



ATTENDANCE REGISTER (page 1): All of the essential safety information on this page must be fully completed by the leader before the field trip starts:

Date & time of field trip	Location	Grid reference
Field Trip Leader	Mobile telephone number	Emergency contact name & telephone number

Please cover the following with your attendees before the field trip starts:

Welcome: Please make reference to the following points as part of the briefing and welcome at the start of the walk. Include some information about the site, whether any management for wildlife is being carried out, and the butterfly and moth species that are likely to be seen. Also, let people know about refreshment stops and if there is a need to bring food and drinks with them. Ask everyone present to complete the attendance register and to advise you if they leave the field trip before the end.

Safety: Consider and explain all health and safety matters relevant to the trip. Use the check list below and add in anything else specific to the trip:

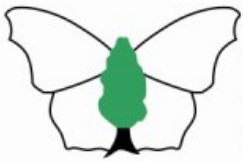
- Ensure that any child is accompanied by an adult
- Length of walk and/or arduous conditions? Any steep slopes?
- Mud, boggy ground or open water?
- Does walk go over any difficult gates, barbed wire fences, rabbit holes?
- Any poisonous or irritant plants?
- Insects? Warn of ticks
- Adders? Warn if present
- Any other animals eg cows? Dogs must be kept under control (especially near livestock)
- Advise on sunstroke/dehydration or fatigue/exhaustion/hypothermia where relevant
- Warn of the hazards of unsuitable footwear and advise to take waterproofs, sun hats, etc

Introduce the designated First-Aider for the field trip and ensure they are equipped with their First Aid Kit. Carry a mobile phone with you, ensure it is fully charged and you know the number. Make sure you know where you can get a signal. If all else fails, just go to the nearest home or commercial premises and ask to use their telephone landline.

Recording: Designate and introduce a recorder for the field trip and ask all attendees to tell them what lepidoptera species they have seen. Ensure that the results are passed to the relevant County Recorders.

Finally: Remember to thank everyone for attending and ask for feedback about the trip. Record any problems encountered. Please encourage attendees to write a couple of paragraphs about the field trip for our newsletter & website. Thank you.

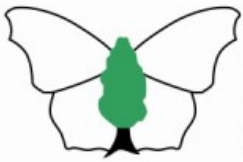
Our promise to you: We will never swap, sell or rent your details to anyone. We will always follow the strict code of conduct set out by the Fundraising Standards Board. You can change how you hear from us or unsubscribe from emails at any time, just let us know.



ATTENDANCE REGISTER (page 2) – Date:

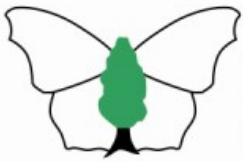
The register must be used to record everyone who attends before the trip begins, or as soon as they arrive if that is later. To comply with Butterfly Conservation insurance this whole document must be completed by attendees and then carried by the leader on the trip, in a rucksack, bag or safe pocket which is made known to the people attending in case it is needed in an emergency. After the trip the document must be stored securely and then passed to the CBC membership secretary.

	Name	Telephone number & Email address	Emergency contact name & telephone number	Member? Y/N
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ATTENDANCE REGISTER (page 3)– Date:

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ATTENDANCE REGISTER (page 4)– Date:

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ATTENDANCE REGISTER (page 5)- Date:

	Name	Telephone number & Email address	Emergency contact name & telephone number	Memb er? Y/N
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