

## **Duties of the field meeting leader(s)**

1. Obtain the permission(s) (preferably in writing) of the land owners and obtain from them or elsewhere any local codes of practice or safety rules.
2. If possible, investigate the sites in advance and look for (a) suitable places nearby to park sufficient vehicles, making a note of the grid references of the entrance to each site and of suitable car parking space and (b) list the potential hazards associated with the sites. Where marine sites are being studied it may sometimes not be possible to complete all the investigations if the tides are unfavourable at the time of the initial visit, in which case some of the risk assessment may be left until the day of the meeting. Detailed Ordnance Survey maps or Admiralty Charts may give some indication of the risk of being cut off by the tide.
3. Select an assembly point for the start of each day of the meeting, preferably not too distant from the sites to be visited. There are advantages in choosing somewhere near a public transport node, or where there are toilet facilities, or opportunities to purchase refreshments. Railway stations, supermarkets, garden centres and public houses are among the possibilities. Car parks which charge for parking may be an unpopular choice. Make sure that the assembly point is not liable to be overcrowded, and ask permission where necessary.
4. Prepare the risk assessment and consider what verbal advice to give the attendees. This should include local codes of conduct and safety rules.
5. Prepare an advance publicity text relating to the meeting for inclusion in Mollusc World and posting on the web site. This should contain locations/grid references for the initial meeting point, the date and assembly time, whether or not there are toilet facilities, advice on clothing, footwear, protective equipment such as hats or helmets, sun cream, sustenance, etc. Some of this advice may depend on time of year and should include details such as whether the meeting is unsuitable for children.
6. Appoint a co-leader/deputy to assist if the group splits up or in case you are taken ill or have an accident.
7. Before starting to sample any sites, inform the participants verbally of the hazards associated with working the particular site or sites. Your statement will need to be reasonably exhaustive and should include obvious risks as well as the less obvious ones such as poisonous plants or the danger from thorns in the eyes. Reserve the right to exclude anyone who has not brought appropriate clothing or safety equipment.
8. Ensure that everyone attending the meeting hears the safety briefing and signs the briefing acknowledgement form. Anyone who does not do so will be regarded as not participating in the meeting and may not be covered by the Society's insurance.
9. Leaders must ensure that participants are aware of the specific risks posed by traffic and that the Society is not insured to survey working quarries, or highways and their immediate vicinities.

10. During the meeting, collect species records from all participants. The participants will supply you later with data on species retained for further examination or in samples of substrate they have taken.

11. Send the completed risk assessment forms, the briefing acknowledgement form and details of incidents (if any) to the Programme Secretary.

12. Write up the results of the meeting for inclusion in Mollusc World or delegate a volunteer to do this for you.

13. Leaders (as well as participants) are encouraged to fill in a marine or land and freshwater record card for each of the field sites visited during the meeting and submit the completed record cards to the appropriate Society Honorary Recorder, or delegate a volunteer to do this.

### **Duties of participants at field meetings**

1. Each individual participant must bear in mind that the onus for carrying out safety procedures in the field rests primarily with him- or herself.

2. All participants must obey safety instructions from the leader and must adhere to suitable standards of behaviour in order to reduce the risk of accidents.

3. Participants must ensure that they are suitably clad for the local terrain and for all weather conditions likely to be encountered. Clothing requirements should be assessed at the planning stage. Leaders should refuse to allow any person in the group who has inappropriate or inadequate personal clothing to embark on a field exercise.

4. Participants must inform the leader in advance that they are attending, and must ensure that the meeting is suitable for or adaptable to their fitness level. They should check that the meeting is suitable for children, if any are coming.

5. Participants must inform the leader of their arrival and of their departure from the meeting.

6. Participants should inform another participant or the leader of any strategic absences during the meeting.

7. Participants are responsible for their own prescribed medicines and special first aid requirements for allergies e.g. epipens, hypoallergenic plasters etc.

8. All members of the group must be made aware of who is carrying first aid equipment and whether any members of the group are in possession of mobile telephones which are within signal range, which may be used in emergency. If no telephones are available, then the location of the nearest emergency assistance should be established. Participants should check that their

mobile phones (if brought) are charged and financed and that they are able to obtain a signal at the sites visited.

9. Any individual noticing a health or safety problem they are not able to put right themselves should immediately inform the leader.

10. Participants should look out for the safety of adjacent participants.

11. Participants should supply the leader with a list of their species records, either at the meeting or shortly afterwards.