

## Appendix 5.1 – References

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- Wildlife Trusts. *Wildlife Sites Handbook*. Newark 1997
- Scottish Wildlife Trust. *Wildlife Sites Manual*. Edinburgh 1996
- Anon, 'letter of reply to "Who owns that RIGS?"' *Earth Heritage Magazine*, Issue 8, 1997
- BTCV, Insurance Guide for Groups Affiliated to..., Wallingford, 1999
- Countryside Commission, *A Guide to Definitive Map Procedures*. DETR and Countryside Commission, Cheltenham, 1998
- Countryside Commission, *A Guide to Procedures for Public Path Orders*. Cheltenham, 1994
- Countryside Commission, *Countryside information: Common Knowledge...?* Cheltenham, 1990
- Countryside Commission, *Managing Public Access: A Guide for Farmers and Landowners*. Cheltenham, 1994
- Earth Science Teachers Association, *Safety in Earth Science Fieldwork – guidelines for fieldwork leadership*
- Evans, N, *Who owns that RIGS? – a practical guide to procedure*. Earth Heritage No.7 1997, p6
- Ford, C and A Silley *Insurance Protection: a guide for voluntary organisations* NCVO, 1992
- Geologists' Association, *A code for geological fieldwork* (date unknown)
- Geological Society, *A code of practice for geological visits to quarries, mines and caves*. London (leaflet)
- Jones, R.L. 'Some implications of an increasing drive towards aspects of safety – accountability and teacher competency with field work.' *Journal of the Earth Science Teachers Association*, Vol 22, No.3, 1997.
- Oliver, P G, *Proceedings of the First UK RIGS Conference*. Hereford and Worcestershire RIGS Group, Worcester, 1998
- Riddall, J, and J Trevelyan, *Rights of Way: a guide to law and practice*. Commons, Open Spaces and Footpaths Preservation Society and Ramblers' Association, 1992
- Wildlife Watch, *The Essential Guide to Being a Wildlife Watch Leader*. Slough, 1996

## Other statutes and circulars relating to health and safety and access

HMSO Publications  
PO Box 276  
London SW8 5DT  
Enquiries ☎ (020) 7873 0011  
Orders ☎ (020) 7873 9090

- ◆ Firearms Act 1968
- ◆ Theft Act 1968
- ◆ Health and Safety at Work etc. Act 1974
- ◆ Ancient Monuments and Archaeological Areas Act 1979
- ◆ Highways Act 1980 (as amended)
- ◆ Wildlife and Countryside Act 1981 (as amended)
- ◆ Road Traffic Regulation Act 1984
- ◆ Public Order Act 1986
- ◆ Environmental Protection Act 1990
- ◆ Rights of Way Act 1990 (Amended the Highways Act 1980)
- ◆ Dangerous Dogs Act 1991
- ◆ Public Rights of Way, DoE Circular 2/93
- ◆ Recovery of Costs of Public Path and Rail Crossing Orders, DoE Circular 3/93

## Further suggested reading on rights of way and access

### **The Countryside Agency**

Postal Sales  
PO Box 124  
Walgrave  
Northampton NN6 9TL  
☎ (01604) 781848

- ◆ A guide to procedures for public path orders (CCP 449), 1994
- ◆ A guide to definitive map procedures (CCP 285), revised 1992
- ◆ Countryside Stewardship: Handbook and application pack (CCP 453), revised 1994
- ◆ Informal countryside recreation for disabled people: A practical guide for countryside managers (CCP 439), 1994
- ◆ Out in the country: Where you can go and what you can do (CCP 186), revised 1992
- ◆ The Rights of Way Act 1990: Guidance notes for farmers (CCP 299), 1990
- ◆ Way marking public rights of way (CCP 246), revised 1992

The Secretary

### **Rights of Way Review Committee**

1/5 Wandsworth Road  
London SW8 2XX  
☎ (020) 7582 6878

- ◆ PGN 1: Proposed changes to rights of way and definitive maps: A code of practice on consultation.
- ◆ PGN 2: Deemed dedication of rights of way: Section 31(6) of the Highways Act 1980.
- ◆ PGN 3: Minimising objections to definitive map modification orders and reclassification orders.
- ◆ PGN 4: Securing agreement to public path orders.

Publications Manager  
**Country Landowners' Association**

16 Belgrave Square  
London SW1X 8PQ  
☎ (020) 7235 0511

- ◆ Environmental Land Management Services (E2/91), 1991
- ◆ Land Opportunities for the 1990s: a Handbook of Alternative Enterprises, 1991
- ◆ Occupiers' Liability, 1993 (Joint leaflet with the British Mountaineering Council)
- ◆ Public Rights of Way: Rebutting Deemed Dedication (A2/93), 1993
- ◆ Commons (L6/92), 1992

#### **The National Farmers' Union**

22 Long Acre  
London WC2E 9LY  
☎ (020) 7235 5077

- ◆ Rights of Way: A checklist for farmers.
- ◆ Advisory leaflet: Sport and recreation on the farm
- ◆ Sponsored walks in the countryside: a handbook for organisers

#### **MAFF Publications**

London SE99 7TP  
☎ (020) 8694 8862

- ◆ Trespass: Advice for farmers and landowners

#### **Open Spaces Society**

25A Bell Street  
Henley on Thames  
Oxon RG9 2BA  
☎ (01491) 573535

- ◆ Our common land: The law and history of commons and village greens. P Clayden 1992 (£9.50)
- ◆ *Rights of Way: A Guide to Law and Practice*: J Riddall and J Trevelyan, 1992 (£14.00) (Joint publication with the Ramblers Association)
- ◆ *Our common right: the story of common land* (50p)

## Appendix 5.2 – Equipment check list

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The following check lists can be used to ensure that all necessary equipment is prepared before setting off on a field trip. This will ensure that the group arrives at a site properly prepared. If the group arrives at a quarry without all of the mandatory personal protection equipment, they could be refused entry. This list is purely a guide – requirements may be stricter at landfill sites or less strict at other types of site.

### Mandatory Equipment

✓ or ✗

Hard hat	
Good walking boots or steel toe capped boots or wellingtons where appropriate	
High visibility jacket, waistcoat, or tabard	
Safety spectacles or goggles	

### Essential Additional Equipment

First aid kit	
Geological hammer and/or club hammer	
Protective gloves	
Plastic bags and newspaper for wrapping specimens	
Rucksack and/or collecting bag	
Cold chisels (with safety guards)	
Hand lens (x10 ideal) with neck cord	
Field note book and pencil	

### Recommended Additional Equipment

Overalls/boiler suit	
Waterproof clothing	
Small spade (useful on old dumps)	
Sledge hammer	
Packed lunch and drinks	
Compass/clinometer	
Ordnance Survey maps	

It may also prove useful to take equipment such as cameras or binoculars. However, groups should bear in mind that this equipment may have to be carried for some considerable distances over difficult terrain. Personal property such as this may also require extra insurance cover.

## Appendix 5.3 – Risk assessment form

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<i>Name of society or group</i>	
<i>Activity assessed</i>	
<i>Location</i>	
<i>Date of planned activity</i>	
<i>Name of leader/s</i>	
<i>Nearest telephone</i>	
<i>Nearest hospital with accident &amp; emergency facilities</i>	
<i>Signed</i>	
<i>Print name/s</i>	

Hazard	Risk			Safety measures
	H	M	L	

Use the reverse of this sheet if more space is needed