

THE RUSSELL SOCIETY FIELD TRIP COORDINATOR REQUIRED COMPETENCE & EXPERIENCE 2025

1. Introduction

Field trips are an essential activity of the Russell Society, both for the enjoyment of our members and for the recording of British topographic mineralogy, in line with our charitable objectives. Any activity carries an inherent degree of risk. To help mitigate risks to an acceptable level the Society has developed a risk assessment and field trip management process. This process has been developed over a period of 40 years and represents the cumulative knowledge and experience of our members gained on both field trips and in their numerous professional careers (including members who have managed quarries, underground mines and construction sites). In addition, our risk assessments have been considered by active quarry and mine managers and their comments integrated where appropriate.

In terms of health and safety in active quarry and mine settings our guidance complies with industry best practice, including type and use of personal protective equipment.

The risk assessment and field trip management process adopted by the Society is set out in a suite of documents held at <http://russellsoc.org/safety/>

It is not possible to eliminate all risks associated with field trips. The Society considers, however, that the raft of field trip guidance that has been developed provides reasonable and proportionate mitigation of the potential risks faced by our members.

Our field trip risk assessment and management process will continue to be reviewed and improved, in line with continuing experience and emerging best practice.

2. Competent Field Trip Coordinators (FTC's)

The Society does not operate a formal training process for Field Trip Coordinators and does not consider it proportionate or practical to do this, given our membership size and experience to date. Many of our members hold, or have held, professional positions and are familiar with risk assessment processes and controlling groups of people.

To develop competent FTC's the Society prefers to use an approach that gradually builds up the experience of these people to a point where they are comfortable to safely coordinate trips. This is achieved by:

- New FTC's must have attended a minimum of five field trips before coordinating their own trip;
- New FTC's will be made aware of the field trip risk assessment and management documentation process by their local Field Trip Organiser or Branch Organiser before coordinating their own trip;
- Personal guidance can be provided to new FTC's to help them complete the risk assessment process;
- New FTC's will be accompanied by an experienced FTC when leading their first trip.

Branch Field Trip Organisers or Branch Organisers will be responsible for ensuring the above measures are put in place for new FTC's. Existing FTC's are deemed to have met the requirements to coordinate field trips without the need for further checks.

3. Special Circumstances

THE RUSSELL SOCIETY FIELD TRIP COORDINATOR REQUIRED COMPETENCE & EXPERIENCE 2025

Special guidance may be issued by Council where required, for example on the use of excavators for larger digs. This guidance will normally be prepared by members who have prior experience of the activity at hand, typically those with construction, mining or quarrying experience.