

# Site Safety risk assessment

## How to use this Risk Assessment

This risk assessment document is for LCV Task Leaders. It identifies the risks that are commonly found on all tasks and worksites and common measures which may be taken to control them. Task Leaders must use it in conjunction with LCV's other generic risk assessments to assist them in their own risk assessment which will determine the contents of the pre-task safety talk and the organisation of activities that take place during the task.

**This risk assessment must be used in conjunction with one or more task-specific risk assessments as appropriate for the activities being carried out. Consult the *Guidance notes* for full instructions.**

## Generic risk assessment

**Training/Supervision required**  
**PPE required**

Review risk assessment and brief personnel on risks and controls before work starts  
Protective footwear and gloves. Additional PPE in line with tool manufacturer's instructions or detailed below.



**Lothians  
Conservation  
Volunteers**

<b>Common hazards</b> Associated with the work activity	<b>Who is at risk?</b> Public, staff, trainees, volunteers	<b>Risk rating</b> Risk level before controls are in place	<b>Control measures</b> Measures that must be in place before work is allowed to start	<b>Residual risk rating</b> Risk remaining after controls are in place
Slips, trips and falls	Volunteers/public	Site-specific	<ul style="list-style-type: none"> <li>Inspect site and clear or point out substantial trip hazards.</li> <li>Keep site, tools and materials tidy.</li> <li>Advise volunteers to take care when working on steep or uneven ground or crossing wet rocks.</li> <li>Advise volunteers to wear sturdy footwear with a firm grip.</li> </ul>	Low
Manual handling	Volunteers	Medium	<ul style="list-style-type: none"> <li>Tell volunteers that they <b>must</b> carry tools down by their sides, at the point of balance and with the business end where they can see it.</li> <li>Train all in techniques for safe lifting, carrying and moving.</li> <li>Designate people to load and unload tools.</li> <li>Plan in advance any lifting of heavy or awkward items.</li> <li>Provide carrying aids (e.g. wheelbarrow)</li> <li>Ensure that heavy items are carried between two or more people.</li> <li>Limit number of tools any one individual carries.</li> </ul>	Low
Contact with hand tools	Volunteers/public	Medium	<ul style="list-style-type: none"> <li>Tell volunteers that they <b>must not</b> wear gloves when using swinging tools, unless other hazards (e.g. plant sap) are greater. If so, safe working distance is at least 20m.</li> <li>Tell volunteers that they <b>must</b> check that tools are serviceable before use.</li> <li>Tell volunteers that they <b>must</b> store tools flat on the ground</li> <li>Advise volunteers to inspect tools before use and do not use any that are damaged or have loose handles.</li> <li>Train in correct tool use, according to BTCV booklet '<i>Hand Tools - a guide to safe use and care</i>'.</li> <li>Ensure correct tool is used for the job.</li> </ul>	Low

Lothians Conservation Volunteers Generic Risk Assessments

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Personal attack	Volunteers	Medium	<ul style="list-style-type: none"> <li>Do not set up working arrangements that leave people isolated.</li> <li>Set a minimum group size that is appropriate for the circumstances.</li> <li>When dropping people off at the end of the task, ensure that any volunteers who appear vulnerable are left somewhere safe.</li> </ul>	Low
Threats to vulnerable groups	Children, protected adults	Medium	<ul style="list-style-type: none"> <li>Arrange work parties so that any 16 or 17 year olds or protected adults are in the company of several other volunteers and keep an eye on them throughout the day.</li> <li>Under 16s must be in the company of a parent or guardian.</li> </ul>	Low
False accusations	Volunteers	Medium	<ul style="list-style-type: none"> <li>Try to avoid having work groups as small as two so that there is a third party to give an independent viewpoint on any incident.</li> <li>Do not leave your driver to drop off the last volunteer especially if this volunteer is a child, protected adult or unknown to you.</li> </ul>	Low
Food poisoning/ illness	Volunteers	Medium	<ul style="list-style-type: none"> <li>Ensure any cuts are protected from contact with food.</li> <li>Ensure that mugs are clean and fit for use.</li> </ul>	Low
Biohazards	Volunteers	Site-specific (normally low)	<ul style="list-style-type: none"> <li>Advise volunteers to watch out for and avoid animal excrement, and to wash themselves if they come into contact with it.</li> <li>On urban sites, advise volunteers to watch out for hazardous litter like used syringes and broken glass. Provide facilities to collect safely and store any 'sharps' that are found.</li> <li>Advise volunteers to wash hands before eating, drinking or smoking.</li> <li>Ensure that facilities for cleaning or washing hands are available.</li> <li>Advise volunteers to cover any broken skin before work. Promptly wash and cover any cut received.</li> <li>Advise volunteers to check for ticks, and point out the symptoms of Lyme disease.</li> <li>Inspect site and point out any hazardous plants (e.g. Giant Hogweed).</li> </ul>	Low
Asbestos	Volunteers	Medium	<p>If asbestos is identified on the site.</p> <ul style="list-style-type: none"> <li>Mark it clearly.</li> <li>Advise volunteers of its location and tell them that they <b>must</b> not disturb it.</li> <li>Tell the client and request that they have the asbestos removed safely.</li> </ul>	Low
Injury to Passers-by	Public	Site-specific	<ul style="list-style-type: none"> <li>In areas busy with passers-by, cordon off work areas using hazard tape</li> <li>Place 'No Entry' signs and post lookout on paths if necessary</li> <li>Erect signs warning of hazards on approaches to site</li> </ul>	Low

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Weather	Volunteers	Medium	<ul style="list-style-type: none"> <li>• Ensure that volunteers carry extra clothing as appropriate for the terrain and conditions.</li> <li>• Advise volunteers to avoid exposing skin to strong sunlight and/or use sunblock even when some cloud cover exists.</li> <li>• Monitor people who are ill-attired for the conditions or in discomfort and take action to safeguard them.</li> <li>• Review the safety of the task if the weather conditions change significantly.</li> </ul>	Low
Traffic	Volunteers	Site-specific (normally low)	<ul style="list-style-type: none"> <li>• Plan unloading and reloading of vehicle so people, materials and tools are well clear of passing traffic.</li> <li>• Leave vehicle parked on site able to leave quickly in case of emergency.</li> <li>• If volunteers are asked to work in (or close to) the path of passing traffic, a specific risk assessment must be carried out and documented.</li> </ul>	Low
Burns and scalds	Volunteers	Medium	<ul style="list-style-type: none"> <li>• Advise the volunteers operating the kettle to use a long stick as a 'poker' and to wear gloves while feeding twigs into the kettle.</li> <li>• Advise the volunteers operating the kettle to stay upwind of it and to avoid breathing the smoke.</li> <li>• Tell volunteers that they <b>must</b> stay clear of the spout when the kettle starts to boil</li> <li>• Do not light the kettle in dry windy conditions if there is a risk of the fire spreading</li> <li>• Do not light the kettle on a flammable surface (e.g. dry grass or peat)</li> </ul>	Low