

Bailies of Bennachie – Risk Assessment Form

To be completed in Word, printed and signed. Add additional rows/pages if required.



Location: Bennachie Visitor Center			Work Activity/Task: Painting				Time: 10.00-16.00		Date: 22 nd Aug 2025			
There is a risk that ...	Loc.	Who could be harmed?	Prob	Cons	Score	Class	Controls	Prob	Cons	Score	Class	
Slip / Trip / Fall (STF) - Uneven or sloping ground Slippery surface	Through out forest	Participants under the Bailies work party	4	2	8	M	<ul style="list-style-type: none"> Assess terrain prior to commencing work. Identify STF hazards prior to work – remove or identify hazards. Plan work area and access around work area removing or reducing STF hazards from access routes. Ensure adequate footwear - consider walking pole if mobility/balance is not 100%. Slips, trips and falls – plan route, avoiding hazards. Review supporting documentation. Pre survey. Coordinator site visit prior to work party arrival. Volunteers to be aware of safe work practises. Clear tools and store in safe areas. Work Party Coordinator to monitor work party. 	2	1	2	L	
Injured from hand tools - Serviceability of tools, Repetitive movement, Improper use, transporting of tools.		Participants under the Bailies work party	4	2	8	M	<ul style="list-style-type: none"> Inspection of tool prior to use by user. Regular maintenance and inspection by Bailies Volunteers / Coordinator with container access. Isolate or dispose damaged or repairable tools. Use the correct tool for the job. Maintain correct posture for the task. Do not overexert person ability. Regular breaks. Rotate tasks to avoid repetitive movement. Coordinator to re-distribute tasks to suit ability level. Heightened personal awareness when using tools. Create a safe space. 	1	2	2	L	

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							<ul style="list-style-type: none"> • User must be competent to use tool. If not, request on site training from Coordinator or experienced Volunteer. • Tool to be stored in its designed safe position when not in use – for example lock clip, blade cover applied. • Consider safety aspects of STF's whilst carrying tools / consider transporting tools in cart or vehicle. • Team Leader / experienced volunteers to monitor participants for safe work practise. • Wear correct PPE for the task – For example gloves, eye protection, steel toe cap boots, coveralls. • 				
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<p>Persons may incur Sunburn / Heatstroke / Hypothermia</p>	<p>Throughout forest</p>	<p>Participants under the Bailies work party</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>M</p>	<ul style="list-style-type: none"> • Self-assessment of weather conditions prior to start of work. • Volunteers to take practical and reasonable precautions for weather conditions. • Volunteers to work to their own safe ability under the weather conditions. • Volunteers to raise concerns to Coordinator at any point. • Volunteers are advised to wear sturdy footwear and suitable clothing. • Waterproof jacket and trousers are necessary during wet / damp weather. • Volunteers to maintain safe levels of hydration throughout day. • Regular breaks to maintain personal awareness of one's self. • Apply sun creams as per product instructions and guidance. • Keep exposed skin covered. Hats to be worn. • Coordinator to carry spare sun cream, hydration salts, cold packs. • At any time, stop work when weather conditions deteriorate or become extreme. • Volunteers to familiarise themselves to signs and symptoms of heatstroke/dehydration/hypothermia and seek treatment. • Coordinator to be made aware of vulnerable or deteriorating individuals. 	<p>2</p>	<p>1</p>	<p>2</p>	<p>L</p>
<p>Working injury Vegetation / small tree clearance (Contact with, hazardous plants, thorns, hidden hazards, low lying branches)</p>	<p>Worksite</p>	<p>Participants under the Bailies work party. Members of the public</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>M</p>	<ul style="list-style-type: none"> • Each volunteer to inspect their work area prior to start to identify hazards. Experienced volunteers to assist with past knowledge. • Inspect areas horizontally and vertically to identify hazards in your personal 3 dimensional space. • Use long handed tools to create distance from potential unknown hazards. 	<p>2</p>	<p>2</p>	<p>4</p>	<p>M</p>

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							<ul style="list-style-type: none"> • Correct PPE – eye protection, gloves, coveralls / full clothing, practical shoe protection to be worn. • Be aware of potential hazards hidden behind vegetation (e.g. barbed wire, or any sharp or solid objects). Enter areas with caution. • Vegetation is not to be stored on pathways. Removed from pathways and public areas if found. • Work signs to be erected on each side of the work party to warn public. • Cutting small trees - work in pairs / ensure second person maintains a visual on the cutter and tree land area. Call STOP at any time if unsafe. • Make persons within close proximity aware of tree fell operation and no enter areas. • Post work inspection of site to be done to ensure debris free paths. • Team Leader to monitor volunteers for safe work practise. 				
Injury - fatigue		Participants under the Bailies work party.	3	2	6	M	<ul style="list-style-type: none"> • Volunteers to work at their own pace and not over exert. • Volunteers to maintain their own hydration and sources of energy. • Arrive in a fit and well condition. • Take regular rest breaks. • Team Leader to monitor volunteers for signs of fatigue. 	1	2	2	L
Injury - manual handling		Participants under the Bailies work party.	4	2	8	M	<ul style="list-style-type: none"> • Minimise the amount of carrying needed. • Use correct lifting techniques for task – Speak to coordinator if required for a on site review/training. lift within your ability, and take regular rests as required. • Inspect item prior to lifting, remove any weight if possible. • Walk your path prior to lifting to identify hazards. • Request a two person lift if required. 	3	1	3	M

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							<ul style="list-style-type: none"> Consider different roles throughout the day to avoid strain. Correct PPE for the task, eye protection, gloves, boots. Team Leader to monitor volunteers to ensure safe practise. 				
Injury - members of the public		Members of the public	4	2	8	M	<ul style="list-style-type: none"> Be aware of forest users on access roads to site, particularly cyclists and persons on horses. Flags posted on each end of the work party. Report any incidents to landowner. 	2	1	2	L
Injury/infection - Insects/other allergens	Throughout forest	Participants under the Bailies work party.	3	2	6	M	<ul style="list-style-type: none"> Team leader to check for known allergies within work party. Volunteers to be aware of potential insects, stings and bites. Volunteers to leave area if they become stung, bitten or anxious. Volunteers to wear long sleeves and trousers, tucking trousers into socks to cover all exposed skin. Carry insect repellent to reduce attraction potential bites/stings. Carry insect soothing cream in first aid kit. Volunteers to review tick bite information prior to arrival. Advise all participants to check at the end of the day for any bites, stings and unwanted visitors on their skin. 	2	2	4	L

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<p>Injury/infection - Ticks</p>	<p>Throughout Forest</p>	<p>Participants under the Bailies work party.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<ul style="list-style-type: none"> • Volunteers to be advised to wear long sleeves and trousers, tucking trousers into socks to cover all exposed skin. • Check for ticks at end of day and on return home, remove as per NHS guidance. • Team leader and first aider to have tick removal devices to be available – user to refer to instructions provided. • Brief volunteers on Lyme disease - A small proportion of tick bites carry Lyme Disease (thought to be around 10% in the UK but higher in some areas than others). The disease is authoritatively reported as being “relatively common in Scotland”. Symptoms include a red, expanding rash parts of which may clear as it enlarges resulting in a "bull's-eye" appearance. Other symptoms are fatigue, chills, fever, headache, muscle and joint aches, and swollen lymph nodes. If you think you may have contracted Lyme Disease, please seek medical advice immediately 	<p>3</p>	<p>1</p>	<p>3</p>	<p>M</p>
<p>Illness from biohazards – Animal faeces / Stagnant water</p>	<p>Throughout Forest</p>	<p>Participants under the Bailies work party.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>M</p>	<ul style="list-style-type: none"> • Volunteers advised - No eating, drinking or smoking is permitted during any task. • All volunteers must wash hands before eating drinking and smoking. • Pre site survey to identify dog faeces - must be removed before starting work, using bags and containers. Skin contact must be avoided. • Weil's disease (Leptospirosis) carried by cattle or rats, caught via contact through their urine via contaminated water. • Antibacterial hand gel is provided for use at anytime. • Correct PPE – gloves, eye protection, suitable clothing and shoe protection. 	<p>2</p>	<p>1</p>	<p>2</p>	<p>L</p>

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Public Cars – Entering and exiting parking area		Participants under the Bailies work party.	5	4	20	H	<ul style="list-style-type: none"> Avoid car movements – coordinator to plan movements routes in and out car park. Submit RA and ES plan to FLS. Coordinator to barrier area with red/white tape. Volunteers to remain aware of surroundings. Volunteers to wear high viz vests when painting. 	4	2	8	M
Contact with paint	BVC carpark/Pond area	Participants under the Bailies work party.	8	1	8	M	<ul style="list-style-type: none"> PPE to be worn (Gloves, paint suit, safety glasses, boots). Public toilets to be open for washing. Grit soap to be available for cleaning. Remove contaminated clothing. 	2	1	2	L
Inhalation of fumes	BVC carpark/Pond area	Participants under the Bailies work party.	3	2	6	M	<ul style="list-style-type: none"> Ensure good ventilation. Regular breaks. Avoid painting during very hot days when VOC evaporation is accelerated. Announce oil-based paint in induction briefing sent to volunteers. Volunteers with asthma or respiratory sensitivities to be assign to lower-risk tasks. 	1	2	2	L
Fire Hazard	BVC carpark/Pond area	Participants under the Bailies work party. Public Members	4	3	12	H	<ul style="list-style-type: none"> No smoking or open flames in the area. Store paint and used rags away from heat sources. Use fire-resistant containers for disposal of oily rags. Implement a “Hot Work” exclusion zone, no power tools or other potential ignition sources are allowed near painting areas. Identify nearest foam or CO2 extinguisher. Erect signage during drying period. 	1	1	1	L

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<p>Environmental Impact</p>	<p>BVC carpark/Pond area</p>	<p>Aquatic Life. Local wildlife</p>	<p>9</p>	<p>3</p>	<p>27</p>	<p>H</p>	<ul style="list-style-type: none"> • Use drip trays and dust sheets to contain spills. • Provide designated containers for safe disposal of paint, brushes, and rags. • Never wash brushes in open drains or natural watercourses. • Spill kit to be close to hand. • Generate pollution prevention plan specific to painting. 	<p>2</p>	<p>1</p>	<p>2</p>	<p>L</p>
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Originator / Team Leader	Owner Trustee
Name: Hugh Fraser	Name: Peter Stock / David Caney
Signed	Signed
Date	Date

I have read, understood and agree to comply with the mitigation measures proposed	
Name / Signed	Name / Signed

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