

Health, Safety and Environmental Risk Assessment

1. RISK ASSESSMENT NO: 4	2. DEPARTMENT: Architecture	3. DATE: 17:01:2016
4. WORK ACTIVITY/WORK PROCESS: LOCATION VISIT TO BEITH, NORTH AYRSHIRE 25 th January 2016 site surveying Coach Leaves Glasgow @ 9:30 am - Arrives at Beith Community Development Trust @ 10 am The cohort is divided into 6 groups with each group surveying a given site There will be two tutors present to assist with surveying and contextual analysis We will have a group discussion then allow the students to work independently in the town with frequent contact Lunch 1-2pm students can either eat their packed lunches in the function suite, (at Beith community Development Trust) with tea and coffee facilities and toilets or independently purchase food in the adjacent high st. 4:30 pm group will proceed back to the coach for the return trip to Glasgow All students have my mobile number (Graeme)		5. SPECIFIC LOCATION OF TASK: BEITH HIGH STREET TO PERIPHERY OF TOWN

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6. HAZARDS AND ASSOCIATED RISKS:

1. **Kilbirnie Loch** – The shore slopes gently into the water but there is a small risk of falling in it, risk of getting cold and wet. (RISK ANALYSIS MATRIX 2)
2. **Traffic** - Beith is a small town with traffic present in the streets (RAM 3)
3. **Transport** – 62 students and Lee Ivett will be taken to the BCDT offices by Marbil coaches.
4. **Weather** Visit will be during January weather may be changeable (RAM 3)
5. **Equipment etc** Students and staff will bring drawing equipment, cameras wallets and phones which could be mislaid or damaged through lack of attention. (RAM 3)

7. AT RISK: (*persons, environment, plant, equipment etc.*)

1. Students –62 total
2. Staff – 62 Lee Ivett, Graeme Robertson.
3. Equipment (GSA-owned) – measuring tapes Laser level ,tripod +staff
4. Equipment (personal) – cameras, telephones, manual measuring kit.

8. EXISTING CONTROL MEASURES: (*To correspond with hazard / risks identified in section 6*)

The site visit will be preceded by a staff-led discussion of the nature of the task (visit Beith Community Trust and initial visit to town), during which risks will be explained and advice relating to mitigating risks will be proposed. These are as below:

1. **The Loch**– If going to this location students will be told to exercise caution near the waters edge.
2. **Traffic**– Students will be advised as to risks and the necessity of due diligence. It will be explained that its is in a great part their responsibility to act in a safe and sensible manner whilst near traffic
3. **Weather** – Every one will be advised to wear/ take suitable waterproof/ warm clothing. Should weather conditions decline whilst the location visit is underway, staff will make a decision on safety there and then, and advise students accordingly of the associated risks and, where suitable, encourage returning to Glasgow/ home.
4. **Transport** – Students will be advised to be on time for the coach. We Depart from Sauchiehall st at (10 am am and leave BCDT at 4:30 pm it will still be daylight.
5. **Surveying** – Students will be working in teams with group responsibility for equipment. The risk is deemed to be minimal, both because the area to be worked in not unduly dangerous, but also because prior experience suggests risky interactions are very rare.

Beith community trust have first aid facilities

9. LINKED REFERENCES OR ASSESSMENTS:

10. OVERALL CATEGORY OF RISK:

(*Delete as appropriate)

~~*HIGH~~
(Unacceptable)

***MEDIUM**
(Tolerable)

~~*LOW~~
(Acceptable)

RISK ANALYSIS MATRIX

LIKELIHOOD INDEX	
No.	Index Description
5	Highly Probable
4	Probable
3	Possible
2	Unlikely
1	Highly Unlikely

USE EITHER SEVERITY OR ENVIROMENTAL INDEX FOR HAZARDS BUT NOT BOTH

SEVERITY INDEX		ENVIROMENTAL INDEX	
No.	Index Description for Effects on People	Index Description for Environmental affects	No.
5	Death	Major Consequence	5
4	Major Injury	High Consequence	4
3	Unfit for Normal Duties for More Than 3 Days	Moderate Consequence	3
2	Unfit for Normal Duties for Less Than 3 Days	Limited Consequence	2
1	Minor Injury	Minimal Consequence	1

OVERALL RISK INDEX (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD INDEX	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

HIGH	<p>High Risk <u>Unacceptable</u></p> <p>Immediate additional control measures must be introduced to reduce the degree of risk prior to the activity or process proceeding</p>	MEDIUM	<p>Medium Risk Tolerable</p> <p>The activity or process can continue, but additional controls may need to be introduced to further reduce risk</p>	LOW	<p>Low Risk -Acceptable</p> <p>Risk is being adequately controlled; no further control measures are required</p>
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