



Planning Application Visits Policy

Written by: Adam Carter- WT Consultancy

Date Written: 17/10/2025

Review Date: 17/10/2026

Approved by: St Cleer Parish Council

Related Document: Planning Visits Risk Assessment

1. Purpose

This policy sets out the safe working arrangements and expectations for elected councillors of St Cleer Parish Council when conducting visits to planning application sites. It ensures that visits are carried out safely, professionally, and in compliance with the control measures identified in the Council's Risk Assessment (RA).

2. Scope

This policy applies to all councillors undertaking official visits to view local planning application sites within the St Cleer Parish area, whether individually or as part of a group or convoy.

It covers:

- Travel to and between planning sites;
- Observation of sites from public areas; and
- Any limited interaction with premises owners or occupiers.

3. Planning and Authorisation

1. Pre-Planning:

- All visits must be planned in advance wherever possible.
- A list of sites and an itinerary must be circulated to all participating councillors before travel.
- Where a convoy is used, a lead vehicle and tail vehicle must be designated.

2. Notification:

- Premises owners should be notified of intended visits wherever practicable to avoid unannounced attendance and potential confrontation.
- Unannounced visits should be limited to viewing from public land or highways only.

3. Briefing:

- Prior to any convoy or group visit, councillors must attend a safety briefing to review the route, communication protocols, and risk controls.

4. Conduct During Visits

1. Safety First:

- Councillors must remain inside their vehicles unless it is safe and necessary to exit.
- All roadside observation must be conducted from pavements or safe verges, away from traffic flow.

2. Personal Conduct:

- Councillors must remain professional, courteous, and non-confrontational.
- Any signs of aggressive or threatening behaviour must result in immediate withdrawal and reporting.

3. Vehicle Operation:

- All vehicles must be roadworthy with valid MOT and insurance.
- Drivers must not drive under the influence of alcohol, drugs, or impairing medication.
- Mobile phones may be used hands-free only for essential communication.

4. Convoy Travel:

- Maintain safe following distances.
- The lead driver sets a consistent speed, and signals stops in advance.
- Hazard lights may be used where appropriate.
- Drivers must not overtake within the convoy.

5. Parking:

- Park legally and safely without obstructing access or emergency routes.
- Use designated lay-bys or parking areas where available.

6. Weather and Environmental Conditions:

- Visits should occur during daylight and in favourable weather.
- Visits must be postponed in severe weather (ice, heavy rain, high winds).

5. Personal Protective Measures

- High-visibility clothing must be worn when outside vehicles.
- Appropriate non-slip footwear must be used.
- Avoid walking on uneven or unsafe surfaces.
- Use sunscreen and weather-appropriate clothing during prolonged outdoor visits.

6. Health and Wellbeing

- Take regular rest breaks and maintain hydration.
- Councillors feeling unwell or fatigued must not participate.
- Follow public health guidance (e.g., infection control) and maintain distance during interactions.

7. Emergency Procedures

- Carry a charged mobile phone and emergency contact numbers.
- In the event of an accident, breakdown, or confrontation, contact emergency services and inform the Clerk.
- Report all incidents, near misses, or hazards to the Clerk promptly.

8. Training and Review

- Councillors must read and acknowledge this policy and the associated Risk Assessment.
- Periodic refresher briefings will be provided.
- Review annually or sooner if incidents or new risks arise.

9. Accountability

Failure to comply may result in governance or disciplinary action under the Council's Code of Conduct.

The Parish Clerk is responsible for maintaining records of briefings, incident reports, and reviews.

Signed: _____

Clerk & RFO, St Cleer Parish Council

Date: _____



Risk Assessment

Company:	St Cleer Parish Council
Ref:	Planning Visits
Task/Process/Machine:	Elected councillors to St Cleer Parish Council in Cornwall U.K. to travel in convoy using own vehicles or hired minibus to drive around local planning application sites to view from pavements/roadside the address submitting the planning applications. At some points the counsellors will visit on their own but not leave their vehicle. Visits will be planned however sometimes unannounced to the premises owners. There will be some integration with premises owners should councillors require access or further details or viewing of planning application.
Date RA Produced:	17/10/2025
RA Produced By:	Adam Carter
Date for Review:	17/10/2026 OR This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.
Distribution:	This risk assessment may have been delivered and signed for electronically. Please check for a digital copy of signatures.
Sign Off:	

RISK MATRIX

The risk matrix shown in Figure 1 is used to assess the hazards identified in this assessment. Table 1 and Table 2 have a detailed description of the consequence and frequencies categories, respectively.

Likelihood	Severity				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

- **Red – High Risk:** This indicates that the process or task cannot commence without implementing the necessary control measures to mitigate the associated risks.
- **Orange – Medium High Risk:** Control measures are required to reduce risks to as low as reasonably practicable before initiating the process or task.
- **Yellow – Medium Low Risk:** Control measures should be applied to mitigate risks to an acceptable level. Further evaluation may be necessary to determine if additional measures are required.
- **Green – Low and Acceptable Risk:** Risks are deemed low and acceptable, with control measures already in place or not necessary.
- Risk Rating (RR) | Residual Risk Rating (RRR)

Table 1: Severity of Injury Categories (S)

Severity Rating	Description
5	Severe Injury
4	Major Injury
3	Medium Injury
2	Minor Injury
1	Very Minor Injury

Table 2: Likelihood for Injury Categories (L)

Likelihood Rating	Description
5	Incident will occur
4	Incident very likely to occur
3	Incident may occur with some act or omission
2	Incident not likely to occur
1	Incident highly unlikely to occur

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
Increased risk of rear-end collisions due to sudden braking or acceleration within the convoy	Drivers, passengers, other road users	4	5	20	Designate a lead vehicle to set a consistent and safe driving speed, with all following vehicles instructed to match this speed without overtaking. Use hazard warning lights or convoy signs to increase visibility of the convoy to other road users and reduce unexpected reactions. Maintain a safe following distance between vehicles to allow adequate reaction time for sudden stops or changes in speed. Establish clear communication protocols within the convoy, such as using two-way radios or mobile phones, to alert drivers of upcoming stops or changes in speed. Conduct a pre-trip briefing with all councillors and drivers to emphasise safe driving practices and convoy procedures.	1	2	2
Aggressive or confrontational behaviour from premises owners or occupants	Consultants, premises owners	3	4	12	Train councillors in conflict resolution and de-escalation techniques. Councillors to remain inside their vehicles during visits to minimise direct confrontation.	2	3	6

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Establish a clear protocol for councillors to withdraw and report any aggressive behaviour to the relevant authorities. Encourage councillors to avoid engaging in confrontational discussions and to keep interactions brief and professional. Provide councillors with communication devices such as mobile phones or radios to call for assistance if required. Travel in convoy to provide mutual support and deter aggressive behaviour. Plan visits in advance where possible and inform premises owners to reduce surprise and tension.			
Falling from heights using scaffolding or other temporary height access.		3	4	12	Councillors must not access any unstable levels using ladders, hop ups, step ladders or any other temporary height access equipment. Councillors must remain on ground level unless fixed stairs allow safe access.	2	3	6
Impairment of reaction time due to multitasking while driving in convoy	Drivers, passengers, other road users, pedestrians	3	5	15	Provide briefing to all councillors on the importance of concentrating on driving and the risks of multitasking during convoy travel.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Plan convoy routes and stops in advance to minimise the need for spontaneous decisions or distractions while driving. Assign a lead vehicle and a tail vehicle to coordinate convoy movement, reducing the need for individual drivers to multitask. Use hands-free communication devices only if absolutely necessary and ensure they comply with UK road safety regulations. Ensure all drivers focus solely on driving and avoid using mobile devices or engaging in conversations that distract from driving. Maintain safe following distances between vehicles in the convoy to allow adequate reaction time. Encourage drivers to pull over safely if they need to attend to any non-driving tasks or communications.			
Reduced visibility for other road users causing potential vehicle collisions	Drivers, cyclists, pedestrians	3	4	12	Provide driver briefing on convoy procedures, road safety and hazard awareness prior to travel Ensure all vehicles have fully operational and clean lights and indicators to enhance visibility Use hazard warning lights when stationary or moving slowly to alert other road users	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Maintain safe following distances and appropriate speeds to allow reaction time for other drivers Avoid stopping or parking in locations that obstruct the view of other road users Appoint a convoy leader and tail vehicle to manage vehicle spacing and ensure all vehicles are visible Use high-visibility clothing for councillors if they exit vehicles near the roadside in poor vision locations or lighting. Plan convoy travel during daylight hours where possible to maximise visibility			
Pedestrians walking along the roadside due to lack of pavements	Pedestrians, drivers, passengers	3	4	12	Councillors to remain inside vehicles when possible and avoid stepping onto the road, particularly where no pavements are present. Use of a designated lead vehicle with hazard lights on to warn other road users of the convoy and pedestrian presence. Visits to be conducted during daylight hours only to maximise visibility and reduce risk of accidents. Councillors to maintain awareness of traffic and listen for approaching vehicles, stepping back onto the verge where safe.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Route planning to avoid roads with high traffic volume or where no safe pedestrian access is available. If access to premises is required, prior arrangement to ensure safe entry and minimise roadside exposure. Briefing provided to all councillors on roadside safety and hazard awareness prior to visits. Councillors to wear high-visibility clothing at all times during roadside visits to ensure they are easily seen by passing vehicles.			
Slips, trips and falls due to wet or icy surfaces	Site workers, visitors, contractors	3	4	12	Councillors to avoid visiting during adverse weather conditions. where visits are essential take extra care when exiting or entering vehicles, especially in adverse weather conditions. Plan visits during daylight hours to improve visibility and reduce risk of slips or trips Provide briefing to councillors on hazards related to weather conditions prior to visits Visits must not take place during severe weather warnings.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Avoid walking on visibly icy or wet surfaces where possible, using designated walkways and pavements Councillors to wear appropriate footwear with good grip suitable for wet or icy conditions Use handrails or supports where available when walking near steps or ramps			
Inadequate or missing handrails on steps or ramps	Pedestrians, site workers, visitors, persons with reduced mobility	3	4	12	Where possible, arrange for premises owners to temporarily improve handrail provision or restrict access to unsafe steps or ramps during visits. Advise councillors to avoid using steps or ramps without handrails unless absolutely necessary and to exercise extreme caution when doing so.	1	2	2
Risk of vehicles being hit by passing traffic when parked too close to the carriageway	Vehicle occupants, passing drivers, pedestrians	3	4	12	If using a convoy, maintain safe distances between vehicles to avoid congestion and sudden stops near the carriageway. Park vehicles well away from the edge of the carriageway, utilising designated parking bays or lay-bys where available. Avoid parking on bends or narrow sections of road where visibility is reduced for oncoming traffic.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Plan visits during daylight hours and in good weather conditions to maximise visibility and safety. Use hazard warning lights on parked vehicles to increase visibility to passing traffic. Ensure all vehicle occupants wear high-visibility clothing when outside the vehicle near the carriageway.			
Distraction caused by external factors such as convoy vehicles performing unexpected manoeuvres	Drivers, passengers, other road users	3	4	12	Establish clear convoy protocols including pre-agreed routes, stopping points, and communication methods to ensure predictable vehicle movements. Provide a briefing to all councillors and drivers prior to departure outlining expected behaviours, convoy rules, and the importance of maintaining safe driving practices. Ensure all vehicles maintain safe distances to avoid sudden braking or acceleration that may cause distractions. Advise councillors to remain vigilant and avoid distractions such as mobile phone use while driving in convoy.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Use radios or mobile phones for constant communication between convoy vehicles to alert drivers of any changes or manoeuvres in advance. Assign an experienced lead driver responsible for setting the pace and signalling any required manoeuvres to the following vehicles.			
Use of unsuitable footwear increasing slip risk	Site workers, visitors, vehicle operators	4	3	12	Advise councillors to wear appropriate, non-slip footwear suitable for outdoor terrain and weather conditions. Provide information or guidance on suitable footwear prior to site visits, including examples of recommended footwear types. Encourage councillors to inspect their footwear before visits to ensure soles are in good condition and provide adequate grip. Ensure councillors remain within vehicles or on pavements/roadside areas that are well maintained and free from slip hazards where possible. Avoid site visits during adverse weather conditions such as heavy rain or ice where slip risk is significantly increased.	2	1	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
Fatigue caused by harsh weather conditions impacting concentration and physical performance	Site workers, visitors	3	4	12	Limit the duration of outdoor exposure by planning efficient routes and grouping visits to reduce time spent in adverse weather. Provide access to warm beverages and hydration to maintain energy levels and prevent dehydration. Schedule regular breaks during the site visits to allow councillors to rest and recover from exposure to harsh weather. Ensure councillors wear appropriate weatherproof clothing, including waterproof jackets, hats, gloves, and sturdy footwear to protect against cold, rain, and wind. Use vehicles as rest points where councillors can warm up and recover between site visits. Encourage councillors to report any signs of fatigue or adverse effects promptly to enable early intervention.	2	2	4
Driver distraction due to communication within the convoy	Drivers, passengers, other road users, pedestrians	3	4	12	Assign a lead vehicle and a tail vehicle to coordinate convoy movements, reducing the need for frequent communication between drivers Provide training to councillors on the risks of driver distraction and safe communication practices within a convoy	1	2	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Establish clear communication protocols before the journey begins, including predefined signals and limited communication during driving Encourage drivers to pull over safely if detailed communication or discussion is necessary, avoiding distractions while driving Use of hands-free communication devices to allow drivers to communicate without taking hands off the wheel or eyes off the road			
Obstruction of pedestrian pathways leading to trip hazards	Pedestrians, including children, elderly and disabled persons	4	3	12	Councillors to remain within vehicles when visiting premises to minimise pedestrian movement and reduce pathway obstruction. Use clear signage or cones to mark any temporary obstructions caused by parked vehicles or equipment. Plan visits to avoid busy pedestrian times and areas to reduce risk of obstruction and trips. Encourage councillors to wear high-visibility clothing when outside vehicles near pedestrian pathways to increase awareness. Provide prior notification to premises owners when access or viewing inside the premises is required to ensure safe and organised entry.	2	1	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Ensure vehicles are parked legally and considerably off pedestrian pathways to avoid obstruction.			
Exposure to COVID-19 or other infectious diseases when interacting near premises	Councillors, premises staff, public	3	4	12	Limit interactions to brief conversations outside vehicles, avoiding entry into premises unless absolutely necessary and only with prior agreement. Plan visits to minimise the number of councillors present at any one time to reduce potential exposure. Maintain a minimum social distance of 2 metres from premises owners and other individuals at all times during visits. Use hand sanitiser before and after any interaction with premises owners or touching surfaces near the premises. Ensure vehicles used for convoy travel are well ventilated and regularly cleaned, especially high-touch surfaces. Encourage councillors to self-monitor for symptoms of COVID-19 or other infectious diseases and stay away from site visits if unwell.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
Unmarked changes in level such as kerbs or steps	Pedestrians, site workers, visitors	4	3	12	Ensure councillors are briefed on the presence of unmarked level changes prior to site visits to increase awareness and vigilance. When exiting vehicles, councillors should take extra caution, using handrails if available and checking footing before stepping down or up. Plan visits during daylight hours to ensure better visibility of changes in level. Encourage councillors to use vehicle access points where possible to avoid walking on uneven surfaces. Advise councillors to wear appropriate footwear with good grip to reduce risk of slips, trips, and falls.	2	1	2
Collision with passing vehicles when standing close to the roadside	Site visitors, pedestrians, road users	2	5	10	Encourage councillors to remain in their vehicles when possible to minimise exposure to passing traffic. Provide briefing to councillors on roadside safety and awareness of passing traffic prior to visits. Use appropriate signage or cones to alert passing vehicles of the presence of pedestrians near the roadside where possible.	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Ensure all councillors wear high-visibility clothing at all times when outside their vehicles near the roadside. Limit the number of councillors standing roadside at any one time to reduce congestion and distraction to drivers. Plan visits during daylight hours to maximise visibility and reduce risk of collision. Councillors must stand on the pavement or as far from the carriageway as possible when observing planning application sites.			
Injury from falling debris or materials from the construction site	Site visitors, pedestrians, workers	2	5	10	Use of high visibility clothing when outside vehicles to increase visibility to site workers and reduce risk of accidents. Maintain a safe distance from the construction site boundary, staying on pavements or roadside areas to avoid potential falling debris. Avoid accessing any areas within the construction site boundary unless accompanied and authorised by site personnel with appropriate PPE. Plan visits during times when construction activity is minimal or not in progress to reduce exposure to falling debris.	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Councillors should remain inside their vehicles when visiting sites alone to provide a physical barrier from falling materials. Communicate with site managers or premises owners in advance to understand any specific risks or safety requirements at the site.			
Electrical hazards from exposed wiring or faulty equipment	Consultants, premises owners, maintenance staff	2	5	10	Inspect any visible wiring or electrical installations at planning application sites from a safe distance without physical contact to avoid exposure to live wires. Ensure that any access inside premises, if required, is accompanied by authorised personnel who have verified the safety of electrical installations beforehand. Advise councillors to report any signs of exposed wiring or faulty electrical equipment to the site owner or relevant authority immediately and avoid close proximity.	1	3	3
Blocking access for emergency vehicles due to parked vehicles	Emergency responders, site workers, public	2	5	10	Provide councillors with guidance and training on safe parking practices to prevent obstruction of emergency routes.	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Ensure councillors remain within their vehicles when parked to allow for quick departure if emergency vehicles need access. Assign a convoy lead to monitor parking arrangements and relocate vehicles promptly if access is blocked or at risk. Plan convoy routes in advance to avoid narrow roads or areas with limited parking to ensure emergency vehicle access is maintained. Avoid parking directly opposite each other on narrow roads to maintain a clear passage for emergency vehicles. Use designated parking areas or lay-bys where available, avoiding parking on roadsides that could obstruct emergency vehicles. Communicate with local emergency services prior to site visits to inform them of the convoy schedule and locations.			
Inadequate lighting leading to poor visibility of parked vehicles at night	Drivers, pedestrians	3	3	9	Use high visibility reflective warning triangles or cones placed around parked vehicles to alert other road users. Plan visits to avoid parking or stopping in poorly lit areas during night time wherever feasible.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Park vehicles in well-lit areas wherever possible to enhance visibility and reduce risk of collision or accident. Provide councillors with high visibility clothing with reflective strips to increase their visibility when outside vehicles during low light or night time visits. Ensure all vehicles have fully operational headlights, rear lights, and hazard warning lights switched on when parked or stationary in low light conditions.			
Slips, trips or falls caused by uneven or damaged pavements near parked vehicles	Pedestrians, site visitors	3	3	9	Advise councillors to wear appropriate footwear with good grip to reduce the risk of slipping. Use high visibility clothing to increase awareness of councillors' presence to other road users and reduce the risk of accidents. Conduct a pre-visit inspection of planned routes to identify and note any uneven or damaged pavements. Encourage councillors to use handrails or vehicle supports when stepping onto or off pavements where available. Limit time spent outside vehicles near uneven pavements to reduce exposure to hazards.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Provide training or briefings on hazard awareness and safe movement around pavements and parked vehicles. Plan visits to avoid poor weather conditions such as rain, ice or snow which may increase the risk of slips or trips. Ensure councillors remain vigilant and watch their footing when exiting or entering vehicles near pavements.			
Driver stress or anxiety from maintaining convoy formation leading to impaired driving performance	Drivers, passengers	3	3	9	Encourage regular rest breaks to alleviate driver fatigue and reduce anxiety related to maintaining formation. Limit convoy size to a manageable number of vehicles to reduce pressure on drivers and ease communication. Establish clear communication protocols, such as use of two-way radios or mobile phones, to enable drivers to signal issues or request breaks. Provide comprehensive pre-trip briefing to all drivers outlining convoy procedures and expectations to reduce uncertainty and stress.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Provide training on defensive driving and convoy driving techniques tailored to the convoy conditions. Ensure all drivers are familiar with the route and planning application sites beforehand to increase confidence and reduce stress. Allow flexibility in convoy formation, permitting drivers to fall back or move ahead if feeling stressed, without penalty.			
Poor route planning causing drivers to become lost or stressed	Drivers, passengers	3	3	9	Ensure drivers have access to contact details for support in case of getting lost or any difficulties Assign a lead vehicle with an experienced driver to guide the convoy and reduce individual driver stress Prepare detailed, clear route plans in advance including alternative routes to avoid confusion and delays Use GPS navigation devices or mobile apps to provide real-time directions and traffic updates Schedule adequate rest breaks to reduce driver fatigue and maintain concentration during the journey	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Conduct a pre-trip briefing with all drivers to discuss the route, expected stops, and contingency plans			
Sunburn and skin damage from UV exposure	Site workers, visitors	3	3	9	Advise wearing protective clothing such as long-sleeved shirts, wide-brimmed hats, and UV-protective sunglasses. Provide and encourage the use of high SPF sunscreen to all councillors before and during site visits. Ensure availability of shaded areas or provide portable shade where possible during stops. Encourage councillors to stay hydrated to maintain overall health during outdoor visits. Plan visits to avoid peak UV radiation hours, typically between 11am and 3pm.	2	2	4
Presence of agricultural vehicles moving slowly causing sudden stops or overtaking hazards	Drivers, passengers	3	3	9	Briefing councillors on local road conditions and common agricultural vehicle routes prior to visits. Councillors to plan routes and timings to avoid peak agricultural vehicle movement periods where possible. Use of hazard warning lights when stopping or slowing down to alert following vehicles.	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Drivers to exercise patience and avoid unsafe overtaking manoeuvres when encountering slow-moving agricultural vehicles. Councillors to maintain a safe following distance from agricultural vehicles to allow sufficient reaction time for sudden stops.			
Manual handling injuries when opening gates, doors or moving obstacles	Consultants	3	3	9	Encourage councillors to assess the weight and resistance of gates or doors before attempting to open them to avoid sudden strain or injury. Maintain clear access routes to prevent the need to move unnecessary obstacles, reducing manual handling requirements. Councillors must not attempt to lift or drag gates or other obstructions. Ensure councillors work in pairs when moving heavy or awkward obstacles to distribute the load and reduce injury risk.	2	2	4
Distraction leading to stepping into the road or other hazards	Site visitors, pedestrians	2	4	8	Councillors to remain within vehicles unless absolutely necessary and only when safe to do so, minimising exposure to road hazards. Use of high-visibility clothing when outside vehicles to improve visibility to passing traffic.	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Planning and briefing sessions prior to visits to emphasise awareness of surroundings and potential hazards. Designated safe areas for stopping and viewing planning sites, avoiding busy or hazardous road sections. Where access to premises is required, prior arrangement with owners to ensure safe entry and exit protocols. Use of convoy travel to ensure support and monitoring among councillors, reducing risk of individual distraction. Councillors to avoid distractions such as mobile phones or paperwork when near roads.			
Aggressive or inattentive behaviour from road users	Site visitors, pedestrians	2	4	8	Maintain communication within the convoy using mobile radios or phones to report any aggressive or inattentive behaviour promptly. Use vehicles with functioning hazard warning lights when stationary on roadside to alert other road users. Ensure vehicles are parked legally and considerately to avoid obstructing traffic and provoking aggressive behaviour.	1	2	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Schedule visits during daylight hours to maximise visibility and reduce risks associated with poor lighting. Plan convoy routes to avoid high traffic or hazardous areas where possible. Ensure all councillors wear high-visibility clothing to increase visibility to other road users. Encourage councillors to remain inside their vehicles when stopped in potentially hazardous locations to minimise exposure.			
Contact with hazardous substances or materials on site boundaries	Site visitors, pedestrians	2	4	8	Councillors to remain within their vehicles or on public pavements/roadside at all times to avoid direct contact with site boundaries. Provision of hand sanitiser or facilities for councillors to clean hands immediately after any site visits involving potential contact. Clear communication and coordination with premises owners to ensure safe access and information about any hazardous substances present. Councillors to avoid touching any materials, plants, or surfaces on or near site boundaries.	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
Risk of dog or other animal attacks on site	Consultants, premises owners	2	4	8	Use of pre-visit communication to inform premises owners of intended visits and request information on any animals present Planning visits during daylight hours to maximise visibility and reduce likelihood of surprise encounters with animals Councillors to remain inside their vehicles during solo visits unless prior consent and safe conditions for outside access are confirmed Avoiding unannounced visits where possible to reduce risk of encountering animals unrestrained or unsupervised Ensuring councillors have mobile phones to call for assistance promptly if an animal attack occurs Training councillors on recognising animal behaviour and safe response techniques to avoid provoking attacks	1	3	3
Poor vehicle maintenance leading to mechanical failure	Councillors, other road users	2	4	8	Ensure access to breakdown assistance and emergency contact numbers during convoy travel Only use vehicles with valid MOT certificates and current road tax	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Ensure all vehicles undergo a comprehensive pre-trip inspection including checks on brakes, tyres, lights, and fluid levels before departure Use hired minibuses from reputable rental companies with verified maintenance records Provide drivers with training on recognising early signs of mechanical issues and procedures to report defects immediately			
Overloading vehicles causing instability or mechanical strain	Drivers, passengers, other road users	2	4	8	Conduct pre-trip vehicle inspections focusing on tyres, brakes and suspension to ensure suitability for load. Plan journeys to avoid carrying unnecessary equipment or items that add to vehicle load. Limit the number of passengers and equipment per vehicle according to seating and load capacity. Use hired minibuses or vehicles specifically designed to carry the required number of passengers and equipment safely. Ensure vehicle load does not exceed manufacturer's recommended maximum weight limits.	1	3	3
Potential for verbal or physical assault when	Councillors	2	4	8	Clear identification badges or documentation to establish authority and purpose during interactions.	1	2	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
interacting with premises from vehicle					Councillors to remain inside their vehicles during visits unless absolutely necessary to exit, minimising direct contact. Councillors to carry mobile phones to call for assistance if required, ensuring rapid communication with emergency services. Use of convoy travel to ensure multiple councillors are present, providing mutual support and deterrence. Prior planning of visits where possible, including notifying premises owners to reduce surprise and potential hostility. Avoidance of visits during late hours or in isolated locations to reduce risk of assault. Use of hired minibuses where possible to keep councillors together and reduce vulnerability. Councillors to receive training on conflict de-escalation techniques to manage potential verbal confrontations effectively.			
Animals or livestock straying onto the road unexpectedly	Drivers, passengers, pedestrians	2	4	8	Ensure all vehicles are roadworthy with functioning brakes and tyres suitable for rural driving conditions.	1	3	3

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Councillors to remain alert for animal warning signs and fences or gates that may be open or damaged, increasing risk of livestock on roads. Councillors to drive at reduced speeds when travelling through rural areas with known livestock presence to allow sufficient reaction time. Use of vehicle hazard lights or flashing indicators when slowing down or stopping to alert other road users of potential animal presence. Pre-journey briefing to inform councillors of known areas with livestock and advice on vigilance and defensive driving techniques. Councillors to maintain a safe following distance from the vehicle in front to allow for sudden stops due to animals on the road.			
Risk of falling objects from premises structures or trees	Consultants, premises owners	2	4	8	Councillors to remain inside their vehicles when visiting premises alone to provide protection from falling objects. Planning visits to avoid adverse weather conditions such as high winds which increase the risk of falling branches or debris. Councillors to maintain a safe distance from premises structures and trees when viewing from	1	2	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					pavements or roadside to avoid areas where objects may fall. Premises owners to be informed in advance where possible to ensure any loose or hazardous structures or branches are secured or removed prior to visits. Use of personal protective equipment such as hard hats if accessing areas close to premises or under trees where falling objects are a risk.			
Vehicle breakdown causing obstruction or delay	Councillors, other road users	2	3	6	Ensure all vehicles are serviced and checked for roadworthiness prior to the convoy journey Carry a fully charged mobile phone and emergency contact numbers for breakdown services Ensure drivers are trained or briefed on how to safely manage a breakdown situation to avoid obstruction Provide drivers with basic roadside emergency equipment such as hazard warning triangles and high-visibility vests Plan alternative routes and allow extra time in the schedule to accommodate potential delays	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Establish a communication protocol within the convoy to inform others promptly of any breakdowns			
Damage to vehicles due to inadequate parking space or uneven surfaces	Vehicle owners, drivers	3	2	6	Encourage use of hired minibuses with professional drivers experienced in navigating variable parking conditions. Provide guidance to drivers on cautious manoeuvring in uneven or constrained spaces to prevent damage. Ensure that councillors remain within their vehicles when parking in potentially uneven or unsafe areas to avoid injury. Maintain communication channels for reporting any parking difficulties or vehicle damage immediately during visits. Advise councillors to park only in designated or approved areas to minimise risk of vehicle damage. Conduct a preliminary site assessment to identify suitable parking areas with adequate space and stable, even surfaces.	2	1	2
Potential for vandalism or theft of vehicles parked on or near pavements	Vehicle owners	2	3	6	Ensure all vehicles are locked and valuables are removed or hidden from sight	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					Advise councillors to remain vigilant and report any suspicious behaviour immediately to local authorities Use secure parking facilities where possible, such as designated car parks with CCTV coverage Park vehicles in well-lit, visible areas to deter criminal activity Use vehicle immobilisers or alarms where available to reduce the risk of theft Limit the time vehicles are left unattended and avoid parking in isolated or high-risk areas			
Distractions caused by scenic views or wildlife	Drivers, passengers	3	2	6	Use of co-drivers or designated navigators within vehicles to assist with route guidance and observation, reducing driver distraction. Designated safe stopping points should be identified in advance for councillors to safely observe surroundings without causing distractions or hazards to themselves or others. Minimise use of mobile devices or cameras while driving to avoid distractions from scenic views or wildlife. Councillors must remain focused on the road and surroundings, avoiding unnecessary stops or	2	2	4

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
					prolonged viewing of scenic areas during convoy travel. Councillors should be briefed on the importance of maintaining attention while driving and the risks of distractions caused by wildlife or scenic views.			
Obstruction of pedestrian routes causing congestion and potential accidents	Pedestrians, site visitors	3	2	6	Councillors to remain within vehicles when stationary at sites to minimise pedestrian movement near parked vehicles. Use signage or cones to clearly mark areas where vehicles may temporarily stop, alerting pedestrians to potential obstructions. Communicate with premises owners in advance where possible to coordinate safe access and avoid unexpected pedestrian blockages. Schedule visits during off-peak pedestrian times to reduce congestion risks on pavements and roadside areas. Plan convoy routes and parking locations to avoid blocking pedestrian pathways and ensure vehicles are parked legally and considerately. Ensure all participants are briefed on maintaining clear pedestrian routes and avoiding unnecessary obstruction during site visits.	2	1	2

Hazards	Who might be harmed	Likelihood For Injury	Severity of Injury	Overall Risk Rating	Control Measures	Likelihood For Injury	Severity of Injury	Overall Risk Rating
Driver impairment due to alcohol, drugs or medication	Drivers, passengers, other road users	1	5	5	Encourage the use of alternative transport options such as hired minibuses driven by professional drivers if impairment is possible. Implement a strict policy prohibiting driving under the influence of alcohol, drugs or impairing medication during site visits. Provide training and information sessions on the risks and legal consequences of impaired driving. Require councillors to declare any medication that may impair driving ability prior to travel. Establish a buddy system within the convoy to monitor driver fitness and intervene if impairment is suspected. Ensure councillors have sufficient rest before driving and avoid driving after consuming any alcohol or medication that impairs ability.	1	3	3

Sign Off This risk assessment may have been delivered and signed for electronically. Please check for a digital copy of signatures		
Name	Date	Sign I the undersigned will apply the controls measures outlined to my role

