



PLANNING COMMITTEE SITE VISIT

Description and notes:		
The Planning Committee will be visiting the site of a proposed development comprising the installation of raised decking for outdoor eating/drinking; provision of 10 car parking spaces and picnic tables at the established Old Bridge Inn in Aviemore. Committee members will be accompanied by members of the Planning Team. The site visit will be open to the applicant and any other interested parties who contributed to the application process including consultees. The details of the site visit will be published on our website. Travel to the site for committee members and members of the planning team will be by private or fleet vehicles. The visit is expected to last around half an hour and will be run by the Convenor of the Planning Committee with support from the Head of Planning and the Development Management Manager.		
Assessor:	Date of initial assessment:	Date of next review:
Katie Crerar	23/07/2026	

Does this risk assessment reduce the risk to an acceptable level?

Yes

This risk assessment is currently:

Active



Risk assessment

Hazard	Who is at risk?	Potential harm	Controls required to make the risk acceptable
Road conditions	Drivers and passengers	Accident on public roads	At meeting points staff to ensure all staff and planning committee members embark and disembark onto vehicles safely. Compliance with driving at work policy. Applicant and other interested parties attending the site visit to arrange travel to and from site at their own risk.
Walking on site	All attendees	Trips and falls / wet weather conditions	Site visit arrangements will be published on website in advance setting out the timings, arrangements and the need to wear appropriate footwear and waterproof clothing depending on weather. Planning Committee, staff, applicant and consultees will stay in a group while on site. The site is small and largely accessible and will not require a lot of walking. The Planning Convener will brief all attendees accordingly at the meeting point at the beginning of the site visit and will wear high visibility jacket so group can identify them. Committee members will also be briefed on arrangements in advance by Clerks to Committee.



Hazard	Who is at risk?	Potential harm	Controls required to make the risk acceptable
Viewing access to river	All attendees	Injury from slips, trips, falls. Slipping in river	The site lies next to the River Spey and the Planning Convener will advise members to stay back from river edge and remain on the application site. Planning staff to carry charged mobile phone/s to use in the event of an emergency. Attendees briefed in advance of the nature of the visit.
Hot, cold or wet weather	All attendees	Discomfort, sunburn, hypothermia.	Weather unlikely to be extreme given time of year, but forecast will be checked prior to visit date and plans will be amended or cancelled if necessary. Advise attendees to take appropriate precautions and wear appropriate clothing for weather conditions – including sun cream, waterproofs and appropriate footwear, as required. Due to small scale of the site, the site visit will not be for a prolonged period of time. Members can return to mode of transport whenever they choose.
High winds or thunderstorms	All attendees	Injury from flying or falling objects, including trees and branches. Lightning strike.	Forecast will be checked prior to date and plans will be amended or cancelled if necessary. Members can return to mode of transport whenever they choose.



Hazard	Who is at risk?	Potential harm	Controls required to make the risk acceptable
Biological hazards including insect bites / stings and plants stings.	All attendees	Bites, stings, infection, disease and anaphylaxis.	Advise attendees to wear appropriate clothing. Attendees to stay with group.
Injury to those with limited mobility	Parties with limited mobility	Injury getting into or out of vehicles or from walking too far	Staff to assist parties into and out of vehicles where necessary. Vehicle can be taken onsite if necessary. Site is small and largely accessible, and visit will not include a lot of walking.

PPE requirements

As per the risk assessment above, the following PPE will be required to complete the task.

☐ None required	☐ Respirator / mask - specify type:
☐ Eye protection - specify type:	☐ Ear protection - specify type:
☐ Protective footwear - specify type:	☐ Gloves - specify type:
☐ Head protection - specify type:	☒ Other - specify: Attendees should dress for the weather conditions – including sun cream, waterproof clothing and appropriate footwear, as required. Planning case officer and Planning Convener to wear high visibility jacket for identification purposes.



Review history

Date	Name	Position	Comments