

SCHOOL OF ARTS, LANGUAGES & CULTURES
FIELD COURSE RISK ASSESSMENT

Subject Area: Archaeology

The Whitworth Park Community Archaeology and History Project 2013
1st – 12th July 2013

PROJECT STAFF: Sian Jones, Melanie Giles, Hannah Cobb

OTHER: Nick Overton, Stephanie Duensing, Kat Fenneley

MOBILE NUMBER: Hannah Cobb: 07833 710044

DATE OUT: Monday 1st July 2013
DATE IN: Friday 12th July 2013

ACCOMMODATION: n/a
TEL: 07833710044 (Hannah's mobile)

Documentation attached: General Risk Assessment Form (7 pages)

SCHOOL OF ARTS, HISTORIES AND CULTURES

General Risk Assessment Form

Date: 15/05/13	Assessed by: Hannah Cobb	Checked / Validated* by: (3) Hannah Cobb	Location: Whitworth Park Manchester	Assessment ref no WP13	Review date: 15/05/14
Task / premises: General archaeological field survey and excavation in Whitworth Park, Manchester					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Use of manual survey and excavation equipment	Danger of physical injury from incorrect use of equipment	All those using and in the vicinity of those using manual survey and excavation equipment	<p>A Health and Safety lecture will be provided and project members (including all volunteers and visitors to the project) who will be using manual equipment will be instructed in the safe use of this equipment (surveying equipment, mattocks, shovels etc). They can also be provided with detailed handouts instructing them in appropriate use of the equipment if requested.</p> <p>A fully trained first aider (Hannah Cobb) or first aider with emergency first aid at work qualification (Sian Jones and Mel Giles) will be on site at all times and there will be a first aid kit on site at all times. Also mobile phones will be held on site at all times and emergency transport will always be available.</p>	Low	A
Vehicles on site/in Whitworth Park, or encountered on the way to the site	Danger of project members, all volunteers and visitors to the project walking in front of vehicles	All those on site who may be near vehicles	All project members (and all volunteers and visitors to the project) will be instructed to be aware of the security vehicles that patrol the tracks of Whitworth Park, and of other vehicles including those supplying a service to the excavation. At all times the project staff will keep vehicles a safe distance from the site and Crash Barriers will ensure that vehicles remain a safe distance from the trenches.	Low	T

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Excavation in trenches	Trench Collapse	All those within and by the sides of trenches	<p>Helmets will be provided for anyone in trenches below 1.20m. Shoring will be provided if trenches are below recommended depths.</p> <p>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.</p> <p>Crash barriers and appropriate signage around the trenches will ensure that non project members and visitors to the site will remain a safe distance from the trenches, even outside of the working hours of the project.</p>	Low	A
All fieldwork in Whitworth Park (including survey) and walking between the department and the park	Risk of theft and crime	All project members, all volunteers and visitors to the project	<p>Project members, all volunteers and visitors to the project will be advised not to leave any equipment unattended and to work in teams of at least 2 at all times. All personnel are advised to adopt a non-confrontational response if subject to menacing behaviour.</p> <p>A secure environment will be provided either in a locked site hut or at the Whitworth Gallery for all project members to leave personal items and project members will be advised to secure belongings on their person to avoid snatch theft.</p> <p>The community police officers for the park will be alerted to the project's presence and security teams regularly patrol the park on foot, bicycles and in cars.</p>	Medium	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
All fieldwork in Whitworth Park (including survey)	Wet weather, very hot weather, insect bites and stings	All project members, all volunteers and visitors to the project	<p>Project members, volunteers and visitors to the project will be advised to bring their own suncream, waterproof clothing, and insect repellent.</p> <p>All project members, volunteers and visitors to the project will be given adequate time for breaks and all project members have been advised to bring their own drinks which they will be allowed to consume at all times. No work will be undertaken in extreme weather.</p> <p>Project members, volunteers and visitors to the project with allergies to insect bites and other allergies will be asked to notify the project directors, and all staff will be made aware. Additionally we ask that project members, volunteers and visitors to the project bring any required medication with them to ensure that this will be available on site for immediate use if necessary.</p>	Low	A
All fieldwork in Whitworth Park (including survey)	Risk of injury from collision with other park users (including animals)	All project members, volunteers and visitors to the project	<p>All project members, volunteers and visitors to the project will be urged to have an awareness of other park users (e.g. bikes, skateboards, children playing, the play park) and to avoid collision with them.</p> <p>All project members, volunteers and visitors to the project will be alerted to the fact that dogs will be exercised in the park. They will also be advised not to strike out, or panic, if approached by dogs, but allow the owner to retrieve their animal.</p> <p>Crash Barriers will be placed around all of the open trenches to ensure that other park users not involved in the project will remain a safe distance from the trenches.</p>	Low	T A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
All fieldwork in Whitworth Park (including survey)	Trip Hazards from tree roots and fallen debris from trees	All project members, volunteers and visitors to the project	All project members, volunteers and visitors to the project will be advised to be aware of uneven surfaces and trip hazards and to avoid significant pieces of root or tree debris where necessary.	Low	A
All fieldwork in Whitworth Park (including survey)	Fall Hazards from tree debris falling in high winds	All project members, volunteers and visitors to the project	We will not work in high winds.	Low	T
Use of the ball park in Whitworth Park	Slip and trip hazards due to slippery and uneven surface	All project members, volunteers and visitors to the project	Project members, volunteers and visitors to the project will not use the ball park area.	Low	T
All fieldwork in Whitworth Park (including survey)	Risk of infection from animal faeces and urine (especially dog, rat, and pigeon)	All project members, volunteers and visitors to the project	Antiseptic hand cleanser will be provided (and gloves where necessary) and all project members, volunteers and visitors to the project will be given the opportunity to cleanse their hands before eating and at regular intervals throughout the day. Possible infections include leptospirosis.	Low	A
All fieldwork in Whitworth Park (including survey)	Risk of infection from decomposing animal remains	All project members, volunteers and visitors to the project	Project members, volunteers and visitors to the project will be advised to avoid any decomposing animal remains. Antiseptic hand cleanser will be provided (and gloves where necessary) and all project members, volunteers and visitors to the project will be given the opportunity to cleanse their hands before eating and at regular intervals throughout the day.	Low	T

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
All fieldwork in Whitworth Park (including survey)	Historic and Modern material culture that could be a danger (e.g. brick, tile, glass, used condoms, drug use paraphernalia) <i>NB: this includes materials found when excavating and in the park generally</i>	All project members, volunteers and visitors to the project	<p>All project members, volunteers and visitors to the project will be advised not to pick up any historic or modern material culture unless a) instructed to do so by a member of project staff <i>and</i> b) wearing sturdy and reinforced gloves.</p> <p>All project members and volunteers will be advised to make sure their tetanus vaccination is up-to-date.</p> <p>All project members and volunteers will wear sturdy boots to avoid injury to their feet.</p> <p>In the event of a needlestick incident we will, in accordance with University of Manchester procedure, wash the site of injury liberally with soap and water (without scrubbing). Bleeding must be encouraged for puncture wounds (do not suck the wound). Project Staff must also report the incident to the head of the Archaeology Department and Occupational Health will be contacted immediately.</p>	Medium	A
Any travel on foot between Whitworth Park and the rest of the campus that may involve walking on roads or tracks	Traffic on roads or tracks	All project members, volunteers and visitors to the project walking on roads or tracks or areas that are accessed by roads or tracks	<p>Project members, volunteers and visitors to the project will be advised to be alert to traffic on the public highway, when walking through car parks (such as the AQA car park which lies directly between the department and Whitworth Park), and on the tracks throughout the park at all times.</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>	Low	T

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Out of hours use of the park	Risks from out of hours uses of the park (including illicit sex, drink and drug use)	All project members who visit the park out of working hours	The project will not work outside of working hours (usually 9-5).	Low	T
Working with the Young Archaeology club	General precautions	Young Archaeology Club members (8-16 year olds) and reputation of adults	Young Archaeology Volunteer Helpers (with current CRB clearance) will accompany the group on site at all times a. All those in 1:1 contact with children under 16 need to be CRB checked. c. Joint working between under-16s and University staff/students needs to be supervised by (a) d. Under 16s to either have dedicated loo facilities or be accompanied to the loos by (a)	Low	A
Working with all children under 16	General precautions	All children under 16 and reputation of adults	Teachers and Teaching Assistants (with current CRB clearance) will accompany the group on site at all times a. All those in 1:1 contact with children under 16 need to be CRB checked. c. Joint working between under-16s and University staff/students needs to be supervised by (a) d. Under 16s to either have dedicated loo facilities or be accompanied to the loos by (a)	Low	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
General personal safety and personal illness	General personal safety and personal illness	All project members, volunteers and visitors to the project	<p>Project members, volunteers and visitors to the project 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 project member, volunteer or visitor to the project is unwell or otherwise at risk.</p> <p>Project members, volunteers and visitors to the project will be told that if they have any concerns over security or personal safety they must tell a member of staff immediately.</p> <p>At least one of the project directors (Hannah Cobb) will make their mobile phone number available or the directors will use project mobile phones and distribute the numbers of these to all, Project members, volunteers and visitors in case of emergencies. We will also ask University of Manchester students 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

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

*University risk assessment form and guidance notes.
 Revised Aug07*