

The Russell Society Field Trip Coordinators Check List 2026

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 trips. The Russell Society (RS) promotes a high degree of responsibility in 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 Trip Indemnity Form; Field Trip Guides; an Incident Report Form; and this Field Trip Coordinators Check List.

This check list provides a practical guide for Field Trip Organisers (FTO) and Field Trip Coordinators (FTC) of RS field trips, and should be read in conjunction with Field Trip Roles and Responsibilities, to ensure an enjoyable and interesting visit that is educational, conserves sites and records minerals found, and is incident free.

Field Trip Organiser (FTO)	The FTO is responsible for planning the visit, ensuring all visit permissions and consents are obtained (e.g. owners, site management, Natural England, Natural Wales, Nature Scot, Forestry Commission, NT etc.).
Field Trip Coordinator (FTC)	Anyone accepting the responsibility of coordinating a field visit needs to feel competent to do so; to comply with the RS health and safety and risk assessment needs, liaise with the landowners etc. re permissions and conditions and ensure these are communicated to, and are understood and agreed to, by the attendees. The FTO and FTC have the authority to approve the list of attendees.
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 such as the risk assessment. <u>Going to a working site contact the site management to find out</u> <ul style="list-style-type: none"> - Current and potential conditions and hazards - Areas allowed/not allowed access - Any specific management requirements or instructions e.g. What safety equipment the site specifies - First aid facilities, toilets, and parking - Any age limits for visitors - Any relevant phone numbers and the location of outside telephone - Will the group be accompanied by a site official, if a safety briefing is to be given and if this covers all the RS FTC has to say? - Any other points (e.g. some use two way radios and mobile phones-are these permitted?) <u>Going to other sites, e.g. beaches, mine dumps on open country:</u> <ul style="list-style-type: none"> • Check predicted weather conditions • 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 and so is prohibited.
Pre-visit information to be passed to attendees	<ul style="list-style-type: none"> • Safety equipment needed; the minimum decided by the FTC and any site management, but often includes full PPE: laced safety boots, hard hat, eye protection, hivy 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. • Require attendees to read and understand the RS Health and Safety Policy and RS Guide to Good Practice, especially new members who may not have seen them. These are available on the RS Website. • Any requirements re- First Aid Kit they should bring. • Age limits, if applicable.
To take on the day	<ul style="list-style-type: none"> • Completed RS Risk Assessment Form. This must be distributed electronically in advance. • Completed Field Trip Indemnity Form.

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	<ul style="list-style-type: none"> • If necessary, specify a field helper for the day (for a large party, any particular problems, beginners, new members, bringing up the rear). The FTC 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	<ul style="list-style-type: none"> • All to be reminded that they are responsible for their own safety, volunteering to help maintain every other attendee's safety, their actions and their own equipment. • 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 must sign the Field Trip Indemnity Form, and be told 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, and follow 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 FTC must be informed; and a RS Incident Report Form completed. • A geological and mineralogical introduction, e.g. 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	<ul style="list-style-type: none"> • A periodic check on where people are, with no-one to be left collecting on their own. • The FTC to be the last person to leave a site.
After the visit	<ul style="list-style-type: none"> • The aim is for visits to be incident free with the Field Trip Indemnity Form being sent to the VP. 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 • Risk Assessment and Indemnity Forms to be kept for one year. • Letter of thanks should be sent to the site management or owner, including a note of the finds. • The FTC to arrange for a volunteer to write the field trip report, even if nothing of note is found. This to be submitted to the RS Newsletter editor for the next publication.