

# THE RUSSELL SOCIETY: Field Trip Roles and Responsibilities

## Introduction

To ensure that everyone who organises or takes part in field trips understands the roles and responsibilities of all parties involved these are set out below.

Within each Branch, the Branch Field Trip Organiser (FTO) is the person responsible for arranging field trips. Each trip is then coordinated on the day by a Field Trip Coordinator (FTC). In many cases the FTO and FTC will be the same person.

Members must note that they are responsible to the Society for their individual Health and Safety and of those around them at all times.

## Branch Field Trip Organiser (FTO)

- Produces a field trip programme for the year.
- Undertakes FTC role directly or delegates to another person.
- FTO, or delegated FTC, arranges access and permissions from all relevant parties.
- FTO issues the programme to the Newsletter Editor in time for inclusion in the Spring Newsletter. Late arranged trips should be advertised on the member's page of the Society website.
- Liaises with delegated FTC, if necessary, during production of the Risk Assessment and Indemnity Form for each trip.
- Organises storage of completed Risk Assessments and Indemnity Forms, including forward of completed Indemnity Forms to the Vice President within one week of each trip (unless agreed with FTC that they forward forms direct).
- Receives completed field trip reports and distributes/ files these as appropriate, including forwarding to Newsletter Editor.
- May or may not attend specific trips.

## Field Trip Coordinator (FTC)

- Arranges access and permissions where not undertaken by FTO.
- Produces Risk Assessment and Indemnity Form.
- Checks with site management/owners (as far as reasonable) re suitability of the Risk Assessment and to note any specific site instructions.
- Gets the Risk Assessment reviewed by another experienced Russell Society member.
- Books members onto trip.
- Records arrival and departure of attendees.
- Ensures that Indemnity Form is completed before the trip starts.
- Sends the Risk Assessment and Indemnity forms in advance to attendees where possible to make sure they understand and agree the risks and requirements.
- Briefs attendees before the trip starts on Risk Assessment and any special instructions, also reminds individuals that by signing the Indemnity Form they are responsible to the Society for their individual safety and that of others around them.
- Whilst individuals are responsible for their own Health and Safety and for complying with the Risk Assessment the FTC may give additional instructions during the trip.
- If excavators/diggers are to be used then see specific Russell Society conditions for their use.
- Seeks a volunteer to produce the field trip report and issues the report to the FTO.
- Will act as the focal point to arrange action in the event of an accident.
- To notify the Society of any Health & Safety issues brought to their attention.
- Forwards / arranges storage of completed forms as agreed with FTO.

## **THE RUSSELL SOCIETY: Field Trip Roles and Responsibilities cont'd**

### **Attendees**

- Book field trip places via the Branch FTO or delegated FTC. All members and non-members attending a trip should be approved in advance.
- Complete the required forms after reading and accepting their contents.
- Note and adhere to the Risk Assessment and any special instructions on the day of the trip.
- Follow any instructions provided by site management.
- Attendees are responsible for their own actions, whilst preserving the right for the FTC (and others) to issue instructions and for these to be complied with immediately.
- Attendees are also responsible for the Health and Safety of those around them who may be impacted by their activities, including warning others re potential Health and Safety breaches.
- If a Russell Society member has arranged to bring guests to a field trip, then that member will be responsible at all times for the compliance of the guests with the field trip requirements of the Society, including their safety and behaviour. The guests agree to comply with the field trip conditions, as per the member.
- Report any Health and Safety concerns immediately to the FTC /Society.

End