

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Robroyston Felling Site visit  
**Attachments:** [image002.jpg](#)  
[Job risk assessment visiting sites lone working updated October 2020.doc](#)  
[Outdoor Meetings RA.docx](#)

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Hi all

First Escalation Contact – [REDACTED]

Attending – [REDACTED]

Post Code - G33 1AD

Parked at – NS 6353 6844

We will walk around the site assessing exemptions and seeing if there is any measureable material.

RAs attached. I couldn't see a formal felling file yet. Assume Admin are setting this up?

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### Job Risk Assessment – visiting sites/lone working on sites

Time Period Covered	27 <sup>th</sup> April 2022 – 10:00 – 12:00	Location	Robroyston - land opposite Asda - G33 1AD - NS 6353 6844
Job	<p>Visiting woodland or other sites for the purpose of assessing woodland creation or management proposals (not including illegal felling investigations).</p> <p>Lone working as defined as follows: Working alone on site visits or inspections. Meeting external contacts alone and away from public places. Working alone in an office. Lone working would not normally include official driving on public roads unless road is very remote or during periods of very bad weather. However, should these circumstances arise this could include site to home travel (or part journey) for example.</p>		
Employees covered by risk assessment:	[REDACTED]		
Priorities for site visits:	<p>1: Any case (FGS/FPA/EIA/plan/other regulatory) that cannot be progressed without SF staff visiting the site or that requires a regulatory visit such as SPHN compliance/unlicenced felling reports</p> <p>2: Outstanding FGS OTS inspections and annual management inspections identified by RPID</p> <p>3: Outstanding FGS admin inspections and FGS breach re-inspections</p> <p>4: LTFP/LMP reviews and Felling Licence restocking inspections.</p> <p>Lower priority visit types can be carried out where staff resource is available and agreed by managers.</p>		
This is an outdoor only meeting and meets the 'essential' criteria for outdoor meetings (necessary to effectively undertake essential site based work)	Yes – emailed management.		
Outdoor meeting risk assessment completed	Yes		
Cost Centre Manager has approved this meeting	Emailed.		
Names of anyone being met on site (internal or external and reason for this)	[REDACTED], SF		

Date of meeting (if relevant)	As above
Agent/owner have been informed and agree to the site visit.	N/a
Lone working (yes/no)	No

The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation/ Monitoring	Site specific controls (to be completed by staff member in advance of the visit)
Accident or incident renders lone worker in need of first aid or other assistance.	Work site	All staff.	High	<p>No lone working to be undertaken outwith normal office hours (9.00am-4.00pm)</p> <p><b>When lone working all employees must use Peoplesafe unless immediate access to other employees possible i.e. office based.</b></p> <p>Peoplesafe activity times should not exceed 3 hours in duration. After 3 hours employee should log off and log in again to set new run time and location. GPS devices should be used to accurately record locational information. Employees should set mobile device to allow outgoing calls without the need to input password and ensure that speed dial buttons are</p>	<p>Line manager checks on outlook and directly with staff (monthly).</p> <p>All lone workers registered with peoplesafe to log into system at least monthly to keep remain aware of procedures. Monthly line manager check.</p> <p>Random checks by office manager on information left by staff on Peoplesafe</p> <p>All lone workers to be trained in use of Peoplesafe system and the linked spot trackers.</p> <p>Annual cost centre check on protective clothing issued and its serviceability.</p> <p>Annual check of first aid kits and lone worker equipment (see annex 1)</p> <p>Office manager to maintain first</p>	All guidance will be revised and followed.

			<p>active for Peoplesafe Amber and Red Alert and also ensure that other important Peoplesafe contact telephone numbers are stored in their mobile phone contacts</p> <p>Lone worker emergency plan to detail required action in the event of a Peoplesafe escalation.</p> <p>When planning lone working employees must leave details of their plans on their outlook calendar. This must include: Six figure NGR for site access point and a location map for all sites to be visited. A brief description of the sites to be visited and the route to be taken. If possible, a local telephone number for site owner/representative. Lone worker to be aware of availability of mobile phone signal prior to commencing lone working. Spot trackers are available within the unit to be used alongside the Peoplesafe phone system. Note that although these devices will</p>	aid training register.	
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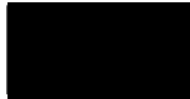
				<p>assist in locating a missing person they do not 'fail to safe' so <b>must</b> be used with the Peoplesafe phone system.</p> <p><b>Spot trackers must be used at all times when lone working and during COVID19 measures be used when travelling to and from a site.</b></p> <p>Adequate footwear / clothing for site visits.</p> <p>The consequences of an accident or emergency when working alone in a remote location can be mediated by carrying a selection of emergency equipment, the choice depending on location, season and activity. As a minimum requirement, a personal first aid kit, and fully charged mobile phone must always be carried.</p> <p>All lone workers should have minimum 1 day outdoor first aid training</p>		
Dehydration or sunburn due to working outdoors	Any outdoor site visited	All employees	medium	<p>Ensure adequate fluids are taken. Wear sun block and suitable clothing</p>	<p>Water bottles and sun cream provided in woodland officer equipment kit. Buffs available on FC corporate clothing list.</p>	<p>Weather will be checked, First Aid Kit carried, PPE worn and water carried.</p>

Hypothermia	Any outdoor site visited	All employees	medium	Avoid working in cold severe weather conditions Wear suitable protective clothing and carry emergency equipment.	Annual stock check carried out on corporate clothing each officer holds. Emergency equipment provided to each officer.	Weather will be checked, First Aid Kit carried, PPE worn and water carried.
Tick and other insect bites	Any outdoor site visited	All employees	medium	Check for ticks and remove following any site visits and ensure all personnel are aware of the symptoms and dangers of Lyme's disease. Read Forest Research notes on Lyme's disease. Use suitable insect repellent and wear long trousers and long sleeved upper body cover.	FC guidance on ticks provided to all employees. Tick remover and insect repellent provided.	All guidance will be revised and followed. Weather will be checked, First Aid Kit carried, PPE worn and water carried.
Tetanus	Any outdoor site visited	All employees	medium	Ensure Tetanus protection (immunisation) is up-to-date (in employee opinion)	Annual reminders to employees	Immunised.
Slips trips and falls	Any outdoor site visited	All employees	medium	Wear suitable footwear for the expected conditions. Use walking pole when crossing difficult or steep terrain. Assess route options to avoid difficult ground. Avoid walking across recently harvested sites unless this is essential. Avoid walking across plough lines on new planting sites where possible. If using GPS equipment on difficult terrain consider whether deviations from the desired walk line are likely to significantly influence the outcome of the work.	All employees provided with suitable protective footwear (walking boots and protective wellingtons). All employees provided with walking pole. All employees provided with suitable rucksack for stowage of equipment. Clothing to be checked annually as fit for purpose	Weather will be checked, First Aid Kit carried, PPE worn and water carried. Rough ground will be avoided.

				When carrying out inspections that require the use of multiple pieces of equipment ensure that these are packed in rucksac or pockets before crossing difficult ground or fences. Only have to hand essential equipment during the inspection. For complex, remote or lengthy inspections officers should consider operating in pairs.		
Windblown trees	Any woodland esp. mature conifer plantations on poor/exposed sites	All employees	high	Avoid walking through windblown stands. Identify routes around these areas. Be prepared to retrace steps and find alternatives if possible.	Management site visits with operational staff include discussion on H+S aspects/RA related to these situations.	Windblow will be avoided.
Undertaking stocking density assessments	Any young woodland on remote/exposed rough ground	All employees	medium	Avoid using large ranging pole to take plots on such sites. Consider if plots are necessary and if so use alternative lighter weight equipment to secure measure at centre of plot.		N/a
Abusive or violent contact with members of the public	Any outdoor site visited	All employees	medium	Avoid confrontation. If threatened leave the area and report incident.	All employees issued with guidance in dealing with confrontational situations. All employees to attend Conflict and Compromise training course. Employee training needs analysis and ILP	All training will be revised and followed.
Cattle	Agricultural land	All employees	medium	If planning to cross grazing land check for presence of cattle. If present avoid entering		Livestock to be avoided.

				this land. Chose alternative route. Do not take dogs into fields with livestock.		
Injuries to hands	Any outdoor sites visited	All employees	low	Consider wearing gloves if handling metal (eg old gates/fence wires etc)	All employees issued with protective gloves	First Aid Kit carried, PPE worn and water carried.

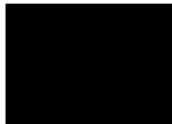
Job Risk Assessment by:



Signed:  
2020

Date: 14<sup>th</sup> October

Site Specific Risk Assessment by (WO):



Signed:

Date: 26<sup>th</sup> April 2022

Job Risk Assessment approved by:



Signed:

Date: 14<sup>th</sup> October 2020

Site Specific Risk Assessment approved by (Ops Manager):

Signed:

Date:

The generic risk assessments have been discussed with all the above employees and they have been advised if they come across a hazard not covered by the risk assessment on a particular site they should contact: Line manager.

**Equipment list for operational staff:**

- Mobile phone
- Walking pole
- Corporate clothing
- 30l Rucksack
- Handheld GPS unit
- Compass
- Whistle
- Headtorch

Updated 14<sup>th</sup> October 2020



Bivi shelter  
Personal first aid kit  
Tick remover  
Insect repellent  
Suncream  
Maps  
Drysacks  
Protective gloves  
Spot tracker

**Time period**27<sup>th</sup> April 2022 10:00 – 12:00**Location**

Robroyston - land opposite Asda - G33 1AD - NS 6353 6844

**Job**

In Person meetings – Covid-19 Risk Management

**Employees covered**

The hazard	Hazard Location	Who could be harmed?	Level of risk	Controls	Implementation/monitoring		
					Who is doing	what and when they do it	When
Managing the risk of Covid-19	In person meetings	SF Employees	H	1. Assess whether an in person meeting is necessary, following current SF Guidance	Cost Centre Manager or delegated Manager	Monitor compliance with this risk assessment and the associated guidance	For every single in person meeting
				2. Consider carefully the attendance of those at higher risk from Covid 19. Those at very high risk should not attend face-to-face meetings. Guidance to assess individuals at higher risk should be followed, this guidance is available <a href="#">here</a>	Meeting Organiser	Not at higher risk.	26/4/22
				3. Location suitability to maintain social distancing to be agreed and recorded in advance.	Meeting Organiser	Location is suitable	26/4/22

			4. Enquire in advance if any participant is displaying symptoms of Covid 19.	Meeting Organiser N/a	This will be checked	26/4/22
			5. Travel to all meetings separately	All Participants Meeting Organiser	Attendees to travel separately	27/4/22
			6. Ensure the meeting is short enough to avoid the need to provide welfare facilities including toilets and hand washing facilities. Otherwise organise meetings where there is access to Covid secure welfare facilities.	All Participants	This will be checked.	27/4/22
			7. Maintain hand and cough hygiene. Avoid handshaking. Take an alcohol based hand sanitiser and use it often. Avoid touching your face.	All participants	Hand sanitizer will be carried.	27/4/22
			8. Do not exchange files, maps, plans or paperwork. Ask for these to be e-mailed or sent by an electronic file sharing facility.	All participants	Nothing will be exchanged	27/4/22
			9. Leave the meeting if others present are displaying or are developing symptoms of Covid 19. Ask them to go straight home and all involved in the meeting should contact NHS inform for further advice.	Meeting Organiser	Advice will be followed.	27/4/22
			9. A record, that a meeting has taken place must be kept. Information	All SF participants	Record will be kept.	27/4/22

			<p>recorded must include who attended, date and location. The record of the meeting must be held at the Cost Centre.</p> <p>10. SF colleagues attending an in person meeting must first complete the attached online training module.  <a href="https://rise.articulate.com/share/mxtFIW56avzLlul1sc1GuECbJPG6YcN">https://rise.articulate.com/share/mxtFIW56avzLlul1sc1GuECbJPG6YcN</a></p>		<p>Training has been completed.</p>	<p>January 2022</p>
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**Assessment by**

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**Approved by**

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