

RISK ASSESSMENT

Department	Place	Unit/Section	Parks Greenspace & Cemeteries
Date of assessment	07/05/2021	Assessor(s)	
What is the activity?	Inspection of areas around Castle rock face for further evidence of debris falling. Area closed to public. Also includes any ground maintenance work required while area closed.	Where is the activity carried out?	Public area around Castle Rock, Princes Street Gardens

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Persons injured by falling rock	Members of the public CEC staff working in area	Area of castle grounds in the vicinity of the rock face is closed off to the public and CEC staff. This includes that the main vehicle access gate and all pedestrian access gates are closed and locked shut.	Awaiting further discussions between CEC & HES to identify further control measures.			
		All 'hands-on' horticultural maintenance in areas of potential rock fall is prohibited and robotic/remote mowers or other equipment is used instead on an occasional as appropriate. Any operatives undertaking such work to use PPE (hard hat, safety boots and high visibility clothing and to keep well clear of the rock face). Mobile phones will be available, no lone working will be undertaken and a first aid kit carried. Persons will receive awareness training in the risk and precautions required; this will be recorded. Any such work should be supervised throughout by a supervisor or manager.				
		Visual inspections for evidence of fallen debris will be carried out on a weekly basis – ground level only. Staff must use PPE (hard hat, safety boots and visibility clothing). Mobile phones will be available, no lone working will be undertaken and a first aid kit carried. Persons will				

Privacy statement: To complete this risk assessment, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Risk assessments will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share risk assessment records with external agencies such as the Health and Safety Executive or the Council's insurance handlers but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's website Privacy Notice.

		receive awareness training in the risk and precautions required; this will be recorded. Any such work should be supervised throughout by a supervisor or manager. Staff should keep clear of rock face and only carry out a visual inspection from paths – from Johnstone Terrace around to Mound gate. Any evidence of new rock debris should be reported to HES and through internal H&S reporting. If possible photograph any evidence of ground debris.				
		If vehicle access is required to service facilities within the gardens or In the event that emergency access is required (through the closed off areas for vehicular access in to the gardens), written permission (by email) is required from [REDACTED] or his designated deputy. In such an instance, persons will wear PPE (hard hat, safety boots and high visibility clothing) and will keep clear of the rock face. A banksman is required to oversee vehicle movements. Vehicles should only pass through the area; they should not stand. Mobile phones will be available, no lone working will be undertaken and a first aid kit carried. Persons will receive awareness training in the risk and precautions required; this will be recorded. Any such work should be supervised by a supervisor or manager.				

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		Formal annual inspection carried out by Historic Environment Scotland (HES) – annual meeting and				

		correspondence between CEC & HES to discuss report.				
		Quarterly meetings between CEC & HES held within the gardens to discuss ongoing operational requirements, review any incidents and any issues. Also includes a site walk around. Persons to wear appropriate PPE (hard hat, safety boots and high visibility clothing, carry mobile phones and avoid the rock-face. No lone working permitted. This work to be undertaken through permit to work system.				
		CEC report any incidents through internal H&S reporting system and to HES. Staff advised to report any evidence of rock fall. If there is any evidence or reports of a rock fall the area will be closed immediately to public and staff until an inspection and investigation can be completed and only opened when it is determined there is no further risk.				

Manager's name		Signature	
Date	07/05/2021	Assessment review date	31/08/2021

Are other specific risk assessments required?

Asbestos
Electricity
Manual Handling
Personal Protective Equipment
Work Equipment

☐ Control of Substances Hazardous to Health
☐ Fire Safety
☐ New and Expectant Mothers
☐ Stress Management
☐ Workplace Health, Safety and Welfare

☐ Display Screen Equipment
☐ Lone Working
☐ Noise
☐ Vibration
☐ Working at Height
