

STOP & THINK

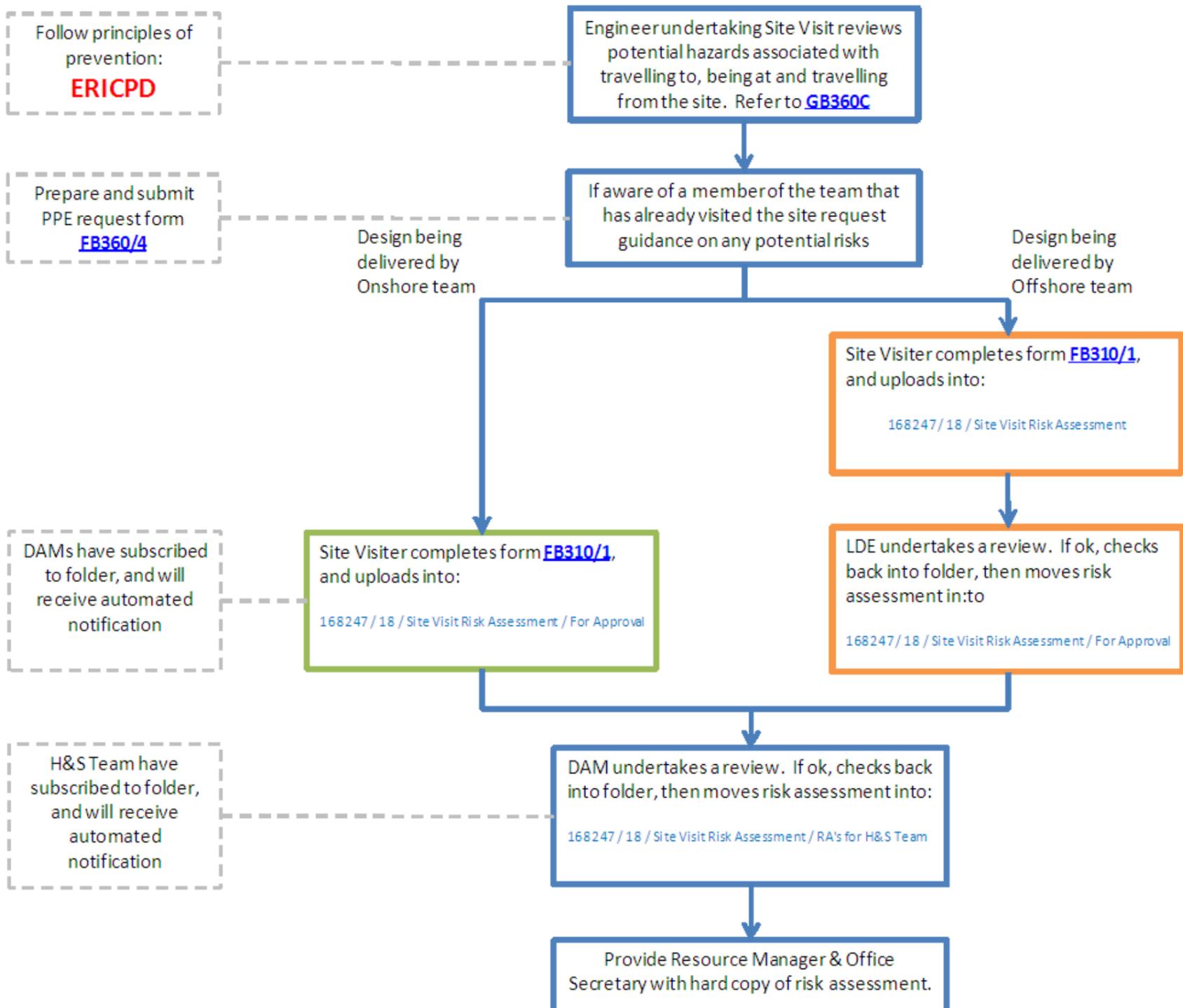
Week 14 – Site Visit Risk Assessment & PPE



For those based Onshore I've no doubt that you'll have a desire and need to visit the site of the project you are working on. Remember, **travelling to, being on and travelling from the site carries hazards and therefore risks**. To ensure we consider potential hazards and try to lower the residual risk, B&V have procedures around planning of site visits.

The **Lot B process for producing, reviewing the Site Visit Risk Assessment** is as follows:

Planning a Site Visit Procedure



When a member of staff needs to make a working visit to a site or another location where there may be potential hazards, it is **essential that an assessment is made** of the risks that may arise as a result of that visit. This assessment must be **recorded** and must **identify the arrangements** that will be (or have been) made to minimise those risks and to **plan for possible emergencies**. If you are planning a site visit please ensure you have read the requirements.

When a person is planning a site visit, an **assessment of the risks** of so doing should be undertaken by completing form **FB310/1** to record:

- the location, timing, nature and purpose of the proposed visit;
- details of any identified hazards and the steps to be taken to minimise them;
- first aid provision and the planned arrangements to deal with any foreseeable emergency that might arise in the course of the visit.

Related process:

B360 Safety in BVL offices

Related guidance:

GB360C Planning of site visits - RISK ASSESSMENTS AND REQUESTS FOR PPE

[GB360D](#) Example of completed form FB310/1

[GB360E](#) Example of completed form FB360/4

Associated forms:

[FB310/1](#) Risk assessment for site visit

[FB360/3](#) Point-of-work risk assessment and examples of hazards to be considered

[FB360/4](#) Request for personal protective equipment (PPE)

REPORTING DEPARTURE AND RETURN

In cases where the site visit involves lone-working or work in a remote location, it is important to ensure that other staff are aware of the intended visit and of the expected time of return of the visitor. This is to ensure that appropriate actions may be taken in the event that the visitor fails to return within a reasonable period — and may have been injured in an accident.

It may sometimes be appropriate for the office secretary in the visitor's base office to monitor visits in this way. So as avoid raising false alarms, it is important that the visitor reports any change in plans that will result in a return that is significantly later than that originally planned or, for example, if the visitor decides to go straight home rather than return to the office on completion.

A question or two to get you thinking!

Do I need to produce one every time I visit the same site ?

If I'm travelling to the UK from an Offshore office does this apply and which route do I follow?

I'm undertaking a site visit on behalf of the Offshore team. Which route do I follow?

Is production and submission of the Site Visit Risk Assessment mandatory?

Where can I find the procedure?