

Scotland's  
**Urban Past**  
YOUR TOWN YOUR STREET YOUR STORY



# INVESTIGATING BUILDINGS AND URBAN SPACES

## Risk Assessment

This guide has been created by Scotland's Urban Past (SUP), a five-year community-engagement project from Historic Environment Scotland.

We support communities to record, research and celebrate the history on their doorsteps.

Through our free training and resources, people of all ages can discover and share the fascinating stories of Scotland's towns and cities.

[www.scotlandsurbanpast.org.uk](http://www.scotlandsurbanpast.org.uk)

# Risk assessment

Your health and safety while you are outdoors, investigating the history of Scotland's towns and cities is very important. Visiting, surveying and recording buildings or sites have potential hazards associated with them. If you are aware that hazards exist, you can identify them and their likelihood, you will be less at risk.

We ask that you produce a **Risk Assessment** before undertaking any site visit or other activity.

Please read our Personal Safety guidance carefully when you are organising a site visit or activity.

The Health and Safety Executive (HSE) considers it good practice that volunteers always have the same level of health and safety protection as they would at work. For further information on all aspects of health and safety, including Personal Protective Equipment (PPE), visit the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or [www.britsafe.org](http://www.britsafe.org) or call the HSE Infoline on +44 (0) 8701 545500.

## What is risk assessment?

A Risk Assessment is a straight-forward, common-sense approach of identifying and recording potential hazards which might cause harm, how this harm might be caused, and who might be harmed. It specifies how to reduce the likelihood of these hazards causing harm. Vulnerable groups, including people with restricted mobility, impaired vision or hearing, will need to be given extra consideration and additional controls may need to be implemented to keep them safe.

### There are two levels of risk assessment

#### 1. general

This assesses the risks that you will already know about and can do something about (such as wearing appropriate clothing in cold or wet weather or using a pedestrian crossing, bridge or underpass to reach the other side of a road to avoid being hit by a vehicle or cyclist).

#### 2. on-site or particular risks

This assesses potential hazards which you might encounter whilst on a site visit or on a tour. These could include using ladders in your survey and recording work or identifying unsafe structures.

The on-site assessment should be dynamic, reflecting what you can observe on the site, and you should change the assessment if conditions change. This could include:

- change in weather conditions
- obstruction or hazard caused by a third party
- unforeseen circumstances

Where the level of risk involved is moderate or high, you should detail what measures you take to control the risk. Preferably, **avoid the risk completely**.

Once you have completed the **Risk Assessment** form sign and date the form. The form should be read and agreed by all team members before beginning a building or site visit, or tour.

# SUP Risk Assessment Form

1. Location of activity: .....

2. Date and time of activity: .....

3. Duration of activity: .....

4. Description of activity: .....

.....

5. People participating (include details of any vulnerable groups, etc):

.....

.....

.....

.....

**6. General risks** (circle as appropriate)

Travel High / Moderate / Low

Weather forecast High / Moderate / Low

Carrying equipment, etc High / Moderate / Low

Terrain High / Moderate / Low

Building condition High / Moderate / Low

Urban environment:  
(traffic, pedestrians etc) High / Moderate / Low

**7. Particular risks**

Hazard: .....

Estimated level of risk: High / Moderate / Low

Control measure(s): .....

Hazard: .....

Estimated level of risk: High / Moderate / Low

Control measure(s): .....

**8. Location of nearest  
A&E department:**

.....

**9. Comments:**

.....

.....

.....

Signed.....

Date.....

Signed.....

Date.....

Signed.....

Date.....

Signed.....

Date.....

## Notes

## Scotland's Urban Past

Historic Environment Scotland

John Sinclair House

16 Bernard Terrace

Edinburgh EH8 9NX

[www.scotlandsurbanpast.org.uk](http://www.scotlandsurbanpast.org.uk)

Historic Environment Scotland

Scottish Charity No. SCO45925



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