's decision is final on any matters relating to this field meeting
- By attending the field meeting, you have agreed to these terms without prejudice

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