

The Russell Society Field Visit Check List (2015 Review)

One of the aims of the Russell Society is to encourage the study, recording and conservation of mineralogical sites and material. Among the various activities undertaken in pursuit of this aim, members make many field visits. The Russell Society (RS) promotes a high degree of responsibility amongst its members in the achievement of its aims, especially with regard to Health and Safety (H&S) matters. To show the responsible attitude the RS and its members have to H&S issues the Society has developed; a Health and Safety Policy; a Guide to Good Practice; a Risk Assessment Form; a Field Leaders Indemnity Form; an Incident Report Form; and this Field Visit Check List.

This check list provides a practical guide for leaders of RS field visits, to ensure an enjoyable and interesting visit that is educational, involves conservation and recording, and is incident free.

Field Leaders	Anyone accepting the responsibility of leading a field visit needs to feel competent to do so; be supportive of the RS health and safety and risk assessment needs, and ensure to the best of their ability these are carried out. The field leader needs to have the authority to approve the list of attendees. Field leader and/or field secretary to be responsible for planning the visit, ensuring all visit permissions and consents are obtained (eg owners, site management, Natural England, Countryside Council for Wales, etc).
Before a visit (whenever feasible)	Make a reconnaissance visit, especially if site has not been visited before, or contact someone who has visited the site for information. Paperwork requirements sent off as necessary Going to a working site contact the site management to find out Current and potential conditions and hazards Any specific management requirements or instructions First aid facilities, toilets, and parking Any relevant phone numbers and the location of outside telephone Any other points (eg some use two way radios and mobile phones-are these permitted on site?) Will the group be accompanied by a site official, if a safety briefing is to be given and if this covers all the RS leader was to say? Going to other sites, eg beaches, mine dumps on open country: Check predicted weather conditions; provision for car parking; tide timetables if applicable Check any need for compass and relevant map(s), and skills to use these in bad weather. <u>H & S Review 2015</u> Any requirement for the use of a rope during a field trip is not covered by our insurance. If a risk assessment identifies that the use of a rope is required to enable access to the field trip site or exit from it, or during the field trip then the field trip must not take place as a part of the calendar of Russell Society events and activities. This ban includes the use of winches. If during a field trip it is considered that a rope is required to access an area that was planned for visiting as a part of the trip, then this stage of the trip must not continue as the health and safety of participants must be paramount.
Pre-visit information to be passed to attendees	Safety equipment needed, the minimum decided by the field leader and any site management, but often full PPE: safety boots, hard hat, eye protection, high vis sleeved-top and trousers, gloves Car parking arrangements Time and place for pre visit briefing, any cut off time for arrival, who to report to if late Last minute field leaders telephone number(s) if applicable Advise members to read the RS Health and Safety Policy and RS Guide to Good Practice if attendees have not previously seen them (new members or visitors) as available on the RS Website Any requirements re- First Aid Kit they should bring. Age limits if any apply
To take on the day	Completed RS Risk Assessment Form. This can be completed electronically. Completed Field Leaders Indemnity Form. If necessary, specify a field helper for the day (for a large party, any particular problems, beginners, new members, bringing up the rear). The leader and helper need to liaise and be clear about who is doing what. RS Incident Report Form Geological and/or mineralogical handouts, some specimens?
Pre-visit briefing on the day	All to be reminded that they have to take full responsibility for their own and every other attendee's safety and for their actions and for their equipment – at the end of the day, whatever else is put in place, the sensible actions of individuals is what matters more than anything. Each attendee to be made aware of the identified risks. If a trained first aid provider is not present on a field visit, it should be pointed out to all present; if they wish to proceed, it must be on the understanding that no such trained first aid cover is available during the day. Participants to sign the Field Leaders Indemnity Form, it being pointed out what they are agreeing to. Remind participants that they must sign out, make arrangements for signing out if anyone leaves early. Remind participants of the latest time for leaving. Members to keep an eye on each other, be at least in eyesight/earshot of one other member, following site rules. If any incident that involves accidental damage to: a person or persons; machinery or equipment; or to the reputation of the Society' occurs, the field leader must be informed; and a RS Incident Report Form be completed. A geological and mineralogical introduction, eg setting, anything of special interest, specimens of what might be found; the need to conserve and record.
Latecomers	Arrangements to be made to ensure safe access to site, signing the indemnity form and being briefed as above.
During the day	A periodic check on where people are and that they are accounted for, with no-one to be left collecting on their own. The Field Leader to be the last person to leave a site.
After the visit	Hopefully visits are incident free and just the Field Leaders Indemnity Form to be sent to VP. Risk Assessment Form to be kept in Branch for one year. Letter of thanks to the quarry management including a note of the finds. Write up for the RS Newsletter. If there is an incident this is to be recorded on the RS Incident Report Form and this, together with the Risk Assessment Form to be sent to the VP. Incident reports to be kept by the Society for 3 years