

Location of survey:		Date of risk assessment:	
Date work being carried out:		Survey Supervisor:	

Description

Masons' marks survey at property named above, to record by drawing and photography the masons' marks on stonework of the building.

Risk Assessment (RA) to be completed by Survey Supervisor, in conjunction with owner/manager of property being surveyed (where appropriate). Email completed RA to Project Lead 7 days before date of survey. A copy of the RA is to be available on-site during surveying.

Emergency Contact: Iain Ross Wallace, Project Lead, SSMRP: 07769581589.

Personal Protective Equipment minimum requirements:

Antibacterial hand gel/wipes/face coverings/nitrile gloves

Sunscreen if working outside

Safety boots or footwear appropriate to local conditions

Waterproofs (jacket and trousers) if working outside

Fleece/mid layer/warm clothes appropriate to weather conditions

Basic personal first aid kit

Survey team members are to bring drinking water, food and flask etc, as preferred.

Fieldwork protocols

While specific hazards are listed in the table below, the survey is to be undertaken in such a way that ensures the safety of survey team members above all other factors.

The accurate recording of masons' marks is key to a successful survey; however, participants should not put themselves at risk in any way, just to record a mark. If a mark cannot be safely recorded with both feet on a stable surface, do not record it.

All surveys are ideally to be carried out in teams of two, who should maintain contact with the Survey Supervisor during the survey. No solo working in enclosed spaces is permitted.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	RISK After controls applied		
				L	M	H
Travel to/from survey site	Survey team members.	Carry out vehicle checks and plan route. Consider weather risk.	Share transport to/from site to reduce carbon footprint.			
Working on site	Survey team members. Minor injuries from site conditions: abrasions, sharp objects, stings.	Care to be taken by ensuring footholds etc. No reaching or balancing to record marks. If you cannot reach it with two feet on the ground, then do not record it. A First aid kit to be made available on site. Team should navigate site with caution - make use of appropriate PPE.	Location of First Aid Kit to be made clear and always kept available. Any injury must be logged and reported to Project Lead. (See instructions at end of document.)			
Slip/Trip/Fall	Survey team members. Risk of injury.	Appropriate footwear to be worn. Maintain vigilance, particularly on uneven ground.	Extra care to be taken on uneven or worn surfaces.			
Lone working	Survey team members. Fall, illness, getting lost etc.	Avoid lone working wherever possible. No lone working in enclosed spaces. Team members to put personal safety first as a working principle - do not hesitate to abandon work if the situation does not feel safe.	All team members to maintain contact with Survey Supervisor as required during survey. Share Supervisor's mobile no.			

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				L	M	H
Adverse weather.	Survey team members. Exposure to adverse weather leading to risk of disorientation, hypothermia, or sunstroke.	Obtain weather forecast before departure. Wear appropriate layered clothing, hat and gloves in winter and take hot drinks with you. Carry waterproofs. Wear light clothing in summer, use of sun hat and cream. Cover up to avoid sunburn.	Be aware of weather conditions and weather forecasts by checking and planning before survey takes place. Do not work in wooded areas or close to unstable buildings in high winds. Establish cordon areas appropriately.			
Biological infections (e.g., Leptospirosis, Brucellosis, Salmonella, Tetanus, Toxoplasmosis etc).	Survey team members. Potentially serious and debilitating illness.	Alert team to these infections and importance of good hygiene, especially before eating. Alert team to increased risk around animals and derelict buildings. Ensure supply of hand sanitiser.	Team members who feel ill at any point during fieldwork should stop and take steps to safeguard their own health. If a team member suspect biological infection/contamination has occurred, they should seek treatment promptly.			
Pre-existing medical conditions.	Survey team members. Exacerbation of condition, fatigue, etc.	Informing Survey Supervisor of any condition which may affect individual participation.	Take appropriate breaks as required.			

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Site-specific factors						

What to do in the event of illness or injury:

If a team member is taken ill, they are to withdraw from participation and be supported by another team member. **ALERT SURVEY SUPERVISOR.**

Treat minor injuries with appropriate first aid and provide support by another team member.

In the case of more serious injuries requiring an ambulance or specialist medical treatment get appropriate help without delay.

All injuries and illnesses are to be reported to Project Lead by telephone once help and/or treatment has been provided.

Survey Supervisor to advise Project Lead by telephone or text message to confirm work completed for the day.

Assessment completed by (print name):		Date completed:	
Assessment completed by (signature):		Date emailed to Project Lead:	

Once completed, send a copy by email to participants, along with a copy of the **Guide to Surveying**.