

The Committee will endeavour to ensure that these guidelines are followed for all field meetings organised by the Group. A copy of this Policy is to be sent to members on joining SWGA and will be available on the website.

1. Field meeting leaders will be sent a copy of this safety policy when they are invited to lead a field meeting and will be asked to consider specific safety issues to complete the risk assessment. They will be asked to estimate the total length of the walk and an indication of the terrain. The Meetings Co-ordinator will ensure that the Risk Assessment is sent out prior to each field meeting.
2. Participants are expected to adhere to our Code of conduct for Field Meetings in addition to the specific advice to reduce risk derived from the Risk Assessment.
3. The SWGA carries third party liability for field and indoor meetings. The insurance cover details will be available on request.
4. A link to this Safety Policy and Code of conduct of Field meetings will be sent out to members with the details of the meeting. The risk assessment will be sent to members when completed.
5. A responsible person, preferably a committee member, will be identified at the start of each field meeting as the field meeting co-ordinator. Their role will be to liaise with the field meeting leader, to look after the field meetings attendance sheet, complete incident forms and nominate a back marker.
6. The code (see below) and the risk assessment advice will be available at the start of each field meeting for the benefit of visitor's or those without email. Particular hazards / specific safety issues will be announced at the start of the meeting by the field meeting leader.
7. A field meetings attendance sheet **MUST** be signed by each participant at the start of each field meeting.
8. Any safety issues that arise during a field meeting, such as safety incidents, or potential problems that need attention, should be recorded on an incident report form.
9. The attendance sheet and any incident report form should be returned to the secretary.
10. The effectiveness and appropriateness of the Safety Policy and Code will be regularly monitored by the committee.

Code of Conduct for Field meetings.

Participants should be aware that geological fieldwork is a potentially hazardous pastime. Take all reasonable precautions to maintain your own safety and not endanger other participants.

- 1 All participants **MUST** sign the Field meetings Attendance sheet
- 2 No children under 18 can attend without an adult who has parental responsibility for them. There is an exception for 16-18year olds who may attend with parental consent and a nominated adult.
- 3 The organiser may refuse to accept anyone who is inappropriately dressed for the conditions.
- 4 Please bring your own safety equipment eg hard hats, goggles, first aid kits.
- 5 You **MUST** tell the leader or organiser if you decide to leave the event early.
- 6 Any member of the group who is behaving in a manner likely to jeopardise the safety of the group may be asked to leave by the leader or Organiser. Always obey the leader's instructions.
- 7 Obey the Countryside code e.g. close gates, leave no litter, do not disturb wildlife, and the/GA's Geology Fieldwork code. eg do not approach cliff faces from above or below, hammering to be minimum and check no-one is close, do not leave loose stones or excavations as hazards, do not undermine structures, never enter caves or mines unless advised. Never throw samples or equipment. Always check there is no one below etc.
- 8 There will be regular pauses to allow members to keep up with the leader. Leaders can be asked to repeat any of the information that has been missed and the backmarker will facilitate this.
- 9 If you are ill on the day, or have a medical condition that is unpredictable, please consider cancelling as we may be out of range of phone signals and far from roads for some or all of the time.
- 10 If you have a medical condition, you are advised to bring any inhalers, sprays, epipens etc that you might need. Do not assume there will be a first aider on the trip.
- 11 Carry a mobile phone if possible and ensure you have the trip leader/ co-ordinator's number. This will be available on the day. It would be useful to give an emergency contact number on the attendance record.
- 12 Please inform the trip leader/co-ordinator as soon as possible of any injury. A safety incident form will need to be completed.