

Newbury Geology Society

Code of Conduct for Field Activities

1. Planning of activities

- The Trip Leader* will conduct a reconnaissance of the planned activities including all points of interest in the itinerary.
- The Trip Leader will conduct a risk assessment to identify hazards present in the activities and plan suitable controls to reduce any consequent risks to as low as reasonably practicable while maintaining the aims of the trip.
- The Trip Leader will prepare Field Trip Notes to cover the activity which include a Health and Safety Checklist generated from the risk assessment.
- Every activity will have a brief Emergency Response Plan, detailing what to do in the event of any injuries, lost persons or other foreseen events. The plan will include a delegate to cover any incapacitation of the Trip Leader.
- When it is proposed to work in a private area or a location administered by another organisation, the Trip Leader will determine if specific permission is required to enter such areas. When applying for permission, enquiries must be made to ascertain the local code of practice and safety rules. The Trip Leader will ensure that all participants in the activity know of and conform to the local safety rules.

2. Conduct of activities.

- The Trip Leader will provide a briefing on the event at the first activity site, to include health and safety considerations. Where appropriate, further briefings may be given at each site visited.
- The Trip Leader will continuously re-assess risks as activities proceed, looking out for changing conditions such as road traffic, weather and tides, or any other hazards that may reduce the safety of the activity. Where appropriate, the activity will be abandoned.
- The Trip Leader will account for people at the start and end of each trip.
- The Trip Leader has the power to remove any person, child or dog brought on the activity who in their opinion is not behaving correctly or is causing a nuisance or risk to the party or public.
- Children and dogs must be kept under control by the members responsible for them.
- Participants are expected to follow the instructions given in briefings and other instructions from the Trip Leader.
- Participants should:
 - not undertake any activity which they do not personally feel capable of;
 - always stay in a minimum of pairs and never act alone;
 - stop any activity that they feel is unsafe for themselves or others, including the public, and alert the Trip Leader as to the situation;
 - dress appropriately for the terrain and weather;
 - use personal protective equipment where required; as a minimum, this includes a hard hat under cliffs and in quarries and safety eyewear when hammering;

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- keep collecting to a minimum and avoid removing in-situ fossils;
- never collect from any part of the built environment (buildings, roads, etc.);
- never leave sites in an untidy or unsafe condition;
- always obey the Country Code e.g. close gates, leave no litter, do not disturb livestock, wildlife or plants.
- Participants are responsible for their own prescribed medicines and special first aid requirements for allergies e.g. EpiPens, hypoallergenic plasters, etc.
- Participants must inform the leader of their arrival and of their departure from the activity, particularly if leaving early.
- All injuries must be reported to the Trip Leader.

3. Insurance

Each person attending field meetings does so on the understanding that they attend at their own risk.

NGS maintains Public Liability Insurance Cover for field activities within the UK. Personal Accident and Personal Liability cover are the responsibility of participants.

Participants should note that they will be required to take out appropriate travel insurance for any overseas event.

Note that NGS considers that all its events are exempt from the Package Travel and Linked Travel Arrangements Regulations 2018 under section 3(2)(b) of these regulations as any package so offered is supplied to participants by NGS on an occasional, not-for-profit basis and for a limited group of travellers. Any booking for any NGS event must be made accepting said exemption.

Travel to or between sites is not considered part of the NGS's activities, including any arrangements made for car sharing.

** Trip Leader may be an external facilitator.*