

## 1 Health and Safety Policy Document December 2015

A) WGCG takes the safety of its members and guests seriously. The responsibility for the safety and conduct of participants is shared between the Trustees, the party leader and the individual participants on the field trip/site visit.

B) WGCG has in place **procedures** to monitor that the Group's policy is able to be followed.

Documentation related to these procedures are:

For leaders

Guidance to leaders (Document 3)

Risk assessment form (Document 4)

Site registration form (Document 5)

Accident and Incident report form (Document 8)

For participants:

Leaflet – Safety Guide for Work Parties (Document 6)

Leaflet – Safety Guide for Site Visits (Document 7)

Health Declaration for residential field trips Document 9

Leaders should check 3 at least two weeks before the visit; 4 and 5 must be completed for each occasion; 9 must be completed in case of accident or incident; Participants must be aware of the contents of 6 or 7, whichever is appropriate; 9 must be completed for residential field trips

C) On visits to working quarries and other places where it exists site owner's health and safety procedures takes precedence over and are addition to WGCG procedures. This normally requires the party leader to sign, on behalf of the visiting party, a form indemnifying the owners from responsibility for most accidents and damage done to property by visitors.

D) All original safety documents relating to a field trip/site visit should be retained in the WGCG *Past Field Trips* file stored in the Group's office. Leaders should pass this to the Secretary or a responsible Trustee for filing.

E) WGCG, as an entity, contributes to a group insurance cover arranged by the Geology Trusts and provided by Markel for charities and community groups. *[This cover indemnifies WGCG against Third Party claims related to liability in the following spheres:- public, products, employers, management, entity defence and crisis management. Employer's liability covers, inter alia, volunteers working on activities under WGCG's direct control. A Markel Policy Summary is available on request]*

F) Under the cover in paragraph E neither WGCG nor Markel provides Personal Accident Insurance cover for members or non-members attending field trips or site visits.