

Fieldwork & Expeditions

● Off-Site Safety Management 2012

The Off-Site Safety Management course has been designed to increase delegates' knowledge, understanding and skills in planning, managing and evaluating the safety of off-site visits in a number of different contexts.

It is intended to meet the needs of groups organizing a very wide range of activities both in the UK and abroad. It will be particularly relevant to teachers, social workers, expedition leaders and university lecturers, especially those who are responsible for off-site visits within their organisations, such as geography and biological fieldwork, adventurous outdoor activities and cultural visits.

Topics covered in the course are relevant to those operating to the new British Standard BS 8848: *Specification for the provision of visits, fieldwork, expeditions, and adventurous activities outside the United Kingdom.*

The course is divided into three sections, each representing a vital stage in managing an off-site activity/event:

Planning for the event:

This section addresses those aspects of planning which must be completed before the group departs in order to ensure the safe management of the event. It includes assessing the needs of the group, arranging the necessary staffing, and undertaking a risk assessment.

Managing the event:

This section addresses the key management requirements relating to group safety during an

activity including appropriate actions and procedures required when dealing with both minor and major incidents and contingencies.

Evaluating the event:

This section addresses the essential review of the whole event that must be carried out to effectively improve future planning and practice.

The course will be led by Charlotte Stretton, a qualified teacher and outdoor educator who has been involved with school and adult expeditions for many years. It consists of lectures, group work, and an outdoor practical. Comprehensive course notes are provided.

By attending this course delegates will earn 5 CPD points which can be put towards the yearly requirement of 35 CPD points to attain Chartered Geographer status. A certificate of attendance will be given for all delegates.

Dates

Wednesday 28 – Thursday 29 February 2012
Tuesday 19 – Wednesday 20 June 2012

Timing

9.30am to 6.00pm

Venue

Royal Geographical Society (with IBG), London

Event cost

£240 (incl VAT) per person for 2 days.
School Members, Fellow and Ordinary Members of the RGS-IBG are entitled to a 10% discount.
The price includes course notes, lunch, refreshments but *not* accommodation.

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Off-Site Safety Management Courses

**Royal
Geographical
Society**
with IBG

Advancing geography
and geographical learning

Booking Form • Off-Site Safety Management – a two-day course at the RGS-IBG, London
Course dates in 2012: Wed & Thurs 28 & 29 Feb; Tues & Wed 19 & 20 June

First Name _____ Surname _____ RGS-IBG Member Y/N _____

Position _____

Organisation _____ Membership no.: _____

Address _____

_____ Postcode _____

Telephone number (day) _____ (evening/mobile) _____

Email address (COMPULSORY METHOD OF COMMUNICATION) _____

Where did you hear about this course? _____

Have you got any special dietary requirements or other needs we should be aware of? _____

I have a disability and would benefit by having the following help available: _____

To help us ensure that this course is relevant to your needs, please complete the details overleaf.

PAYMENT

I will be attending the OSSM course on _____ (please specify date)

I enclose a cheque for **£240** (incl VAT at 20%) / Membership £216 (incl VAT at 20%) payable to **RGS-IBG**, OR

Please debit my Visa / MasterCard / Eurocard / Switch for £ _____

Card Number Expiry Date

Switch Issue Number

Signed _____ Date _____

Please send me an invoice at the above address

Invoices may be requested but must be settled in full before the date of the course

Confirmation of your booking will be sent out on receipt of payment.

No refunds on bookings cancelled less than 4 weeks before the seminar

