



## Field Trip Guidelines

This document outlines the important information required before planning a GESGB field trip.

# About GESGB Field Trips

Field trips are an integral part of the events organised by the GESGB and are a member only benefit. These trips provide members with the opportunity of coming together in person, outside of their daily working environment.

The field trip leader will take complete responsibility of the field trip. The GESGB will support the event by promoting it to our members and assisting with logistics prior to the field trip taking place.

The field trip leader and attendees **must be members of the GESGB** in order to be covered by the Society's liability insurance.

This document should be used by the field trip leader to outline the proposal for the trip and to gain a better understanding of the GESGB's processes and procedures. The field trip leader is responsible for making the initial proposal to the GESGB.

Once the GESGB has received all requested information, it will be forwarded to the Educational Training Director. This information will then be assessed and if it aligns with our legal procedures and processes, and fits into our events schedule, we will then proceed with further discussions.

***Please note: Completing this form does not guarantee confirmation of the field trip as there are various factors that will need to be considered. We will endeavour to do our best to accommodate all requests and work towards its success.***

# Field Trip Leader Information

<b>Name</b>		<b>Company</b>	
<b>Email</b>		<b>Contact Number</b>	
<b>Name of Field Trip:</b>			

## Emergency contact details during the field trip

<b>Name(s)</b>	
<b>Mobile Number(s)</b>	

## Health and wellbeing

<b>Do you have any medical conditions we should be made aware of?</b>	
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# Field Trip Information

<b>Start date/time and location</b>	
<b>End date/time and location</b>	
<b>Minimum number of attendees required</b>	
<b>Maximum number of attendees permitted</b>	

**Please write a short summary on the objective(s) of your proposed field trip and who it is aimed at.**

# Logistical Arrangements

<b>Do you agree to provide a briefing sheet 10 days before the field trip?</b>	
<b>Do you agree to provide field trip guide for attendees the start of the field trip?</b>	

**Please provide details of the field trip (names of the mines/outcrops)**

# Transport



**What mode of transport will be most suitable for this field trip?** Mark relevant box with 'X'

*Applicable to transport from the starting point to the end of the field trip*

<b>Minibus</b>	
<b>Personal vehicles</b>	
<b>Walking</b>	
<b>Other</b>	

**If a minibus is required, please provide the following information:**

<b>Details of a local bus hire company</b>	
<b>Do you require a driver for the minibus?</b>	
<b>Outline of the journey – dates, times, pick-up and drop-off points</b>	
<b>If you are willing to drive a minibus, do you hold a D1 driving license?</b> <i>This is essential to be covered by the GESGB liability insurance.</i>	

# Field Trip Leader Expenses



Field trip leader expenses will be covered by 30% of the total registration income.

Expenses are limited to:

- Transport
- Accommodation
- Food and soft drinks only (breakfast, lunch, dinner)

Field trip leaders must submit a GESGB expenses claim form after the event. Contact [events@ges-gb.org.uk](mailto:events@ges-gb.org.uk) to request the form.

The GESGB will inform the field trip leader of the final registration income total after the event. The maximum amount that can be reimbursed will be based on 30% of the total income.

# Field Trip Attendees

**The registration fee for attendees will be determined by direct costs incurred and the GESGB's operational costs.**

## **Accommodation**

For overnight field trips, attendees are required to make their own accommodation booking arrangements. The GESGB will provide information of recommended hotel(s) on the event web page.

## **Transport**

If a minibus is required, the hire cost will be included in the registration fee.

## **Breakfast**

Attendees are required to make their own arrangements for breakfast.

## **Lunch and Dinner**

For overnight field trips, the GESGB will organise packed lunch and dinner for attendees. This cost will be included in the registration fee.



# Field Trip Itinerary

**Please provide a provisional itinerary for the field trip**

*You can provide a more detailed version at a later stage.*

# Health & Safety

**A qualified first aider must be present throughout the field trip. This a mandatory requirement by the GESGB.**

<b>Do you have a valid first aid certification?</b>	
<b>If not, will one of the attendees have a valid first aid certification?</b>	<i>If yes, please provide name and contact details.</i>
<b>If you had a first certificate which has expired, the GESGB can cover the cost of an online refresher course. Would you like to attend an online course?</b>	

**Please provide a description of any safety clothing/equipment attendees will need to bring on the trip. This information will be included in the joining instructions sent to attendees prior to the field trip.**

*Please note: the GESGB do not provide safety clothing/equipment.*

# Risk Assessment

As a legal requirement, the GESGB will arrange public liability insurance for each field trip. This will cover any negligent acts of the GESGB or its members.

Please always bear safety in mind and act responsibly when leading a field trip. For the purpose of this trip, you are a volunteer member of the GESGB staff.

As a field trip leader, you will be required to complete a Risk Assessment which must be done in order for the GESGB to organise insurance for the field trip.

**Please note: the field trip cannot go ahead without insurance.**

# Marketing & Communication



**Please provide a description of the field trip to be included in the marketing content for promoting the event to our members.**

**Please provide an image (for which you have copyright) that reflects the field trip. This will be used for promoting the event. Send your image to: [events@ges-gb.org.uk](mailto:events@ges-gb.org.uk)**

*The GESGB communication channels used: website, membership platform, social media, e-bulletin and event holding slide. Information of the field trip will be included in GESGB quarterly magazine if the date is prior publication.*

*Please advise the GESGB of any other potential avenues for promoting the field trip.*



**Thank you for taking the time to read through this important information and for completing the relevant sections.**

**Please send the completed form to:  
[events@ges-gb.org.uk](mailto:events@ges-gb.org.uk)**