

SAFETY HEALTH AND ENVIRONMENT (SHE) PLAN (Bat survey Baysgarth School (Constraints walkover) – Version 1)



The following project SHE Plan is based on the RSK Biocensus Master SHE Plan:

Date Of Revision: 15-Sep-23
 Approved For Release: Paola Reason
 Reviewed: Will Trehwella

As of 01 April 2022, it is no longer a UK legal requirement for businesses to undertake a risk assessment specific to Covid 19. RSK FAQs outlining our current Covid approach are available on request.

Remember: No activity is so important or urgent that it cannot be done safely

- [1. Project](#) | [2. People](#) | [3. Site](#) | [4. Work Type](#) | [5. Generic RAs](#) | [6. Sub-con RAs](#) | [7. Groups RAs](#) | [8. Rail](#) | [9. Welfare](#) | [10. Emergencies](#) | [12. Journeys](#) | [13. Lone/Overseas Working](#) | [14. Sign Off](#) | [15. Dist/Comms](#)

1. The Project

Project Manager	Iveta Nikandrovaite	Client	RSK
Project Number	Bat survey Baysgarth School	Client Contact	[REDACTED]
Project Name	2488701		

Site Address	17 Nightingale Cl, Barton-upon-Humber DN18 6GA, UK	Site Grid Referece	53.68049755038664,-0.4343046681396223 Google Map
Site Postcode	DN18 6GA	Alternative/Additional Reference (what3words)	
Minimum Mobile Phone Coverage	5G		

Description of Project:

Background to Project	A constraints walkover and a ground level tree assessment surveys are required in relation to a proposed racetrack at Baysgarth School in Barton Upon Humber in North Lincolnshire – DN18 6AE.		
Health and Safety Overview	<i>SHE issues which are relevant to this project and should be discussed during PROJECT BRIEFINGS.</i> Lone working		
Reporting Requirements	Letter report within 2 weeks of survey date	Overall Project Start Date (dd/mm/yy):	02/04/2025

2. Project Personnel

Position	Name	Contact Number
Ecologist	Jonathan Scragg	07826 231843

3. Site-specific Description, Requirements and Restrictions

Key character of site	The site includes an active school, and the proposed development area consists primarily of modified grassland.
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The client has said that there:

are buildings on site, and provided these details:	School buildings on site, however they will not be entered as part of the survey.
are client/ site specific Health and Safety Requirements, as follows:	Will be confirmed by the client.

The following site specific hazards have been identified and associated control measures specified:

PPE Requirements	High-vis jacket, Boots with ankle protection Jacket/Trouser Colour: Orange	
Where equipment is hired/ provided by client, and comprises MEWP (Mobile Elevated Working Platform) and/or fall arrest harnesses, the following records have been checked as valid/in date for each item	LOLER	N/A
	Competence to operate	N/A

4. Types of Work

UK Only

Site Based Information:

The site has been classified as:	Schools/ hospital, Urban
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5. RSK Biocensus Generic Risk Assessments

In the process of prioritising where action is needed, RSK will use a 5 x 5 matrix to determine risk levels.

To help analyse risks, numerical scores are assigned to descriptions:

Severity >		1	2	3	4	5
v Likelihood		Slight Injury/ Health Affect Environmental Impact Impact on Quality of Work	Minor Injury/ Health Affect Environmental Impact Impact on Quality of Work	Moderate / Localised Injury/ Health Affect Environmental Impact Impact on Quality of Work	Major Injury/ Health Affect Environmental Impact Impact on Quality of Work	Fatality / Massive Environmental Impact Impact on Quality of Work
1	Remote	1	2	3	4	5
2	Unlikely	2	4	6	8	10
3	Possible	3	6	9	12	15
4	Likely	4	8	12	16	20
5	Certain	5	10	15	20	25

Risk (R) is defined as the consequence / severity (S) of an event multiplied by the frequency / likelihood (L) of its occurrence: so $R = (S \times L)$.

Action to be Taken on Completion of Risk Scoring

1 to 4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored
5 to 10	Risks need review and efforts made to reduce them. Costs of controls to be weighed against the likelihood of harm / damage / liability
12 to 25	Risks not adequately controlled and urgent action needed. Suspend activity immediately if work in progress. Significant resources may have to be allocated to reduce the risk

Please note that the Generic Risk Assessments listed below are reviewed every two years, or sooner as required. Where adjustments are needed for a specific project or site a project-specific risk assessment will be included.

The following generic risk assessments have been identified as being relevant to this project:

(scroll down, or click name to view details)

R1-ECOLOGICAL FIELDWORK	R2-DRIVING AND TRAVEL	R3-RAIL	R4-WORKING AT HEIGHT	R5-ECOW	R6-WORKING IN OR NEAR WATER	R7-SITE ENVIRONMENT
<p>R1.1: slips, trips and falls (uneven ground or obstacles)</p> <p>R1.3: lone working</p> <p>R1.12: adverse weather conditions (cold conditions – hypothermia)</p> <p>R1.13: adverse weather conditions (heat stress – hyperthermia)</p> <p>R1.14: adverse weather conditions (strong winds)</p> <p>R1.15: adverse weather conditions (lightning)</p> <p>R1.18: being taken ill</p> <p>R1.19: bites, stings or infections</p> <p>R1.19: bites, stings or infections (2)</p>	<p>R2.1: loss of control due to distractions</p> <p>R2.3: loss of control due to weather</p> <p>R2.4: loss of control due to other drivers/road users</p> <p>R2.7: parking and reversing</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.1: SLIPS, TRIPS AND FALLS (uneven ground or obstacles)	<ul style="list-style-type: none"> Each site has different terrains any of which can be potentially hazardous, resulting in incapacitating injury (e.g. sprained or fractured ankle) or knocked unconscious (head injury) . Particular / extra detailed attention required in adverse weather conditions, in the dark,near water or cliffs. Anyone using phones, tablets, data recorders may fail to notice hazards, and increase the likelihood of injury. 	4	3	12	<ol style="list-style-type: none"> In remote / hazardous terrain no unaccompanied work permitted. Be particularly careful when working near water. Keep adequate look-out. Take care climbing fences; use gates, stiles, or gaps. Avoid electric fences, or ask for them to be turned off. Take extra care in adverse conditions, near water/cliffs, and be aware of hidden obstacles under vegetation or snow. Use mobile devices in a safe location, and preferably when stationary. Maintain awareness of surroundings. Follow any site rules restricting use. Suitable footwear will be worn with ankle support. Maintain regular contacts using mobile phone (with remote centre if working unaccompanied), and use safe arrival procedure. Identify where a First Aider is desirable/essential. Update Risk Assessment to reflect the nature of the terrain after an initial site visit to communicate findings to other staff. 	4	1	4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2025-03-17

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.3: LONE WORKING	<ul style="list-style-type: none"> No one available to help in an emergency. Slips, trips & falls. Vehicle hazards. Health conditions. Livestock. Aggressive members of public. 	5	3	15	<ol style="list-style-type: none"> Check that Lone Working is appropriate, using the dedicated Lone Working RA tab. Follow the Lone Worker protocol (RSK-B 001); Set up and use the specific Lone Working monitoring check sheet for each Lone worker. Surveys with lone working planned will be shown IN THE NOTES SECTION on the planner- it is the Project Manager's responsibility to do this. When out undertaking fieldwork keep mobile phone charged and available. Before travelling to site, staff will check mobile phone signal for designation and if signal is not available lone working will not be permitted. Any potential exception to this rule would require prior agreement with the SMT / SHEQ team and is likely to require surveyors to carry satellite phones and report in more frequently. Carry site mapping, high visibility vest, first aid kit. When away from vehicle for more than one hour carry adequate food and drink, and medications at discretion of lone-working user. 	5	1	5	Risks need review and efforts made to reduce them. Costs of controls to be weighed against the likelihood of harm / damage / liability	2025-03-17

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.12: ADVERSE WEATHER CONDITIONS (cold conditions – hypothermia)	<ul style="list-style-type: none"> Working in cold temperatures potential for frostbite, hypothermia and chilblains. In addition workers with cardiovascular problems / respiratory diseases or on certain medication need to be extra careful when working in very cold temperatures. Other medical conditions such as cold induced urticaria (itching) or Vibration White Finger can also be brought on by very cold weather. In extreme situations can lead to progressive incapacitation, potential unconsciousness and death. 	5	3	15	<ol style="list-style-type: none"> Check weather conditions before carrying out surveys and if possible reschedule surveys Surveyors should wear adequate clothing (including water-proofs, if necessary) and appropriate foot-wear, so as to be able to cope with the worst conditions likely to be experienced (including a change of clothing, if necessary). Have a change of clothes. Consider carrying survival bag and karimat in wilderness areas. Take hot drinks and high-energy food. Limit work activities and periods to suit conditions. Use safe arrival procedure to maintain contact with office, safe arrival and fall back arrangements. Look for signs of hypothermia and seek appropriate medical help as soon as possible or call for help using mobile phone. 	4	1	4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2023-05-18
R1.13: ADVERSE WEATHER CONDITIONS (heat stress – hyperthermia)	Working in hot, sunny weather potential for sunburn, heat rashes, heat cramps, dehydration, heat stroke, exhaustion. In severe cases heat stroke / dehydration is potentially fatal if not recognised and treated rapidly.	5	3	15	<ol style="list-style-type: none"> Check weather conditions in advance and if possible, reschedule work to cooler times of the day. Use weather-appropriate personal protective equipment. Wear long sleeved vests to protect from sunburn. Wear sun-screen and protect your head from direct sun. Take frequent rest breaks and use shade where available. Take adequate drinking water. Look for signs of heat stroke/dehydration and seek appropriate medical help as soon as possible or call for help using mobile phone. 	4	1	4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2023-05-18

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.14: ADVERSE WEATHER CONDITIONS (strong winds)	<ul style="list-style-type: none"> Working in strong winds may cause injury to surveyors from objects being picked up winds. Branches/ limbs from trees may be brought down which could injury to surveyors. 	5	3	15	<ol style="list-style-type: none"> Check weather conditions in advance and if possible, reschedule work or limit work activities and periods to suit conditions. Where necessary wear hard-hat to minimise risk of head injury from flying objects. Avoid working in close proximity to trees during strong winds. Use safe arrival procedure to maintain contact with office, safe arrival and fall back arrangements. 	4	1	4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2023-05-18
R1.15: ADVERSE WEATHER CONDITIONS (lightning)	Lightning strike – when you hear thunder you are already within range of where the next ground flash may occur. Lightning can strike as far as 10 miles away from the centre of a storm.	5	2	10	<ol style="list-style-type: none"> Check weather conditions in advance and if possible, reschedule work to avoid being outdoors during lightning storms. Seek shelter if possible. Avoid water and find a low-lying open place that is a safe distance from trees, poles or metal objects. Squat close to the ground, with hands on knees and with head tucked between them. Try to touch as little of the ground with your body as possible, do not lie down on the ground. If you feel your hair stand on end, drop to the above position immediately. Cars will be the preferred place of shelter. Lightning usually strikes the highest object so staff outdoors should ensure that they are not the highest object or standing near the highest object such as a tall tree. If necessary, leave metal equipment behind and pick it up when safe to do so. 	4	1	4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2023-05-18

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.18: BEING TAKEN ILL	<ul style="list-style-type: none"> • Anyone visiting site, in particular those with existing health conditions, may suffer from incapacitating illness (e.g. stomach cramp, fainting, anaphylactic shock, etc).Many conditions (e.g. fits / convulsions / seizures, heart problems (heart attack/ angina), diabetes, anaphylactic shock, etc) are specific to the individual.The risks and likelihood of an incident and the potential consequences will vary widely between individuals.Different forms of the same condition (e.g. diabetes or epilepsy) can require very different controls and responses. • All surveyors, particularly those working extended or unusual/nocturnal hours, may be affected and may make poor decisions and suffer or cause accidents as a result. 	5	3	15	<ol style="list-style-type: none"> 1. Be aware of own physical limitations and those of colleagues. Surveyors suffering from over-tiredness should not attempt to drive. 2. First Aid boxes are provided in vehicles and individual First Aid kits are available and should be carried with surveyor. 3. If necessary, unwell staff / colleagues should contact the nearest First Aider, their own GP or (in an emergency) the emergency services. 4. Contacting emergency services: if calling 999, consider the service needed. If more than 100m from a road, ask for the fire brigade's rescue service or the police, who coordinate the mountain rescue and inshore lifeboat services. 5. All staff will wear either hard hat ICE and NOK stickers, Medic alert bracelets or ICE Velcro band on shoes to alert first aiders to any medical conditions or allergies. 6. For staff who have specific medical requirements lone working should be discussed with Director prior to fieldwork, and directors to assess staffs individual health requirements. Staff to be encouraged to give their consent to notify colleagues of their condition, where appropriate. Staff to ensure they have adequate 'emergency' medication with them when working in the field. 	4	1	4	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2025-03-17

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.19: BITES, STINGS OR INFECTIONS	<p>Bites, stings (some may be vulnerable to anaphylactic shock) or infection from:</p> <ul style="list-style-type: none"> • insects; • snakes (native and non-native species – see below); • rats and potentially other mammals (Weil's Disease); • badgers are known to carry bovine TB, which can be transmitted to humans through inhalation (i.e. when doing sett surveys) or hand-to-mouth contact; • ticks (Lyme's Disease); • tetanus from soil; • working in contaminated or polluted water may result in exposure to Hep A, a viral liver disease; • rabies (bites from mammals in particular bats – see below); • plants with stinging / irritating / poisonous / phyto-chemical effects (Giant Hogweed), plants with thorns (Bramble, Blackthorn) etc.; • the spores of bracken are carcinogenic, and inhaling these should be avoided. 	5	2	10	<ol style="list-style-type: none"> 1. Refer to the ECOLOGY H&S GUIDE for details on Ticks, Weil's Disease, tetanus and other zoonoses. Keep a copy to help identify symptoms and what to do if it is suspected. 2. Where identified as a risk, review the need for Hep A vaccination, dependent on site-specific review of levels and nature of contaminants (note vaccination is not required in most UK circumstances). On sites known or subsequently found to be contaminated, review the need for additional risk assessments and appropriate protective equipment and clothing. 3. Toolbox talks will address these as necessary. 4. Staff will wear clothing that avoids exposing their skin to insects (commensurate with risk of bites in any circumstance) and should undertake regular checks for ticks. 5. Staff should wear gloves when handling reptiles and small mammals [see also Covid precautions for working with/near mammals]. 6. Badger sett entrances may need close inspection for evidence such as badger hairs. As it is not known how long the bacilli may be active in soil, surveyors should avoid inhaling directly adjacent to the soil in spoil heaps and sett entrances. It is not considered necessary to wear masks. 	3	1	3	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2023-05-18

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R1.19: BITES, STINGS OR INFECTIONS (2)	See above	5	2	10	<p>7. Staff should work in pairs when handling animal species with a potential to cause human infection and carry a mobile telephone.</p> <p>8. All surveyors to be able to identify plants with stinging / irritating / poisonous / phyto-chemical effects. Avoid handling these plants and wear PPE working near such plants because hairs can penetrate light fabrics. Avoid inhaling the spores of bracken. Keep an eye on any scratches etc, especially from Blackthorn which can become infected quickly.</p> <p>9. Staff should wash their hands or use hand sanitiser prior to eating. Cover cuts/broken skin with waterproof plasters; use long waterproof gloves, if appropriate.</p> <p>10. Staff to carry a first-aid kit. Carry appropriate medication if sensitive to stings or bites, and apply immediately to improve effectiveness; inform a colleague if stung.</p> <p>11. If bitten, stung etc seek appropriate medical help as soon as possible or call for help (e.g. if anaphylactic shock) using mobile phone. Refer to the ECOLOGY H&S GUIDE for details of insects etc that may bite or sting.</p>	3	1	3	Acceptable risk. No further action or additional controls are required. Existing controls should be monitored	2023-05-18

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R2.1: LOSS OF CONTROL DUE TO DISTRACTIONS	<ul style="list-style-type: none"> Distractions i.e. mobile phone, map reading, radio /CD adjustment, eating, smoking, thinking of work, feeling angry or upset, advertising, etc. Unfamiliarity with vehicle. Unfamiliarity with area. Night driving. Alcohol (or drugs) in blood, including the morning after a party. Rushing – doing too much in a day and unexpected delays. Physical / optical fitness. 	5	3	15	<ol style="list-style-type: none"> Switch off mobile phone before driving (SatNav function can be used if not hand-held). Avoid eating or adjusting radio/CD/SatNav when car is in motion. The Highways Code states that it is illegal to hold a phone or SatNav while driving. Stop as necessary to check map (or reprogramme a SatNav) to aid navigation. Where possible, plan journeys to avoid night driving if not comfortable driving in the dark. Limit drinking if you plan to drive within 18 hours. Check on side effects of medicines (e.g. drowsiness). Ensure passenger does not distract driver. Take frequent breaks (every two hours minimum). Staff to have regular medical check-ups i.e. eye-checks. Vehicles are issued with a Handbook, which outlines key procedures and what to do in the event of an accident or incident. Copies of the Handbook are available in all company vehicles. A Vehicle pack containing a torch, warning triangle, first aid kit and fire extinguisher are available in all company vehicles. This procedure is regularly assessed and monitored. All accidents are reported and investigated promptly with lesson learned shared. 	5	1	5	Risks need review and efforts made to reduce them. Costs of controls to be weighed against the likelihood of harm/damage/liability	2025-03-17
R2.3: LOSS OF CONTROL DUE TO WEATHER	<ul style="list-style-type: none"> Weather (fog / freezing fog, ice, snow, heavy rain, high winds, bright sunlight etc.). Poor road surface (glare, ruts, potholes, etc). Driving without glasses (sunglasses or prescription). Driving long distances: early start, late finish. 	5	3	15	<ol style="list-style-type: none"> Delay journeys when weather is unsuitable if weather deteriorates stay locally over night. Adjust driving style / speed to suit conditions. Keep an overnight bag in the car. Check vehicle pack with torch, warning triangle, first-aid kit is in vehicle. Training for driving in poor weather. 	5	1	5	Risks need review and efforts made to reduce them. Costs of controls to be weighed against the likelihood of harm/damage/liability	2025-03-17

RISK NAME	HAZARD	WITHOUT CMS			CONTROL MEASURES (CMS)	WITH CMS			RESIDUAL RISK ACCEPTABLE	DATE LAST UPDATED
		S	L	R		S	L	R		
R2.4: LOSS OF CONTROL DUE TO OTHER DRIVERS/ROAD USERS	<ul style="list-style-type: none"> Other road users (pedestrians, horse riders, cyclists, motor cyclists, pets, wild animals, etc). Road works: narrow lanes, speed limits, queues. Road rage. Stress of driving. 	5	3	15	<ol style="list-style-type: none"> Plan the journey realistically so staff do not have to rush if caught in traffic/ road works etc. Check roadworks and other potential causes of delay in advance (e.g. RAC/AA websites). Delay appointments; stay over night. Avoid confrontations with other drivers. 	5	1	5	Risks need review and efforts made to reduce them. Costs of controls to be weighed against the likelihood of harm/damage/liability	2025-03-17
R2.7: PARKING AND REVERSING	<ul style="list-style-type: none"> Reversing causing injury to pedestrians and/or causing damage to vehicles. Accidents or damage when stopping / parking on busy roads. Breaking down (e.g. on motorway). Parking on construction sites. Accessing rear of vehicle/van to loading and unloading equipment. 	5	3	15	<ol style="list-style-type: none"> Where available staff should use a colleague to see them back when reversing i.e. used as a banksman. Where banksman not available staff should check parking location, and take note of nearby pedestrians. When loading or unloading equipment from a vehicle/van this should be completed (where possible) without entering the vehicle load space. If the load space must be accessed, ensure that both rear doors are opened and that they are latched back to avoid premature closure from the wind. If a side door is available, it is advisable to have this open when loading and unloading via the rear doors. Ensure you are familiar with the location of the internal door release handle on all load space doors. 	5	1	5	Risks need review and efforts made to reduce them. Costs of controls to be weighed against the likelihood of harm/damage/liability	2025-03-17

6. Contractor/sub-contractor Risk Assessments

Not applicable for this project

7. RSK Group Generic Risk Assessments

With reference to procedure 'OP04 Risk Management' and form 'OPF010 Generic Risk Assessments' the following generic RSK Risk Assessments are applicable to this project:

Travel- UK- by road

8. Rail-specific Information

Not applicable for this project

9. Welfare Arrangements

All ecologists should carry fresh drinking water as standard

On site welfare facilities available i.e. toilets, clean facilities for eating, changing etc .

No

Details of nearest facilities

Tesco Superstore – Tesco, Maltkiln Rd, Barton-upon-Humber DN18 5JT

10. Emergency Preparedness and Response

Nearest Hospital with A&E

Hull Royal Infirmary Helipad, Hull [\[LINK: Google Map\]](#)
01482 875875

If required, you can look up additional hospital locations using these links:

[English A&E](#) | [Scottish A&E](#) | [Welsh A&E](#)

Additional hospital notes:

Method of communication with emergency services if standard mobile phone network is not available

Mobile 999

First Aider	Jonathan	Location of first aid kit:	On person In vehicle
Nearest Defibrillator	Baysgarth School, Barrow Road, Barton-upon-Humber [LINK: Google Map]		
Nearest 24hr Defibrillator	<i>See nearest above</i>		
Actions to prevent fire	No smoking while on site	Actions in case of fire	Make sure you and others are in a safe place (or move to one) BEFORE phoning emergency services
Emergency contacts Start with Project manager > Ecology ESD > MD > RSK group duty director			
Project Manager	Ecology Emergency Director	Managing Director	RSK Group Duty Director
Iveta Nikandrovaite	Named Individual Changes Weekly	Tom Smith	Named Individual Changes Weekly
0783 1913947	0330 223 5465	██████████	01928 726006
Project-Specific Contact Info			
Other useful emergency contacts			
RSK Group Assistance (UK work)	All employees needing to summon help from RSK management at any time (including at night, weekends and holidays) should call the Helsby office on +44(0)1928 726006 and ask for the duty director who will provide practical help and advice, including contacting family members.		
RSK Commercial Vehicle Insurance	Policy Number RSAP9733921300 (expires 23:59 hours 21/11/2025). Insurer – Royal & Sun Alliance Insurance plc.		
Arnold Clarke Vehicle Assistance – you will need registration number to hand If possible, please make sure you also have the following information when making a call: <ul style="list-style-type: none"> Your AA card number (in every RSK vehicle) Vehicle Location (please be as precise as possible) 	<p>In the event of a breakdown/ accident or other vehicle issues: Contact number at the back of the keyring or contact Arnold Clark Fleet Maintenance on 0141 332 2622 who will be able to assist (they are open 24hrs). AA Emergency Breakdown Number – 03300 530 420</p> <p>Windscreens: Contact any National Windscreens 0800 616122 (24 hours) or local National Windscreens branch quoting account number BN 6793. See guidance here: Windscreen Repair Process.docx</p> <p>Tyres: Contact local ATS Euromaster garage. ATS Euromaster – 0800 505 505 – Group Account No: A00956906.</p> <p>Lost Keys: Contact Arnold Clark Fleet Maintenance on 0141 332 2622 who will divert driver to AA/RAC</p>		
AA breakdown	AA Emergency Breakdown Number – 03300 530 420 Policy number 10048297 Registered vehicles only		

Renault Assist

Please check your vehicle warranty cover before contacting the AA. Renault fleet vehicles are covered by Renault Assist if under warranty.

Renault Assist – 0800 085 8005

IN CASE OF EMERGENCY

- If required, call 999/112 for fire, police, ambulance, coastguard, cave and mountain rescue.
- Contact the RSK Environment (ecology) emergency contact (above)
- Contact the RSK Duty Director on 01928 726006
- Check in mobile phone for ICE (in case of emergency) numbers and NOK (next of kin)
- Inform site security/ manager/ contact immediately (if applicable)

11. RSK SHEQMS Operational Procedures, Guidance and Forms

The documents referred to below are available on Oscar (Clickable links for those with access)

Description		Operational/ Technical Procedure	Guidance Notes	Forms
RSK-B001	Lone working procedure	RSK-B001 LW procedure and forms		
RSK-B003	Ecology H&S Field Work Guide		RSK-B003	
RSK-B004	Vehicle checks	RSK-B004 Procedure and guidance		
RSK-B005	Biosecurity	RSK-B005		
RSK-B 017	Using a mobile phone as a Sat Nav		RSK-B017 Guidance	
Driving Standards		OP19 & Drivers Handbook	G5.33	Vehicle Checklist
Working Hours		OP15		
Safe arrival procedure		OP16		
Third person premises and sites		OP16		
Personal Protective Equipment			G5.14	
Manual Handling			G5.13	
Accident/ Incident/ Near Miss		OP14	G5.03	Report via portal
Hazard Management		OP03		Report via portal
Risk Assessment & Control		OP04		
Management of Safety			G5.02	
Walkover Surveys			G5.18	
Confined Spaces			G5.30	
Working at Height			G5.29	[Working at Height permit – rarely required]
Working on/in/near Water		TP012	G5.19	[Working near water permit – rarely required]
Working at Night				[Working at Night permit – rarely required]
Working on or near Railways		TP003		
Working on or near Roads			G5.20	
Guidance on the Avoidance of Buried Services			G5.15	
Asbestos			RSK-B008 Identification of Asbestos Risks for Ecological Surveys	

NB: Where a permit is required, further advice must be sought from Team leader/ Director.

Survey and UK Travel Journey Planner

This section must be completed before permission to start work will be granted

Refer to Driver Minimum Standards [OP19](#), [G5.33](#) and Drivers Handbook (in RSK vehicles). You must complete a [vehicle checklist](#). Please remember: Maximum 320 miles per day, break every two hours for fifteen minutes. Maximum hours worked per day= 16. If necessary, RSK will reimburse you for a night spent in a B&B if you are too tired to continue your journey.

The requirement for an overnight stay to be determined by the Project Manager based on the risk associated with the type and duration of work undertaken. This should also consider Group policy ([OP19](#)). Consideration should be given to work performed before and after the duration of the survey. Always err on the side of caution.

Journey No.	Survey Type	Survey Date(s)	Visit No.	Surveyors	Mileage (return)	Fatigue Management		Sunrise Sunset	Dynamic Risk Assessment
						Likely travel time + hours on site	Overnight stay?		
			For repeat surveys	1 row per trip	Max 320 miles per day per person	Likely travel time + hours on site	Overnight stay?		Risk assessment is up to date and no change in site conditions? <i>(Changes will be listed if no)</i>
	Constraints Walkover	02/04/2025		Jonathan Scragg	120	6.5	No	06:47 17:41	Yes

Vehicle check form

<https://biocensus.co.uk/vehicle-check-form/>

*Frequency of inspection: Complete and document at least once per week.
Status of last inspection must always be confirmed prior to vehicle use.*

Site Map for Navigation

See google map of site here: Google Map for [17 Nightingale Cl, Barton-upon-Humber DN18 6GA, UK](#)

Site Map(s) for download:

Hospital Map for Navigation showing route from site to hospital

See google map of hospital here: Google Map for [Hull Royal Infirmary Helipad, Hull](#) *(set with directions from site)*

13a. Lone Working Procedure

Refer to [RSK-B 001 Lone working procedure](#)

OUT OF OFFICE LONE WORKER FORM	Project No.	Bat survey Baysgarth School	Project Name	2488701
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A person is considered to be working alone if he/she has neither visual nor audible communication with someone who can effectively summon assistance in the event of an incident. This includes going to construction sites.

Remote workers means two or more personnel who work in an area which is regarded as isolated from potential rescuers, either because of the distance from inhabited locations, or because of features which make the site inaccessible.

This form ensures that a Task- and Site-specific Risk Assessment has been undertaken before staff undertake lone- or remote-working.

Site name /location	17 Nightingale Cl, Barton-upon-Humber DN18 6GA, UK Lat:53.68049755038664, Lon:-0.4343046681396223 W3W:
Description of environment	The site includes an active school, and the proposed development area consists primarily of modified grassland.
Task summary	Carry out a constraints walkover survey and ground level tree assessment and record findings on a tablet.
Tools and equipment	Tablet

TYPES OF RISK PRESENT	SITE-SPECIFIC RISK ASSESSMENT				TYPES OF RISK PRESENT	SITE-SPECIFIC RISK ASSESSMENT				
	Level of concern for a lone/remote worker	N/A	Of low concern	Of medium concern		Of greater concern	Level of concern for a lone/remote worker	N/A	Of low concern	Of medium concern
Falls from height	x				Heat stroke/ dehydration			x		
Falls into water	x				Unpredictable weather			x		
Falls on rough terrain			x		Tidal/marsh area	x				
Manual Handling of loads	x				Working away from public/populated area	x				
Work with plant/power tools	x				Working at night/ area poorly lit	x				
Work with sharp/penetrating objects	x				Interaction with public as enforcer	x				
Work with ladders	x				High crime rate location			x		

Work on electrical equipment	x				Carrying/using valuable equipment		x		
Handling chemicals/flammables/toxic fumes/gases	x				Individuals lacking experience/knowledge	x			
Hypothermia		x			Individuals with poor health/fitness (or other relevant conditions such as pregnancy)	x			
RISK ASSESSMENT CONCLUSIONS	Acceptable for lone working without restriction								
Risk controls required before lone working can take place: <i>The measures proposed take into consideration the task, the site, the aptitude/ experience of persons proposed and relevant weather conditions</i>									
Persons approved for lone working:	Jonathan Scragg								
Risk assessment carried out by	Iveta Nikandrovaite								
Senior-level approval by (Principal or above)	Will Holden	Signature		Date	2025-03-28				

13b. Overseas Working Procedure

There will be no overseas working as part of this project.

RSK Golden Safety Rules



Complete planned and point-of-work (last-minute) risk assessments for every task



Obtain permits to work when necessary



Use proactive management to avoid service and utility lines



Follow vehicle, driver and journey management procedures



Only use competent and appropriately trained people with the right equipment for the task



Always use appropriate and correctly fitted personal protective equipment



Never work or drive under the influence of alcohol or drugs



Protect yourself from falls when working at height



Remember that we all have the authority to stop work

The Five Hand-saving Rules

1. Identify pinch-points before using any piece of equipment
2. Use the appropriate hand tool for the task
3. Ensure sufficient barriers are in place
4. Wear appropriate gloves to perform the task
5. Risk assess to identify/manage change

14. Permission to Start Work on Site

This SHE Plan is sufficiently complete for works to start on site.

This section MUST be completed prior to any mobilisation to site

Prepared By	Signature	Date	Approved By	Signature	Date
Iveta Nikandrovaite	[REDACTED]	2025-03-28	Will Holden	[REDACTED]	2025-03-28

15. Distribution and Communication

YOU HAVE THE RIGHT TO REFUSE ANY WORK THAT YOU FEEL IS UNSAFE OR ARE NOT TRAINED TO DO

The project manager has provided a copy of this Health and Safety Plan to all of the following RSK Group personnel and Third Parties working on this tender/ project. All personnel must sign below to confirm that they have been informed of the Risk Assessments and control measures and have read and understood the SHE plan and agree to work in accordance with it at all times.

This SHE plan has been distributed to the parties listed below. A briefing was supplied on the dates listed.

Company	Name	Date supplied	Version supplied	Signature	Briefing type	Briefing date
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