

## Example site recording risk assessment template

**1) Location:**

**2) Duration:**

**3) Description:**

**4) People:**

**5) Time of year:**

**6) General risks - categories:**      Tick as appropriate      High / Moderate / Low

- |   |       |
|---|-------|
| <input type="checkbox"/> Weather<br>eg associated risks of extreme conditions                       | _____ |
| <input type="checkbox"/> Manual handling<br>eg carrying personal belongings and equipment           | _____ |
| <input type="checkbox"/> Rough moorland, remote places<br>eg uneven, steep terrain, bog, shooting   | _____ |
| <input type="checkbox"/> Arable farmland<br>eg crops, grazing animals, machinery                    | _____ |
| <input type="checkbox"/> Archaeological monuments or earthworks<br>eg potentially unsafe structures | _____ |
| <input type="checkbox"/> Derelict structures<br>eg unsafe structures                                | _____ |
| <input type="checkbox"/> Sound but unoccupied buildings<br>eg redundant industrial buildings        | _____ |

**7) Particular risks:**

Hazard:

Risk(s):

Estimated level of risk:

High / Moderate / Low

Control measure(s):

**8) Comments:**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**On behalf of** \_\_\_\_\_

**project/group**

**1) Location:** *Where will you be?*

Katy Smith

**2) Duration:** *Estimate how long will you be there in total (days/months/years)?*

June - July 2014

**3) Description:** *What type of work are you likely to be undertaking?*

Project volunteers carrying out recording, drawing and photography of upstanding First World War remains. The survey area comprises rough moorland, woodland, forest plantations and a mixture of arable and pastureland. The local terrain ranges from gently sloping land to rocky outcrops. The higher ground comprises relatively gentle slopes.

**4) People:** *How many, their names?*

**5) Time of year:** *Month or season?*

The first fieldwork will be carried out in early March, with further trips planned for May and June.

**6) General risks**

**Categories (tick if relevant)**

**Risk level**

High / Moderate / Low

- |   |                           |
|---|---------------------------|
| ✓ Weather<br>eg associated risks of extreme conditions                        | <b>Low Risk</b>           |
| ✓ Manual handling<br>eg carrying personal belongings and equipment            | <b>Low Risk</b>           |
| ✓ Mountain moorland, remote places<br>eg rough terrain, bog, shooting         | <b>Low Risk</b>           |
| ✓ Arable farmland<br>eg crops, grazing animals, machinery                     | <b>Low Risk</b>           |
| ✓ Archaeological monuments and earthworks<br>eg potentially unsafe structures | <b>Low Risk</b>           |
| ✓ Derelict structures<br>eg unsafe structures                                 | <b>Moderate/High Risk</b> |
| ✗ Sound but unoccupied buildings<br>eg redundant industrial buildings         |                           |

**7) Particular risks:** *Complete this for any categories where you have identified moderate to high risks – in this case, derelict structures*

Hazard: Derelict and unsafe structures with walls above head height

Risk(s): Collapsing masonry, physical injury or death

Estimated level of risk: Moderate / High

Control measure(s): Keep a safe distance

### **8) Comments:**

Access to survey areas will be discussed with the tenants and landowners, to establish suitable times for fieldwork. Fieldworkers may be exposed to hostile and changeable weather conditions; appropriate clothing and footwear should be worn at all times and each fieldwork group should carry a first aid kit and survival blanket. No lone-working should be carried out. A common rendezvous should be established on a daily basis for volunteers returning from fieldwork. Members of each field team should carry mobile phones and know each others' phone numbers.

**Please note that the above are random samples only and do not constitute a full risk assessment.**