

### Stage 1 – Risk Assessment

The following details are generic for outdoor staff. These are guidance notes to help manage your personal safety and highlight potential hazards you will come across on a regular basis. These hazards may also change depending on site conditions.

Possible Hazards Encountered During Works	Hazard	Who	Risk	Control Measures That May Reduce Risk or Hazard	Risk After Control Measures
Fences: Barb Wire, electric fencing, rotten wood fences or posts and gates.	Trips, Falls and Cuts.	Staff	Moderate	Wear correct PPE. Use gate where possible. Cover barb wire fences with shroud. Lower fence to convenient height. Isolate electric fence. Plan route to avoid obvious obstacles. Follow Scottish Countryside Access Code.	Low
Farm Animals: Cattle, Horses and especially dogs can sometimes be unpredictable.	Animals / Assault	Staff	Moderate	Look for signs of animals' present. Avoid disturbing them. Speak to landowner. Assess behaviour of dog before leaving vehicle. Leave own dog in car. Always close gates.	Low
Traffic: Parking your vehicle at road verges. Crossing roads.	Work on / near road	Staff	Moderate	Wear high visibility clothing. Park vehicle sensibly to allow you safe access and when possible not cause obstruction to other vehicles. Consider use of amber beacon.	Low
Ground Conditions: Ditches and streams. Uneven, stony ground. Wet, icy ground.	Trips / falls	Staff	Moderate	Wear good supporting footwear with good tread. Plan access and egress routes. Spread sand/soil on ice to increase grip. Remove tripping hazards. Pay particular attention to felled woodland. Unstable trees and hidden stumps.	Low
Arable Crops: Oil Seed Rape tangled together, potato and turnip drills are difficult to walk through. Recently applied chemical sprays.	Trips / falls / allergies	Staff	Moderate	Check for signs of recent vehicle movements and smells of chemicals. Contact landowner if in doubt. Walk with the drill not across. Avoid walking excessive distances through oil seed rape. Apply caution	Low
Driving: All driving especially off road. Narrow roads and dual carriage ways. Dark nights, ice, snow and rain. Excessive driving.	Crash	Staff	High	Always wear seatbelt. Expect the unexpected when driving, especially on narrow roads. Drive at speeds to suit road type and conditions. Keep windows and lights clean with washers topped up. Check ground type when off road. If driving more than 250 miles discuss with line manager.	Low
Third Party: Members of the public arriving on site. Landowners. Contractors working on site.	Falls / Injury	Staff	Moderate	Discuss access arrangements with landowner before entry. Communicate with contractors or other groups.	Low

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Site Conditions: General site condition. These may change during course of work. Continually assess.	Trips / Falls	Staff	Moderate	Access site and identify hazards. Control or guard against hazards. Continually reassess site as conditions change.	Low
Water Courses: Deep or fast-moving water. Water saturated boggy ground. Crossing streams, burns etc.	Falls / Drowning	Staff	High	Try to assess depth before stepping in water. Use wading stick. Work in pairs near water. Use rope and harness. Life jackets. Boats.	Low
Weather: Weather conditions suitable for task to be done. Excessive wind, rain, sun or lightning.	Exposure	Staff	Moderate	Assess weather conditions before starting work. Continual assessment. Assess when it's time to stop work safely due to change in conditions.	Low
PPE: Personal Protective Equipment may be damaged, out of date or unsuitable for task in hand.	Serious Injury	Staff	Moderate	All PPE in good condition and checked. Correct PPE for task in use eg chainsaw PPE. Gloves, glasses, high vis, hat.	Low
Harmful Substances: Sheep dip	Allergy	Staff	Moderate	COSHH Assessments available and to be used.	Low
Insects: Midges/Ticks	Allergy/ Rash	Staff	Moderate	Apply repellent. Keep exposed areas of skin covered in areas where midge/ticks are prevalent.	Low
Poor Lighting: Dusk/Darkness	Falls/ Trips	Staff	Moderate	Ensure work is carried out in adequate natural lighting. Do not walk in rough/uneven terrain if lighting is poor.	Low
Railways: Crossing and Level Crossings	Serious Injury	Staff	Moderate	Use authorised gates when crossing railway. Use alternative access to land if crossing point is not available, follow level crossing usage signs.	Low
Construction Sites: CDM Sites	Serious Injury	Staff	Moderate	Use appropriate PPE. Sign in to CDM site. Ensure adequate induction on to site by Site Supervisor.	Low

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Lone Working: Personal safety during visits or property viewing	Attack	Professional Staff	Moderate	<p>All staff visiting sites to carry mobile phone.</p> <p>Appointments made for daylight hours only.</p> <p>When making an appointment contact telephone number must be a land line and the person phoned back to confirm the appointment and the fact that the land line is genuine.</p> <p>If uneasy about site either because of its location, hour of visit, no one else about – LEAVE and make excuses later.</p> <p>When arriving at an appointment, always reverse the car into a space or otherwise leave it so that it can be driven straight out.</p> <p>Use coded messages where possible given phone signal to indicate any uneasiness that might be felt by person whom one is meeting.</p> <p>Staff should phone between appointments to indicate that things are going according to plan.</p> <p>If not back to office after viewing property, always inform someone that you have finish, and everything is OK. That person could be the office, a spouse or partner or someone within the firm with which a prior arrangement had been made.</p> <p>Open viewings at weekends should be staffed by at least 2 persons – this could be spouse or partner of Bell Ingram staff.</p> <p>All staff to carry a strobe alarm which is held at reception.</p>	Low
Lone Working: Remote Locations	Injury / weather affected (snow / fog/ cold/wet)	Staff	High	<p>Amount of lone working varies between staff &amp; departments.</p> <p>Inform others in office and/or at home where working and when to expect return.</p> <p>Refer to Lone Working Policy regarding communication; PPE; procedure; Emergency Procedures if work takes you elsewhere or off the road call in where possible to office: -</p> <p>Examples might be checking a wood when an appointment finishes earlier than expected.</p>	Low
Lone Working: Banking	Attack	Staff	Moderate	<p>Banking to be carried out by two members of staff.</p> <p>Vary times of day.</p> <p>Strobe Alarm to be carried.</p> <p>Mobile phones to be carried.</p>	Low

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<b>Working at Height:</b>	Serious Injury	Staff	High	Do not climb unsecured, incomplete scaffold, ladders and the like. Wear safety harnesses if available and never leave a scaffold at height if not secured by harness.	Low
Ladders	Breaking / Falling off	Staff	High	Ensure ladder integrity by quarterly inspection. Damaged ladders destroyed. Ladder securely footed or tied at top when in use. Ladder tied off at top to prevent movement. Ladder must be long enough to do the job and extend at least one meter above any landing place	Low
Falling through floors, into trenches, holes etc.	Serious Injury	Staff	High	Do not ignore / go through protective barriers around holes etc. Always be on the lookout for works in progress in and around the site. Always sign in and out when on site. Phone in to office when going and leaving a derelict building.	Low
Standing on sharp objects especially projecting nails	Serious Injury	Staff	High	Always wear protective footwear which should incorporate steel sole plates.	Low
Getting run over / knocked down by site vehicles especially when loaded and drivers view restricted.	Serious Injury	Staff	High	Always wear high visibility clothing and pay attention to moving vehicles especially when reversing. Try to keep away from access routes using pavements, walkways where provided.	Low
Falling or thrown objects especially off scaffolds and out of windows	Serious Injury	Staff	High	Always wear a hard hat when on site. Pay attention to where skips are located especially when under / around scaffolds, windows etc as objects are often thrown into these from height.	Low
Incomplete scaffolding	Falls	Staff	Medium	Always seek installation completion certificate from contractor for scaffold and never use a scaffold during dismantling.	Low

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<p><b>Surveying Farm Buildings:</b> Survey Work</p>	<p>Slipping Tripping Struck</p>	<p>Staff Surveyors Public</p>	<p>High Varies</p>	<p>Wear suitable footwear Assess each building from the outside and take appropriate action If building looks unsafe – do not enter, make a note in your notebook If upper levels look unsafe, do not go upstairs If viewing to gather information for sales particulars, ensure that on viewing days, buildings or staircases are physically barred from entry and information is within sale particulars.</p>	<p>Low</p>
<p>Farm Visits</p>	<p>Slipping Tripping Animal Attacks</p> <p>Zoonioses</p>	<p>Staff</p>	<p>High</p>	<p>Wear suitable footwear Be aware of the age, sex and nature of any large animals before entering a pen Do not enter a pen or cattle court that has a single bull or multiple bull beef unless the animal(s) have been restrained properly Leave own dogs in car when visiting farm and especially when entering field or pen of cows and young calves</p> <p>See COSHH assessment See 'pregnant women' section</p>	<p>Low</p>
<p>Lone Working</p>	<p>Injury</p> <p>Weather</p>	<p>Staff</p> <p>Staff</p>	<p>High</p> <p>Moderate</p>	<p>Amount of lone working varied between staff and departments Inform others in the office and/or at home where working and when to expect return If work takes you elsewhere or off the road call in where possible to office, examples might be checking a wood when an appointment finishes earlier than expected</p> <p>Always be dressed and prepared for poor weather especially if going to more remote parts of the country Carry shovel, blanket or sleeping bag, flask of hot drink and chocolate rations in vehicles during Winter If lone worker fails to return and they cannot be raised on the phone or radio, spouse or buddy to inform the office and seek assistance</p>	<p>Low</p>



# HEALTH AND SAFETY

## GENERIC RISK ASSESSMENT FOR OUTDOOR WORK

Possible Hazards Encountered During Works	Hazard	Who	Risk	Control Measures That May Reduce Risk or Hazard	Risk After Control Measures
Personal Safety during visits, survey or property viewings	Attack	Professional Staff	Moderate	<p>All staff visiting sites to carry mobile phone</p> <p>Appointments made for day light hours only</p> <p>When making an appointment, contact telephone number must be a landline and the person phoned back to confirm the appointment and the fact that the landline is genuine</p> <p>If uneasy about site either because of its location, hour of visit, no one else about – LEAVE and make excuses later</p> <p>When arriving at appointment, always reverse car into a space or otherwise leave it so that it can driven straight out</p> <p>Use coded messages where possible given phone signal to indicate any uneasiness that might be felt by person whom one is meeting</p> <p>Staff should phone between appointments to indicate that things are going according to plan</p> <p>If not going back to the office after viewing property, always inform someone that you have finished and everything is ok. That person could be the office, a spouse or someone within the firm with which a prior arrangement has been made</p> <p>Open viewings at weekends should be staffed by at least 2 persons – this could be spouse or partner or Bell Ingram staff</p>	Low
Site Visits	Injury	Staff	Varies	<p>Risk varies according to site conditions</p> <p>Obey ALL site rules re PPE, reporting to site office on arrival etc</p> <p>Obey all rules imposed by client when visiting site</p> <p>Do personal risk assessment on other sites and wear PPE as appropriate</p>	Low

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<b>Driving:</b> Unlawful driving of vehicle	Road Traffic Offence	Staff	High	Annual driving licence checks for all applicable employees Adequate business insurance; If appropriate Employee to report if disqualified from driving	Low
Driving defective vehicle	Accident RT offence	Staff / third parties	High	Pre-use checks by driver Ensure adequate maintenance regime MOT held, if appropriate Fault reporting	Low
Personal security getting to and from vehicle	Aggression and Violence	Staff	Moderate	Refer to Bell Ingram lone working procedure Park in well-lit areas Load high risk items in daylight close to proximity to office Avoid known trouble spots	Low
Use of mobile phone whilst driving	Distraction causing accident	Staff / Third parties	High	No hand-held mobiles used whilst driving Move to a safe place, stop car and switch off engine and remove ignition key prior to making a call Drive with mobile turned off or on silent mode Refrain from taking calls when driving	Low
Eating, drinking and using stereo or SatNav systems etc	Distraction; reduced ability to respond to situations; Reduced control of vehicle	Staff / Third parties	High	Do not adjust SatNav whilst driving Avoid eating or drinking etc at the wheel Adjust stereo settings when stationary	Low
Fatigue	RT Accident	Staff / Third parties	High	Take breaks at appropriate interval (20 mins every 1-2 hours) Don't drive if feel excessively tired & have awareness of medication side effects Drive with window down/keep car interior cool Allow sufficient time for journey and breaks	Low

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Prolonged seating in vehicle	Poor posture; Musculo-skeletal injury	Staff	High	Take breaks at appropriate intervals (20 mins every 1-2 hours) Take postural breaks – stop and walk about Stretching exercise in the vehicle when stationary Consider need for supportive devices Report any postural ill-health effects to line manager Report specific musculoskeletal diseases if results in period of sick leave	Low
Road Rage	Personal Injury Shock	Staff / third parties	High	Adopt non-aggressive driving to avoid confrontation Do not use lights or horn as a reprimand Pull over and call police to report incident	Low
Breakdown	Inclement weather Struck by other road vehicles	Staff	Moderate	Regular servicing / maintenance Ensure roadside assistance contract in place Vehicle manual states maintenance details Be prepared – plan journey and emergency arrangements	Low
Driving in inclement weather	Fatigue / accident	Staff / Third parties	High	Avoid / delay journeys in extreme weather Pre-plan journey route Consider alternative arrangements Check data on weather and road conditions prior to journey Modify driving style to suit road / visibility conditions – allow extra braking distances, drive more slowly etc Allow extra travel time Winter / Summer driving kit	Low



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Poor driving technique	Accident / RT offence	Staff / Third parties	High	Adopt appropriate attitude / demeanour when driving Drive within the law Driving licence checks Ensure familiarity of driver with vehicle Driver to be familiar with vehicle handbook Adherence to Highway Code Adherence to signs and other traffic directions and instructions Accident / near miss reporting	Low
Speeding	Accident RT offence	Staff	High	Avoid speeding – adhere to speed limits Adjust road speed to traffic and weather conditions Allow sufficient time to undertake journey If necessary arrive late – stop car and phone to advise of lateness Driving licence checks Accident / near miss reporting	Low
Driving under the influence of medical drugs	Reduced ability to respond to situations, reduced judgement, drowsiness	Staff / third parties	High	Notify line manager if prescribed medication that may impair driving ability Caution in use of such substances at any time that may affect driving at work Follow manufacturers guidance and be aware of side effects Decline to drive if unfit	Low
Loading / unloading of items into vehicle	Strains / sprains Musculo-skeletal injury trapping	Staff	Moderate	Refer to manual handling procedures Risk assess separately where this is significant risk and/or element of work	Low

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Refuelling	Fire / explosion Allergic reaction dermatitis	Staff / Third parties	High	Use of public petrol stations – refer to refuelling procedures as displayed Wash spilt fuel off skin or clothes as soon as practicable	Low
Passengers in vehicles	Distraction leading to accident	Staff / Third parties	High	Driver to exercise appropriate levels of awareness when driving General driver competency and awareness	Low
Smoking in vehicles	Distraction leading to accident	Staff	High	All works vehicles designated non-smoking Avoid smoking in private cars and never when another colleague is present	Low
Loose items / load on vehicles	Items forming missiles in event of sudden stop	Staff	High	Avoid hard breaking / cornering Secure all loose loads and items Load in footwell if carrying items in front of car Avoid loading on rear parcel shelf Avoid heavy items on rear seat Place items in boot and ensure folding rear seats secured	Low
Vehicle theft / break in	Loss / damage to vehicle or items being conveyed Injury to driver / passengers Stress / Shock	Staff	High	Lock vehicles Park in secure, well-lit location Keep valuables out of sight – lock in boot Use of immobiliser and alarm (if fitted) Report incident to police and line manager	Low

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Biomass Boiler (Perth)	Carbon Monoxide Poisoning	Staff / Contractors	Moderate	Carbon Monoxide monitor	Low
Maintenance of the Biomass Boiler (emptying the ash box)	Fire Dust	Staff	Moderate/High	<p>Follow instructions as per maintenance manual</p> <p>Wear mask at all times</p> <p>Before emptying, switch off boiler, boiler will perform burnout which can take 30 mins</p> <p>Only when draught fan is switched off &amp; boiler status "Switched off" is displayed, the burnout is complete &amp; the ash box can be removed.</p> <p>Box to be emptied outdoors</p>	Low