**PIC's guide**

**PIC on Taught UG and PG Fieldtrip**

You are responsible for making sure that students are issued with appropriate briefings both before and during conduct in the field and are encouraged to engage with students in the preparation of risk assessments for each field trip. You should be aware of planning and ensuring there are plenty of opportunities for toilet stops during travel and fieldwork, paying particular attention to awareness of EDI issues, mental health support and having a good gender balance amongst staff and PGA field assistants.

The PIC is to complete the Risk Assessment Form FW1 and email it to the Fieldwork Officer (FSO), 6 weeks before the trip. The FSO or DSO may request revisions, if necessary, to be completed within a two-week period. Once the FW1 has been approved by the FO, the PIC is asked to cross the declaration box in Section 10. ***Ensure the 24-hour emergency contacts are identified for both UG and MSc fieldtrips and you have read the Emergency Response Plan section.*** If in doubt, seek assistance from FSO or the Senior Tutor for UG or PG)

Before departing on fieldwork, ensure one copy is taken on the trip. The PIC must make sure they are aware of specific students with fitness or health issues. Students who the PIC has good reason to believe are unfit to perform fieldwork should not be allowed on a trip. The PIC should therefore have at least examined the current records of student health information contained in files maintained by the UG Office before finalising the student attendance listing required for Section 2 of the FW1 form (conveniently often listed at the end of the form). The FAA will help the PIC/PI on matters of first aid training.

The PIC should consult the FAA, currently Rob Lowther (r.lowther@imperial.ac.uk X47428) on whether to take a fully charged satellite telephone on the fieldtrip and how to obtain one.

Fieldtrip leaders (PICs) will carry at all times their off-site working documents, to include:

* FW1 (checked off at Section 10) containing Risk Assessment with key support staff contact numbers, trip itinerary accommodation contact details, emergency services for the field area such as nearest hospital if appropriate.
* Summary of Student Health/Fitness details that are of significance to the PIC
* Incident Management and Emergency Response Card
* Emergency carry card