



Health and Safety Policy

Created:	April 2011
Assessed:	April 2018
Assessment Due:	April 2019

Heritage and Archaeological Research Practice Limited

Health & Safety Policy and Arrangements

This is the statement of general policy and arrangements for:	Heritage and Archaeological Research Practice Limited
Overall and final responsibility for health and safety is that of:	Ian Hill – Director
Day-to-day responsibility for ensuring the policy is put into practice is delegated to:	All Staff

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Ian Hill - Director	Risk Assessments completed and actions arising out of those arrangements implemented (Risk Assessments will be job specific, with specific requirements for activities outside of the office, for instance field work). Examples of Risk Assessment forms attached
To provide adequate training to ensure employees are competent to do their work	Ian Hill – Director	Staff and subcontractors are given a health and safety induction and provided with appropriate training (including Remote working, lone working, deep excavations, manual handling, working with machinery) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees working in situations away from the main office
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Ian Hill – Director	Staff routinely consulted on health and safety matters as they arise but also consulted on regular review meetings on H&S policy and arrangements
To implement emergency procedures – evacuation in case of fire or other significant incident	Ian Hill – Director	Follow signage and evacuation/fire safety measures as highlighted in Offices in Conference House
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Ian Hill - Director	Toilets, washing facilities and drinking water provided in main office building. Suitable facilities will be provided for field work on a case by case basis as highlighted in the relevant risk assessment. System in place for routine inspections and testing of equipment and machinery, and ensuring that all PPE is appropriate and up to date Staff trained in safe handling/use of substances

Health and safety poster is displayed:	In main office		
First Aid box and accident book are located: Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	In main office and in glove box of all vehicles in use on field work		
Signed: (Employer)		Date:	25/04/2011
Subject to review, monitoring and revision by:	Ian Hill	Every:	12 Months or sooner if work activity changes

Heritage and Archaeological Research Practice
EXAMPLE RISK ASSESSMENT

Kildavie Settlement, Mull
April - September 2011

CORE STAFF: Project Directors: Ian Hill (HARP)
STAFF: Samira Ben Mohamed (HARP), Richard Tuffin (HARP)
MOBILE NUMBER: Ian Hill: 07825 885203
DATE OUT: April 2011
DATE IN: September 2011
ACCOMMODATION: TBC

Documentation attached: General Risk Assessment Form (2 pages)

Date: 30/04/11	Assessed by: Ian Hill	Validated by: Ian Hill	Location: Kildavie, Mull, Scotland	Assessment ref no n/a	Review date: 30/9/11
Task / premises: General archaeological field excavation and field survey work at the Kildavie Settlement, Mull					

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of manual excavation equipment	Danger of physical injury from incorrect use of equipment	All those using and in the vicinity of those using manual excavation equipment	<p>A Health and Safety lecture will be provided and volunteers will be instructed in the safe use of manual equipment (mattocks, shovels etc). They will also be provided with a field manual instructing them in appropriate use of the equipment.</p> <p>All project members will wear a high visibility vest to ensure they can be clearly seen.</p> <p>A fully trained first aider will be on site at all times and there will be a first aid kit on site at all times and in all vehicles. Also mobile phone on site at all times and transport will always be available on site. NB Mobile phones do not work at Kildavie</p>	Low	A
Vehicles on site	Danger of project members walking in front of vehicles or equipment being left in the path of vehicles	All those driving in or as passengers in vehicles, all those on site who may be near vehicles	Volunteers and staff members will be instructed to be aware of project vehicles on roads and tracks, and of other vehicles including those supplying a service to the excavation. At all times the project staff will endeavour to keep vehicles a safe distance from the site.	Low	T
Excavation in trenches	Trench Collapse	All those within and by the sides of trenches	Helmets will be provided for anyone in trenches below 1.20m. Shoring will be provided if trenches are below recommended depths. All project members will be fully briefed to keep a reasonable distance from trench edges and not to sit or stand on them, to prevent collapse.	Low	A

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
All fieldwork (including excavation and survey)	Wet weather, very hot weather, insect bites and stings.	All project members	<p>Volunteers will be advised to bring their own sun cream, waterproof clothing, and insect repellent.</p> <p>All project members will be given adequate time for breaks and all fresh water needed in order to prevent dehydration. No work will be undertaken in extreme weather.</p> <p>Project members with allergies to insect bites and other allergies have informed the project directors, and all staff will be made aware. Additionally any required medication for those with allergies will be available on site for immediate use if necessary.</p>	Low	A
Driving to the project.	Vehicle failure or accident	All project members	<p>Drivers will be responsible for checking the vehicles they are driving are in good order before making journeys. Volunteers will be required to wear seatbelts when travelling in project vehicles. A First Aid box will be kept in all vehicles. Drivers will have mobile phones with them at all times.</p>	Low	A
Field survey or work away from site that may involve walking on roads or tracks	Traffic on roads or tracks	All project members undertaking work near roads or tracks or work that is accessed by roads or tracks	<p>Project member will be advised to be alert to traffic on the public highway and on the forestry tracks.</p> <p>Where project members are required to walk on a road or track without a pavement they will walk on the right hand side of the road towards on coming traffic.</p> <p>All project members will wear a high visibility vest so that they are visible</p>	Low	T
General personal safety and personal illness	General personal safety and personal illness	All project members	<p>Volunteers will be asked to inform staff immediately if they are feeling unwell. They are also asked to look out for one another and let us know immediately if they think another volunteer is unwell or otherwise at risk.</p> <p>We provide all of the volunteers with our own mobile phone numbers, and ask them to provide theirs for us so we can reach them if we have reason to be concerned about their well-being.</p>	Low	A

REFERENCES:

HSE guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR) HSE
 Health and Safety at Work Act 1974.HSE
 Health and Safety (First-Aid) Regulations 1981. HSE
 Management of Health and Safety at Work Regulation 1999.HSE
 Advice on travel-related DVT. The Department of Health