

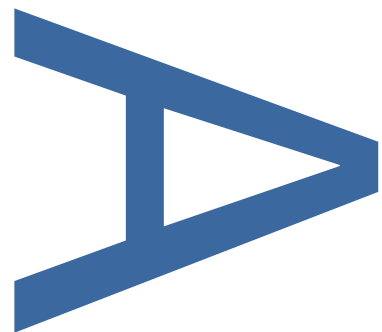
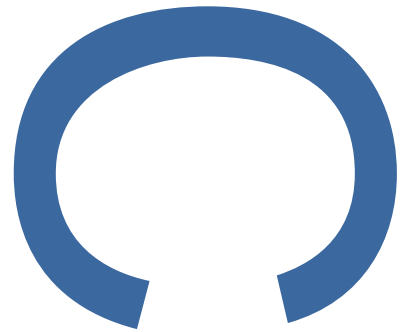
**^{1.1} LAND TO THE REAR OF 52 HIGH
STREET, BILDESTON, SUFFOLK:
ARCHAEOLOGICAL EVALUATION**

**RISK ASSESSMENT & METHOD
STATEMENT**

**LOCAL PLANNING AUTHORITY:
BABERGH DISTRICT COUNCIL
PLANNING APPLICATION NUMBER:
DC/20/03176**

SITE CODE: BIL 057

JULY 2022



Health & Safety Risk Assessment and Method Statement

Pre-Construct Archaeology Ltd

Land to Rear of 52 High Street, Bildeston, Suffolk: Archaeological
Evaluation

Prepared By: Tom Woolhouse, Project Manager

Date: 1st July 2022

FIELDWORK: **EVALUATION**

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1 INTRODUCTION

- 1.1 PCA has been commissioned by Matt Higgins to undertake a programme of trenched archaeological evaluation on land to the rear of 52 High Street, Bildeston, Suffolk, IP7 7EA (Ordnance Survey National Grid Reference (NGR) TL 9936 4924; Figure 1). The works will follow the archaeological *Written Scheme of Investigation* (Woolhouse 2021¹), which has been approved in advance of commencement by the client and Suffolk County Council Archaeological Service (SCCAS).
- 1.2 The intended methodology on site is defined as an archaeological evaluation, with personnel from PCA identifying, investigating and recording archaeological remains within no. 2 trial trenches, each measuring approximately 12m long x 1.8m wide and located within the footprint of one of the new buildings (Figure 2). Recent (20th-century+) made ground, topsoil, archaeologically sterile and undifferentiated subsoil and other overburden of low archaeological value will be mechanically removed from the areas to expose the first significant archaeological horizon. All further cleaning and excavation will be undertaken manually using hand tools (hoes, mattocks, shovels, trowels). The machined depth of the trenches is unknown but, based on the site's location and land-use history, is anticipated to be approximately 0.8m. Individual sondages into archaeological features/ deposits may extend up to c. 1.2m deep
- 1.3 Plant will be provided by the client. The plant and its operator's certificates will be verified by the PCA Supervisor prior to commencing work. Welfare facilities will also be provided by the client and will include toilet facilities and a sheltered area for taking breaks.
- 1.4 At the time of the archaeological trenching, PCA will be on site with the client's groundworks contractor.
- 1.5 The proposed start date for the work is currently Monday 4th July 2022. The fieldwork is estimated to take approximately 2 days, extending if significant archaeological deposits are found to be present.

2 DESCRIPTION OF SITE WORKS

- 2.1 Following mechanical stripping of the trenches, PCA staff will clean the stripped surfaces using hand tools (e.g. hoes and trowels) to define the edges of any archaeological features and deposits. Archaeological features will then be excavated by hand (using shovels, mattocks and trowels) to investigate the archaeological remains. Recording and

¹ Woolhouse, T. 2021. *Written Scheme of Investigation for a Programme of Trenched Archaeological Evaluation to the Rear of 52 High Street, Bildeston, Suffolk*. Pre-Construct Archaeology (unpublished).

surveying procedures will follow the *Written Scheme of Investigation* (Woolhouse 2021). Recovery of artefacts will be accomplished using standard retrieval methods.

3 SITE CONSIDERATIONS

3.1 Site Location, Entrances & Deliveries

The entrance to the site is through a carriage entrance beneath no. 52 High Street. This will be kept clear at all times to allow safe and unhindered access for PCA staff, subcontractors, PCA visitors and anyone authorised to visit the site.

3.2 Site Security

The site is bounded by established fences/ walls bordering neighbouring residential/ commercial properties to the east, north and south. The site is a private property with no public access. Site security is the responsibility of the client.

3.3 Excavation Security

PCA will use orange netlon fencing, set back at least 1.5m from the edges of excavation and secured by road pins, to provide a visual warning around any localised deep (>1m) excavations.

Excavations deeper than 1.2m, or less depending on the ground conditions, will be stepped, battered back to a safe angle (1:1.5) or fenced with block-and-mesh fencing set back at least 1.5m from the edges of excavation.

'Danger Deep Excavation' signs will be erected around areas of any deep excavations.

3.4 Excavation Programme

The excavation is scheduled to be undertaken in a single phase of works over a period of approximately 2 days, extending if significant archaeological remains are found to be present. The programmed start date is Monday 4th July 2022.

3.5 Welfare Facilities

Appropriate site welfare facilities will be provided by the client for PCA staff and their visitors/ subcontractors. These will include mess facilities with power and hot and cold water and toilets.

3.6 Working Hours

A standard PCA working day is 08.00–16.00. A morning tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime. Overtime rates are 150% Monday–Friday and all-day Saturday, 200% Sunday.

3.7 PPE

Personal Protective Equipment (PPE) will be provided to PCA staff by PCA and must be worn at all times. This will comprise as a minimum:

- PCA Branded Hi-visibility vests or jackets (BS EN 471, ENISO 20471)
- PCA Branded Hard hats (EN 397:2012)
- Safety boots with protective toecap and midsole (EN ISO 20345:2011 S3)

Other site-specific PPE may also be required by site staff – see Section 4.11:

- Ear protection (ear plugs or ear muffs as required, EN 352-1:2002, or 352-2:2002)
- Safety goggles (EN 166:2001)
- Disposable overalls (CE 0624, EN1073-2, EN1149-1)
- FFP3 masks (EN149:2001+A1:2009, EN 140:1998 / EN 14387:2004 as required)
- Gloves
- Wellington safety boots

3.8 Excavation Depths, Supports and Access

The machine will excavate under archaeological supervision down to the level of the first archaeological horizon, or the geological horizon (Lowestoft Formation glacial deposits over chalk), whichever is encountered first. Once archaeological remains are encountered, further investigation and recording will be by hand, using mattocks, shovels and trowels.

The depth of the archaeological horizon(s) at the site is not known. Based on the site's location in the centre of a large village/ small town that was of some importance in the medieval and early post-medieval period, and known previous land use, it is anticipated that there may be some depth of accumulated garden-type soils, made ground and archaeological stratigraphy overlying the natural geology. Based on this, the likely machined level within the trenches may be around 0.8m. Within the trenches there may be localised excavations to a greater depth in order to investigate specific archaeological features or deposits. These will normally be manually dug but may sometimes be excavated by machine with approval from SCCAS.

Excavations greater than c. 1m deep will be fenced with orange netlon fencing, supported on road pins (where the ground surface can be penetrated by these) and set back at least 1.5m from the trench edges, to provide a visual barrier.

Any excavations greater than 1.2m in depth, or less where soil conditions or engineering recommendations require it, will be battered, benched (stepped) or supported as necessary to allow safe working.

The stability of the trenches will be inspected by the PCA Supervisor in advance of any entry to the areas, and access by the site team will only be authorised following instruction from the Supervisor. The stability of the ground will be monitored on a daily basis and before the start of each shift by the PCA Supervisor and appropriate additional mitigation measures organised as necessary.

Ramps will be created where necessary for accessing trenches.

3.9 Rescue Plan

Access and egress to the site for emergency services personnel will be secured by a safely battered or stepped access ramp, or other safe form of access and egress as necessary. The access will be monitored and reviewed by the PCA Supervisor to ensure that it is maintained at all times.

Vehicular access to the site for emergency services will be maintained at all times. This will be monitored by the PCA Supervisor.

There will be no lone working within the excavation areas at any time.

An appropriate emergency muster point will be established on site and communicated to the staff during the Site Induction. Fire extinguishers will be situated in the site welfare unit and/ or site vehicle, and their location(s) will be communicated to staff in the Site Induction.

The location of the nearest Accident and Emergency department will be clearly displayed in the site welfare unit and communicated to all members of staff.

The above measures will be coordinated by the PCA Supervisor.

3.10 Spoil Management and Backfilling

All arisings from the trenches will be stored in temporary bunds set back at least 1.5m from the edges of excavation. Hardstanding, tarmac, concrete and subsoils will be stored separately.

Backfilling will be at the discretion/ control of the client, depending on the construction requirements.

3.11 Contamination

No contaminants have been identified by the client.

Members of PCA will remain vigilant for the presence of ground contaminants. Should suspected contamination be identified, the area(s) will be cordoned off and immediately reported to the client and Alistair Douglas, PCA Health & Safety Manager, for further

review. Work will be stopped in any area where evidence for contamination is encountered until a full assessment of the risks has been completed. Should any contaminants be found, this Risk Assessment will be revised, or a separate Risk Assessment issued.

If contaminated soils, asbestos and/ or invasive species are located, the following PPE will be deployed in addition to standard: disposable overalls, gloves, steel toe-capped wellington boots, FFP3 dust masks. This PPE, including footwear, will not be allowed in the clean areas of the site.

PCA's archaeological Supervisor, who will supervise the machining, is trained in asbestos awareness and will be able to visually identify asbestos fragments, should they occur, and alert the client.

If concentrations of asbestos are located, they will be left undisturbed within the trench, dampened and covered with heavy-duty polythene sheeting, and cordoned-off with caution tape.

Any PCA hired-in plant contractors will utilise double-banded bowsers for refuelling and employ safe refuelling procedures.

3.12 COSHH

No works proposed by PCA require COSHH assessments. Should they become relevant, PCA have task-specific COSHH Assessments for Line Marking Paint and Diesel.

3.13 Waste Management/Environmental Issues

All waste arising from the site (i.e. rubbish, not spoil) will be disposed of or recycled either as directed by the Principal Contractor or at PCA's office premises.

3.14 Traffic Management

The reversing of vehicles on site will be kept to a minimum. The movement of vehicles on site will be limited to 5mph.

Plant will only operate under the direction and supervision of the archaeological Supervisor, who is trained and experienced in monitoring plant movement for archaeological purposes.

3.15 Services

The client has confirmed that there are no known services in the vicinity of the trenches.

The PCA Supervisor, who has CAT-scan training, will scan each excavation area with a Cable Avoidance Tool prior to, and during, machining.

3.16 Unexploded Ordnance

No risk of Unexploded Ordnance (UXO) has been indicated by the client. Given the site's location and land-use history, the risk of encountering UXO is considered to be low.

However, PCA staff will remain vigilant to the presence of suspected munitions during all machining and hand excavation.

Any suspect objects will not be disturbed and will be reported to the Supervisor, Project Manager and client immediately.

If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area will be marked and cordoned-off, the site evacuated, and the PCA Project Manager, client and emergency services notified immediately.

3.17 Noise Restrictions

Excessive noise should not be an issue with regard to this evaluation. The excavations are small-scale and, due to the restricted nature of the site access, will utilise a mini-digger-type machine. Machine operation will be limited to 08:00–16:00 hours.

3.18 Mechanical Excavators

The trenches will be excavated using a tracked 360° mechanical excavator provided by the client's groundworks contractor.

The machine drivers will be made familiar with PCA's procedures and working practices, and their certificates will be presented and inspected by the PCA Supervisor prior to commencement of machining. Their equipment must be provided with the relevant certificates and their operators with the appropriate licences, CITB (or equivalent). The PCA Supervisor will inspect and record plant operators' certificates and licences prior to the start of work.

3.19 Risk Assessment

A site-specific Risk Assessment has been prepared for the excavation (Section 5, below), which will be reviewed and updated as the site work progresses.

3.20 Site Induction and Rules

All PCA staff and PCA subcontractors will receive a Site Induction from the PCA Supervisor. The PCA Supervisor will also give weekly Toolbox Talks to the site team.

An appropriate fire muster point will be established on site and communicated to the staff during the Site Induction. Fire extinguishers will be situated in the site welfare unit/ site vehicle and their location(s) will be communicated to staff in the Site Induction.

No alcohol consumption or drug-taking will be allowed on site. Smoking will not be permitted on site. Eating will be allowed in designated areas only.

All PCA staff working at the site will be CSCS certified and asbestos aware.

3.21 Dewatering

It is not expected that the excavation will encounter excessive groundwater, although if water accumulates to any depth following heavy rain, a pump may be used to empty the affected excavations prior to backfilling. Water will be pumped and dispersed to the surface near the trench(es) and will not be pumped into ditches or watercourses.

3.22 Designated Visitors

Visitors will only be permitted by prior arrangement with the Project Manager and they will be obliged to comply with all site Health and Safety rules.

It is expected that the client and a representative of the Local Planning Authority or their archaeological advisor will wish to visit the site to inspect the works.

3.23 Tools and Equipment

Only hand tools provided by PCA are to be used by PCA staff. The maintenance of these tools is the responsibility of PCA's Logistics Officer, John Joyce.

Whenever metal grid pegs are used, these must be covered with an appropriate wooden grid peg cover.

3.24 Designated Archaeological Personnel

The work will be undertaken from the Cambridge Office of Pre-Construct Archaeology Ltd:

Pre-Construct Archaeology Ltd. (Cambridge)
The Granary
Rectory Farm
Brewery Road
Pampisford
Cambridgeshire
CB22 3EN

PCA's core project team will consist of the following personnel:

Project Manager	Tom Woolhouse
	Tel: 01223 492278
	Mob: 07850 772017
Supervisor	Jon House
	Mob: 07584 010013
Archaeologists	To be confirmed

H&S Manager (HSM)

Alistair Douglas

Tel: 0207 639 9091

3.25 First Aid

A first aid kit, suitable for up to 10 people, will be provided by PCA and kept in the site welfare unit/ site vehicle.

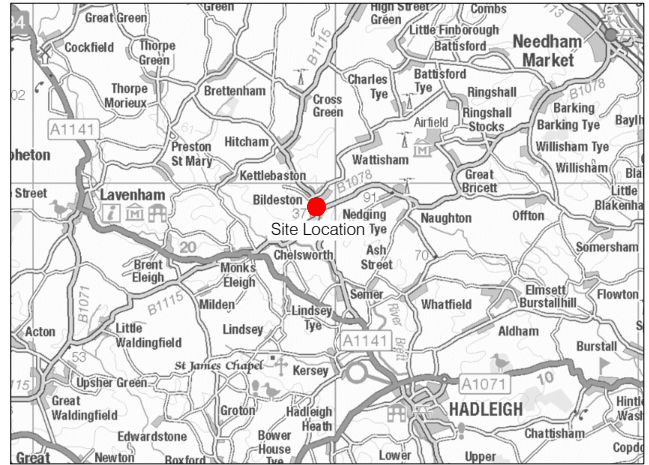
3.26 Working Procedures

Pre-Construct Archaeology staff must work within the constraints of the Pre-Construct Archaeology Health and Safety Policy (Appendix 1). In case of any problems or questions, contact Alistair Douglas, H&S Manager, at Pre-Construct Archaeology (020 7639 9091). These measures are precautionary and must be followed. It will be the responsibility of the Project Manager, Supervisor, HSM and all Pre-Construct Archaeology personnel to ensure the measures stated are complied with.

4 NEAREST ACCIDENT AND EMERGENCY UNIT

West Suffolk Hospital, Bury St Edmunds (Figure 3)

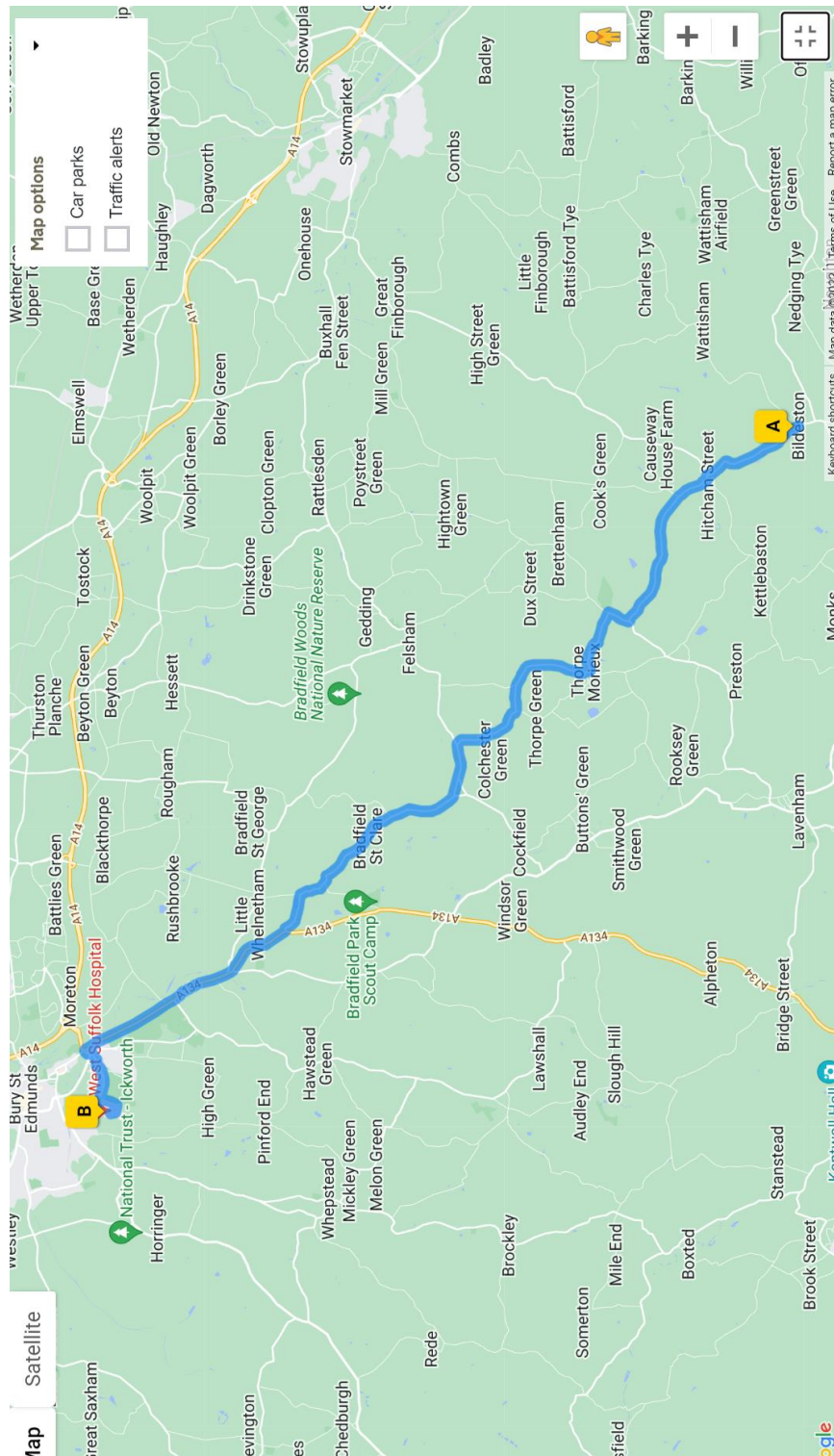
Hardwick Lane, Bury St. Edmunds, Suffolk, IP33 2QZ, Tel: 01284 713000 (14.8 miles)





Land to Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation Health, Safety and Environmental Risk Assessment and Method Statement

Figure 3 : Nearest Accident and Emergency Dept. – West Suffolk Hospital, Bury St Edmunds



5 RISK ASSESSMENT

**Site Address: Land to Rear of 52 High Street, Bildeston, Suffolk:
Archaeological Evaluation**

Pre-Construct Archaeology Ltd

Prepared By: T Woolhouse SMSTS

Date: 01/07/2022



FIELDWORK TYPE: EVALUATION

This Risk Assessment is designed to identify and devise control measures for all hazards and the risks these pose to employees, subcontractors, and any other persons working on or visiting excavations. It is the duty of all employees to notify the management of any deficiencies in this Risk Assessment, so that it can be revised accordingly. Any queries should in the first instance be notified to the Supervisor, who will endeavour to resolve any immediate concerns. Please refer to the PCA Health and Safety Policy and Procedures (2019) for guidance on general policy.

Nearest A & E hospital: **West Suffolk Hospital (14.8 miles; 31 mins)**

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken	Date: 01/07/2022
Signed T Woolhouse	

Assessment Review (set a date)	Date:
--------------------------------	-------

Risk Assessment: Site-specific

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Underground and overground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion. Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	The client has confirmed that there are no known services on the site. The PCA Supervisor, who is trained in use of a Cable Avoidance Tool, will CAT-scan trenches prior to, and during, machining. If previously unmapped services are identified by the CAT-scanning during excavation, excavation in their vicinity will immediately cease and their positions will be recorded and notified to the client. Trenches will be relocated if possible.	L
				Reliance should not be placed on locating equipment alone and all services should be assumed to be live, unless proved safe by the relevant utility company, and due care taken if working in their vicinity.	
				Where exposure of cables and pipes is unavoidable, services will then be protected and supported as necessary to prevent damage or collapse. Services will not be used for access across excavation areas.	

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Plant and vehicle movement	Risk of injury from collision, including trapping or crushing	M	PCA staff, other site personnel, general public	PPE to be worn at all times when in the immediate vicinity of plant and other vehicles.	L
				Ensure driver(s) have seen you and maintain visual contact at all times when within their working areas.	
				All machining to be undertaken under constant archaeological supervision, by experienced and CSCS-trained and certified members of staff. Machine should remain well clear of all exposed services at all times and should not operate in the immediate vicinity or track over any exposed services. Ensure that drivers are fully briefed and clearly understand the signals to be used during machining and plant movement, prior to commencement of machining.	
				Provide site staff with an alternate, designated, routes away from plant/vehicle runs wherever possible.	
Traffic movement adjacent to site	Risk of death or injury	L	PCA staff, other site personnel, general public	PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.	L
				PCA staff to wear high-visibility vests or jackets at all times.	
Deep Excavation	Risk of serious injury or death from partial or total	H	PCA staff, other site personnel, general public	The site is in a secure private property with only one point of access. All localised excavations greater than c.1m in depth will be	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
	<p>collapse of trench sides.</p> <p>Risk of serious injury or death from falls into deep excavations.</p> <p>Risk of injury or death from materials falling into trench from above.</p> <p>Risk of plant running into excavations.</p> <p>Risk of buildings or structures collapsing due to excavations.</p>			<p>fenced with orange netlon fencing, supported (where ground surfaces permit) on road pins and set back at least 1.5m from the trench edges, to provide a visual barrier/warning.</p> <p>Any excavations in excess of c. 1.2m depth into which staff access is required will be battered back, stepped at an appropriate gradient (min 1:1.5) or supported with proprietary systems to allow safe working.</p> <p>'Danger Deep Excavation' signs will be erected around any areas of deep excavation as necessary and in accordance with the PCA Health and Safety Policy (2019).</p> <p>Fencing and signage arrangements will be reviewed by the PCA Supervisor on a daily basis.</p> <p>The stability of any baulks and batters will be inspected daily and before the start of each shift by the PCA Supervisor and appropriate additional mitigation measures organised as necessary.</p> <p>Additional fencing, rigid barriers and/or toeboards may be necessary around areas of deep excavation and will be reviewed on a daily basis.</p>	
				<p>High visibility vests or jackets, hard hats and steel toe-capped safety boots will be worn at all times on site. Gloves, goggles and disposable suits may also be necessary on site as required.</p>	

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				Provide means of safe access and egress from the trenches via either a gently sloping ramp, or shallow steps cut by machine into suitable ground or by a fixed ladder.	
				Ensure visitors and members of the public are not put at risk by open trenches. Review daily and consider whether fencing arrangements/ backfilling of deep trenches are adequate.	
Groundwater/Perched water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	Monitor any water ingress and use portable pumps as necessary to control groundwater.	L
Watercourses/deep water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	PCA staff and subcontractors are to stay away from deep water and are not to attempt to cross such features other than at designated crossing points.	L
Noise Dust Exhaust fumes	Risk of permanent hearing damage. Risk of breathing difficulties or permanent damage	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise-generating plant or hire equipment and added to the site Health and Safety file. If generators are use, place generators away from area of working to limit noise, wherever possible, and use ear defenders.	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
	Risk of illness or death from carbon monoxide poisoning			Assess noise levels and duration of exposure. Ventilate confined spaces where generators are being used and, where necessary, use portable fans/extractors to ensure a free flow of air. If in a confined space, use face masks with appropriate filters.	
Fire	Risk of death or injury	M	PCA staff, other site personnel, general public	Staff to be made aware of the fire safety plans and evacuation procedures/assembly points during Site Induction by the PCA Supervisor. Fire extinguishers will be provided on site and all staff will be made aware of their location(s).	L
Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine	Risk of serious illness, disability or death.	M	PCA staff, other site personnel, general public	Use available welfare facilities to regularly wash hands, particularly prior to eating. All staff will wear protective gloves when digging on site. All staff to have up to date tetanus inoculations.	L
Ground contaminants	Risk of irritation or illness from ingestion, inhalation or skin contact with contaminants. Risk of inflammable materials.	H	PCA staff, other site personnel, general public	If required, full PPE for work on the site will be required comprising (as a minimum): <ul style="list-style-type: none">• Face-masks• Disposable or waterproof suits• Gloves• Goggles Standard PPE in addition to the above will be needed (hardhats; hi vis vests etc.)	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				<p>All staff will require proper induction in site working practices and use of PPE prior to starting work. Any non-compliance on the part of staff will result in their removal from site.</p> <p>If any areas are identified as containing unforeseen contaminants (Japanese knotweed, asbestos etc.), the Project Manager and client will be informed, and appropriate health and safety measures put in place before restarting work.</p> <p>Vehicles' wheels and excavators' buckets will be cleaned with hand tools before leaving the site.</p>	
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	<p>Check plant delivered to site is in good order and fitted with any necessary safety devices and guards. Inspect tools for faults regularly. Use only the appropriate tools for the job.</p> <p>Use of all hired equipment will be managed.</p>	L
				Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE.	
Diesel spills	Skin irritation Pollution of water courses	H	PCA staff, other site workers, general public	The fuel containers (bowsers or drums) should be inspected to ensure they are in a good condition, have no leaks and that caps are secure. All such containers must be stored at a suitable safe location so as to minimise the risk of pollution and prevent exposure to heat. Storage and refuelling should be away from sensitive locations such as drains and watercourses. Fuel bowsers must be bunded or have a suitably sized drip tray receptacle fitted underneath. Steel	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				drums should be stored in an upright position on a spill tray. An appropriate spill kit should be at hand. When fuel pumps are not used to refuel vehicles, funnels should be used to prevent spillage. Gloves should be worn when handling diesel	
Use of hand tools Cuts/blows Flying particles/eye injury	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate. Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off. Use hand tools appropriately, keeping your safety and that of others in mind. Do not swing mattocks above your head. Only appropriate tools to be used for the task. Staff to be issued with appropriate PPE i.e. protective boots, eye defenders, gloves.	L
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance from trench edges. Ensure tools and other site materials are placed/stored safely when not in use. Site to be kept in a tidy condition. Leads kept out of walkways, walkways kept clear of materials etc	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				Any additional health and safety issues noted by PCA staff on site should be reported immediately to the PCA Supervisor, deputy or Project Manager as practicable.	
Manual handling	Risk of injury	M	PCA staff, other site personnel, general public	Wherever possible, use mechanical means to lift and transport heavy and bulky items. Where use of mechanical means is impracticable, ensure sufficient persons are available to lift the relevant load, taking into account the size, shape and weight of that load.	L
Unexploded bombs or ammunition	Risk of death or serious injury from explosion	M	PCA staff, other site personnel, general public	PCA staff to be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the PCA Supervisor or deputy immediately. If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned-off, the site evacuated and the PCA Project Manager, client and emergency services notified immediately.	L
Debris on site – may include sharps, needles, wire, fouled areas, etc	Risk of injury or infection	L	PCA staff, other site personnel, general public	Clean areas prior to working, preferably by machine. Sharps to be collected using a grab; must be placed in an appropriate container and disposed of appropriately. All puncture wounds to be thoroughly cleaned and covered with waterproof dressings. Medical attention must be sought immediately.	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Extremes of temperature	Risk of illness or death from exposure/hypothermia	M	PCA staff, other site personnel, general public	PCA staff to wear warm and waterproof clothing as appropriate. Designated rest breaks to be taken during the course of each day. Heated welfare to be provided.	L
	Risk of illness or death from heat exhaustion or heat stroke	M	PCA staff, other site personnel, general public	PCA staff to carry a sufficient supply of fresh drinking water. Designated rest breaks to be taken during the course of each day.	L
	Risk of sunburn	M	PCA staff, other site personnel, general public	PCA staff advised to wear appropriate clothing i.e. 'cover-up' or use sunscreen, which is provided by PCA.	L
Use of mobile telephones on site	Risk of injury due to distraction caused by mobile phone use	M	PCA staff	PCA staff to only use mobile phones for emergency or work-related use while on site during working hours. If necessary to use a mobile telephone, the user will first ensure that their surroundings are safe. The mobile phone will not be used if the user is located within vehicular routes or if the surroundings pose a risk.	L
ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT					

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L

Continue on separate sheet if necessary

Environmental Impact Assessment					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
Energy Use & management					

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Transport to work	Staff using vehicles to travel to work	Unnecessary carbon emissions	H	Check local public transport and cycling options and advise staff accordingly Crew vans to be provided where necessary	M - L
Heating office, changing rooms & mess facilities	Staff leaving generator, lights, heaters etc running when not required	Unnecessary carbon emissions	H	Switch off all generators, lights, heaters etc when not in use	M-L
Fuel storage area	Accidental fuel spills	Pollution of watercourse	H	Fuel & oil storage facilities should be located on impermeable surfaces with controlled drainage away from storm sewers, surface drains, channels and watercourses.	L
Fuel storage tanks and drums	Accidental fuel spills	Pollution of watercourse	H	Large tanks or bowsers of diesel must be protected by an impermeable or lined bund which has a 110% capacity of the storage contained. Steel drums should be stored upright on a spill tray	L
Refuelling diesel	Accidental fuel spills	Pollution of watercourse	H	When fuel pumps are not used to refuel vehicles, funnels should be used to prevent spillage Refuelling and maintenance of plant should not take place within 30m of a watercourse.	L
Emergency response				A suitable spill kit should be available. Immediate action should be taken to	

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

				prevent any spillage from entering drains or watercourses.	
Water Pollution					
Pumping or drainage of surface and ground water	Discharge of silty water	Damaging to plant & wildlife	H	Establish cut-off drainage ditches or lagoons to capture silty water	L
Ground water	Discharge of ground water	Unnecessary flooding	H	Groundwater should not be discharged into surface water drains or direct into watercourses. Ground water may be discharged into foul water sewers only if the necessary permit is in place.	L
Contaminated ground	Spread of contaminated material	Damaging to human animal & plant life	H	Prevent the spread of contaminated soils. Make use of any decontamination facilities that are provided and follow the site procedures. Do not cross contaminated areas. Use wheel washes where these are available. Cover temporary spoil heaps. Sheet vehicles removing contaminated material. If you uncover unexpected contaminated material during excavation, replace it carefully where it was found and recover. Inform your Supervisor and/or Project Manager.	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

Noise	Excessive noise	Damages hearing & may be a nuisance to site staff and members of the public	H	<p>Locate plant (where possible) away from site boundaries,</p> <p>Make use of site huts & spoil heaps as noise shields</p> <p>Keep panels on generators and compressors closed</p> <p>Observe any noise restrictions.</p> <p>Breaking operations should be restricted to after 8.30 and before 16 00hrs (if possible).</p>	L
Spoil management & recycling	Off-site land fill	Increases carbon emissions & damages the environment	H	<p>Keep separate tarmac & remove only to suitably licensed sites</p> <p>If possible, crush concrete on site and re-use.</p> <p>Separate metal for recycling</p> <p>Where possible backfill excavations with excavated spoil</p>	L
Site office & canteen waste	Staff generating excessive waste paper	Unnecessary consumption & use of earth's resources	H	<p>Keep printing to a minimum, only use recycled paper</p>	L
	Unauthorised disposal of canteen waste	Damaging the environment with landfill & unnecessary use of resources because of inefficient recycling	H	<p>Separate food waste, packaging and newspapers etc and dispose in the designated bins for later collection & appropriate disposal</p>	L

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

<p>Protected animal species</p>	<p>Disturbance of protected animal species & plant life</p>	<p>Loss of our natural flora & fauna</p>	<p>H</p>	<p>If protected animals or plants are expected there must be a targeted risk assessment. Follow the advice on working procedures and avoidance strategies.</p> <p>If protected animals e.g. bats amphibians, reptiles, small mammals or nesting birds etc. are encountered unexpectedly, report to Supervisor and Project Manager immediately</p>	<p>L</p>
<p>Invasive plants</p>	<p>Inadvertent spread of invasive plants</p>	<p>Harmful to native species, reducing bio-diversity. Damaging to local environment</p>	<p>H</p>	<p>The spread of Japanese Knot Weed, giant hogweed and Himalayan balsam must be prevented. You could be fined up to £5000 or be sent to prison for up to 2 years if you allow contaminated soil or plant material to spread into the wild. Any suspected controlled invasive species must be reported immediately to Supervisor and Project Manager. Suspected plants should not be disturbed, barriered off and the client informed.</p>	<p>L</p>

5 PCA HEALTH & SAFETY RISK ASSESSMENT: Land to the Rear of 52 High Street, Bildeston, Suffolk: Archaeological Evaluation

I have read this document as part of my site safety induction and I agree to observe the necessary controls to reduce risks

Signed:

	Name	Signature	Date
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PCA H&S Policy V20 09-2019

Reviewed & Updated 12-2020



HEALTH AND SAFETY POLICY AND PROCEDURES

Managing Director Josephine Brown

Director Responsible for Health and Safety Mark Hinman

Health and Safety Manager Alistair Douglas



In all we do health and safety comes first

HEALTH AND SAFETY POLICY AND PROCEDURES

1. Introduction

Pre-Construct Archaeology Limited (PCA) is committed to ensuring the health, safety and well-being of all employees and those who may be affected by our working practices. The Board of Directors understands that health and safety consideration is not a luxury but a foundation to an effective and efficient working environment. Through the way we work and behave, all our staff and stakeholders will be protected from the risks of occupational injury or ill health.

It is our intent to demonstrate an ongoing and determined commitment to improve health and safety at work throughout PCA. This policy sets out how the company can comply with current legislation and best industry practice in order to ensure the health and safety and well-being of all our staff and others who may be affected by our work activities.

To ensure adequate health and safety control PCA will:

- a. provide and maintain safe plant and equipment;
- b. ensure safe handling and use of substances;
- c. provide safe plant and safe systems of work;
- d. provide suitable and sufficient information, instruction, and supervision for employees;
- e. ensure all employees are competent to do their tasks, and given adequate training;
- f. consulting with our employees on matters affecting their health and safety;
- g. prevent accidents and cases of work-related ill-health; to review and revise this policy as necessary at regular intervals.

All members of staff, whatever their role within the company, have an absolute duty to:

- a. take reasonable care for their own health and safety;
- b. take reasonable care for the safety of anyone who may be affected by their acts or omissions;
- c. co-operate with the Directors, Management and Supervisory staff and comply with the company's Health and Safety Policies and Rules to enable the company to fulfill their statutory obligations;
- d. not recklessly or intentionally misuse or interfere with anything provided in the interests of health and safety.

Health and safety considerations take precedence in all instances of conflict with regard to working practices. All our staff have an awareness and understanding of health and safety standards and risks that affect our industry.

PCA management are committed to open communication and consultation with all staff and other stakeholders in regard to health and safety matters. All staff are encouraged to report any

shortfalls in the management of health and safety to their Line Manager, or Health and Safety Manager, and if no satisfactory resolution is found, to the Management, Directors and Managing Director.

The company's current Health and Safety Policy and relevant Risk Assessments will be brought to the attention of all employees, volunteers, visitors, sub-contractors, customers and partners at all of PCA's places of work. The Health and Safety Executive Health and Safety Law poster (2009) will also be prominently displayed.

The company Directors' are committed to ensuring that the Health and Safety Policy is implemented and its implementation kept up to date, particularly as we change, improve or add to our systems of work. As a framework for this, the contents of this policy and its execution will be reviewed regularly, but at least on a yearly basis.

PCA will identify workplace health and safety hazards. PCA will inform staff, subcontractors and other stakeholders of these work-place hazards. PCA will require our sub-contractors and other stakeholders to identify health and safety hazards that may impact on our work activities.

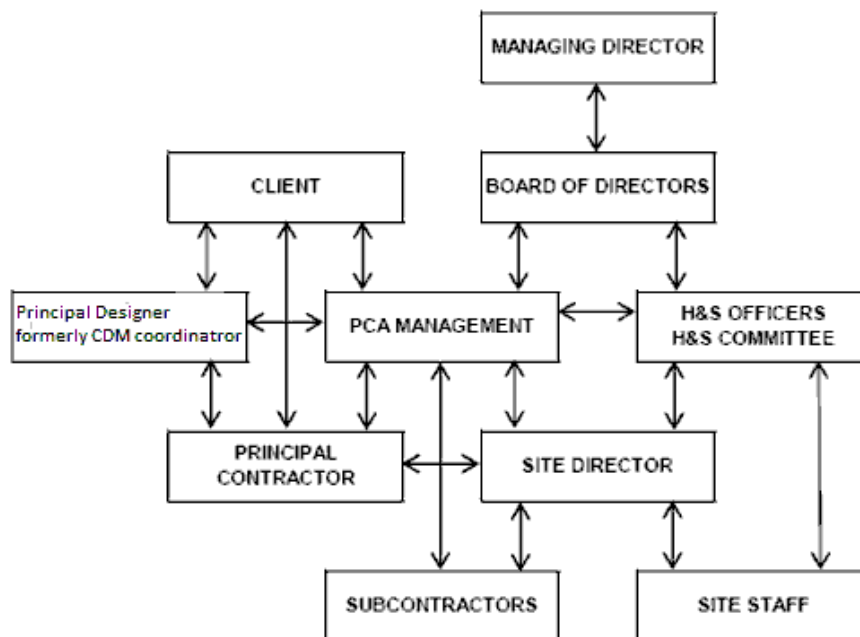
The information herein contained does not supersede statutory regulations among which are:

- a. Health and Safety at Work etc Act 1974
- b. The Management of Health and Safety at Work Regulations 1999
- c. The Construction (Design and Management) Regulations 2015
- d. and all other Regulations and Codes of Practice that affect Pre-Construct Archaeology in executing its operations.

2. ORGANISATION

The Managing Director is ultimately responsible for the management and implementation of the company's health and safety policy and procedures. However, all employees of Pre-Construct Archaeology have a part to play in the successful application of the company's Health and Safety Policy.

PRE-CONSTRUCT ARCHAEOLOGY HEALTH AND SAFETY STRUCTURE



It is the responsibility of the Health and Safety Manager to provide the necessary advice to the Managing Director, Health and Safety Director, other company Directors, Regional Managers and Project Managers to ensure that the company's health and safety policies, procedures and safe systems of working are implemented and adhered to and to ensure that the policies, procedures and safe systems of working are all relevant and comply with health and safety legislation. With respect to the application of the company's health and safety system in the Durham, Cambridge, Winchester, Newark and Warwick offices respectively the regional managers at these offices, have the day-to-day health and safety responsibility delegated to them.

Pre-Construct Archaeology's Directors and Managers will ensure that all members of staff engaged on a project will be competent to carry out their assigned tasks based on their experience, training, instruction and supervision. A personnel file will be held and maintained by the company administration in order that a central record of an individual's experience, training and qualifications is available to ensure suitability for specified tasks. Additional training records are maintained by the company which comprehensively list all relevant training for all staff. The Directors and Managers will ensure that sufficient resources, including time, personnel and funds, are available to deal with all relevant health and safety issues as required for any particular place of work.

During the planning stages of a new project, PCA's Project Managers are responsible for collating all available relevant information relating to health and safety concerns, including consultation with the client or their representative such as Principal Designer and/or Principal Contractor. Based on this information, the Project Manager will, together with the Health and Safety Manager if necessary, identify any specific needs, such as plant, equipment, training and systems of work, and prepare a Health and Safety Method Statement and Risk Assessment which will be available to the site supervisor or site director in advance of site work commencing.

PCA will only take on the role and responsibility of Principal Contractor with the express approval of the Managing Director and the Board of Directors and only after the appropriate external specialist with appropriate expertise has been contracted in. Where PCA is in the position of Principal Contractor, the Project Manager will be responsible for ensure that any project where the fieldwork takes 20 staff or more, 30 days or more, or 500 person days or more, is notified to the Health and Safety Executive using an F10 form.

The Project Manager will provide the site supervisor or site director with all relevant information, instruction and training for all known health and safety issues regarding the site. Prior to work commencing the site supervisor or site director or nominated competent person, will undertake an inspection of the site and complete the site-based Risk Assessment Form. Any controls necessary to mitigate health and safety concerns not previously identified will be emplaced and the results of the risk assessment shared with all relevant parties. The Risk Assessment will be regularly reviewed and revised during the course of the project and inspected by the Project Manager. Following completion of the fieldwork, a copy of this risk assessment will be retained for archiving.

The site supervisor or site director will establish the necessary Emergency Procedures and display the position of muster points, together with the names of relevant personnel and location details and number of the nearest hospital A&E department, in a prominent place. It is the responsibility of all site supervisors and site directors to ensure that all staff, volunteers, visitors and sub-contractors are aware of all relevant information regarding health and safety concerns in the form of an induction given prior to beginning work on site.

The Project Manager, together with the site supervisor or site director, is responsible for ensuring compliance with relevant legislation, the company's Health and Safety Policy, the site rules and that the necessary controls are in place to mitigate risks identified in the Risk Assessments. Compliance with any relevant Principal Contractor's Policies, rules and Risk

Assessments will also be monitored.

Staff are actively encouraged to discuss health and safety issues in the first instance with their Line Manager and if necessary, with a Health and Safety Manager, Director or the Prospect Safety Representative who represents all the employees in meetings of the Health and Safety Committee. The company Health and Safety Committee is formed of the Health and Safety Manager, the Director responsible for Health and Safety, Safety Representative and a representative from the Project Managers. Regional managers will report any issues for discussion in this forum to PCA's Health and Safety Manager in advance of the next scheduled committee meeting. The Committee meets regularly, nominally on a quarterly basis with the aim to:

- a. review the effectiveness of measures to promote and improve health and safety;
- b. promote co-operation between employer and employees on health and safety matters;
- c. review any health and safety issues arising from fieldwork activities;
- d. facilitate the communication of health and safety information.

3. Arrangements

The following systems and procedures detail how Pre-Construct Archaeology implements this policy to comply with the relevant legislation and achieve best practice.

Risk Assessments

Risk assessments form the cornerstone of modern health and safety management. Pre-Construct Archaeology will ensure that a suitable and sufficient assessment has been made by a competent person for all places of work and for all activities undertaken during the course of our work.

The assessment will endeavor to identify all hazards; assess all who may be affected by the hazard and how; evaluate the risks and action the necessary controls to minimise the risk according to a hierarchy of control; be recorded and reviewed as necessary.

Equipment

The PCA Logistics Team Leader or a person formally deputised by him/her is responsible for the maintenance of and issuing of any and all equipment used by PCA staff on sites managed by PCA London. They will ensure that all equipment is in good working order, and that it is only issued to personnel who have been trained in its use, and where necessary have the appropriate and current certificates. All equipment will be regularly inspected where necessary by qualified independent sub-contractors to ensure its continued safe operation. At the regional offices the regional managers fulfil this role or delegate it to a nominated person whose particulars are registered with PCA's Health and Safety Manager.

All new equipment will be assessed for any associated risks before being used. Any member of staff asked to use new equipment will be instructed in its use and informed in how to operate it safely.

All members of staff must ensure they are familiar with the correct use of tools and equipment involved in the tasks they are performing and not use plant or equipment that they are not trained or authorised to do so.

Personal Protective Equipment

The Logistics Team Leader or a person formally deputised by him/her will be responsible for

the issuing and recalling of any and all PPE. Where necessary, in consultation with the Health and Safety Manager, they will identify any special training required in its use and ensure that personnel issued with any specific PPE are qualified in its use. At the regional offices the regional managers will carry out this duty, supported by the Logistics Team Leader who will provide advice and PPE when required. Copies of relevant records will be lodged by regional managers.

Training

In order to comply with the requirement to employ competent persons, PCA's Health and Safety Manager maintains a record of all training received by staff and reviews training and re-training needs with the Health and Safety Director to ensure qualifications are kept current.

PCA's Health and Safety Manager, Directors and Project Managers receive formal training in the legal framework of Health and Safety, Construction Design & Management, Management Health and Safety, Health and Safety Policies, Risk Assessment, Control Measures, Training, and Monitoring Systems. Responsible persons (such as site supervisors, site directors and union representatives) receive formal training in the legal framework of Health and Safety and Risk Assessment Procedures and relevant regulations.

Specific training requirements are established with respect to any plant or equipment, hired or purchased for use by PCA staff or for specific tasks such as work in confined spaces.

Formal courses are organised and given by an officially recognised local Further Education College, recognised and licensed Health and Safety training organisation or by suitably qualified trainers.

Copies of all training certificates issued to staff in the regional offices are provided by the regional managers for registration with PCA's central records and are retained and recorded on the PCA H&S matrix file managed by the Health and Safety Manager.

Personal behaviour

All PCA employees, volunteers and visitors must conduct themselves so as not to endanger themselves or others through their actions or omissions. Any activity or area that is unsafe must not be entered into or engaged in and concerns must be reported to the Line Manager, supervisor or designated responsible person.

All PCA employees, volunteers and visitors should be aware that some contractors and their personnel might have a lower awareness and practice of health and safety. It is emphasised that if the work cannot be made safe, the area of risk must be vacated, and the conditions reported immediately to the Line Manager or supervisor.

No one shall knowingly be permitted or required to work whilst their ability or alertness is impaired by fatigue, illness, or other causes which might expose the individual or others to injury. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work whilst in that condition and may, depending upon the circumstances have their employment terminated. Staff are expected to notify their Line Manager if they or individuals working with them or in their vicinity are unfit to carry out their tasks safely.

Fire Risk Procedures

Full details of Pre-Construct Archaeology's fire precautions and the required actions to prevent fire are set out in the company Fire Safety Policy.

All premises operated by Pre-Construct Archaeology will have a Fire Risk Assessment that will be reviewed on a yearly basis and following any alterations to the premises or a significant fluctuation in the numbers of staff working at the premises. Recommendations of the Risk Assessment(s) will be discussed and implemented. Specific account will be taken of fire risk,

detection, escape routes, muster points, and scale and serviceability of fire-fighting equipment.

All relevant fire-fighting equipment will be in place. A fire-drill system is in place and all personnel must inform themselves of the fire drill procedure and escape routes. Every site and office building will have at least one designated Fire Warden.

The Assembly Points and names of any Fire Wardens will be displayed in a prominent position for all sites and premises.

Driving at work

PCA has a driving at work policy details of which must be checked by people who drive for work prior to engaging in such activity. The relevant document is 'Pre-Construct Archaeology Limited Driving For Work - Policy and Procedures Version 2. revised November 2017 and can be obtained from any PCA Project Manager.

First Aid

It is the responsibility of the relevant Project Manager, that adequate provision of First Aid personnel and equipment is assigned to all projects depending on perceived workplace hazards and risks.

Trained First Aiders will as far as possible be appointed for each place of work and their names will be prominently displayed at the workplace. The Health & Safety Manager will ensure that a sufficiently large pool of First Aid trained staff is available to cover all sites and offices. They will also monitor the timing of follow up courses to ensure that staff certificates are current.

Each site and work location will have a First Aid kit available adequate for the numbers of staff. If treatment is administered by a First Aider, a record of the treatment will be made in the Accident Book. It is the responsibility of the First Aider providing treatment to inform the Health and Safety Manager, the responsible area manager or designated area responsible person of any restocking that is required.

Accident Reporting

All accidents, **including the most minor ones**, must be entered into the Accident Book. This is located in the supervisor's pack issued at the commencement of each site and in locations in each of the company's premises. If in doubt, ask the site supervisor or office manager of its whereabouts. Upon completion of fieldwork, any and all completed incident documentation recorded in the site Accident Book will be copied to, checked and filed by the Logistics Team Leader. The Health and Safety Manager will compile yearly accident statistics and review problems jointly with Regional and Project Manager(s) that might otherwise pass unnoticed.

The Health and Safety Manager and regional managers will be responsible for the investigation and reporting of any accidents, incidents or dangerous occurrences. Report copies are kept on file and are distributed to all parties concerned. Investigation and reporting may also be undertaken by the Prospect Safety Representative.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) sets out the requirements for accident reporting of accidents under the following categories:

- a. fatal
- b. major injuries/conditions
- c. specified dangerous occurrences
- d. "over seven day" accidents.

PCA's designated Health and Safety Managers are responsible for reporting any RIDDOR notifiable accidents, dangerous occurrences and diseases. This must be reported as soon as

possible, following dealing with the consequences of the incident and making safe of the affected area, by the person in charge of the work area. Form AR2 must be completed for Fatal Injuries, Major Accidents/Conditions, Specified Dangerous Occurrences and Over Seven Day Accidents. Within 15 days a completed form F2508 must be forwarded to the Enforcing Authority.

Hazardous Substances

This section applies to the purchase, use, storage and emergency measures applying to substances that can be harmful to health. It takes account of the COSHH, CHIP and REACH Regulations.

Hazardous substances are defined as:

- a. substances used directly in work and service user activities (e.g. adhesives, paints, cleaning agents);
- b. substances generated during work activities;
- c. naturally occurring substances (e.g. grain dust);
- d. biological agents such as bacteria and other micro-organisms.

Users must follow the directions on labels or Hazard Data Sheets.

First Aiders and users must be made aware of the procedures to follow in the case of contact with the skin, eyes, inhalation or swallowing. Medical help must be summoned immediately in all cases of exposure to hazardous substances.

All users of the substances identified as harmful must wear the protective clothing provided – gloves, goggles, overalls. If single use, the clothing must be discarded immediately after use. All users must wash hands properly before moving onto other tasks and in particular before food handling.

Hazardous Substances containers must be securely closed and stored in a locked cupboard. Cupboards containing substances must be labeled indicating the hazards and key instructions as to safe use. All spillages must be cleaned up immediately, following any safety instructions. Due regard must be given to the possible additional hazards created from fumes when substances are spilled.

Smoking is not permitted in any indoor area and may also be prohibited on open air sites where smoking is likely to be a fire or other hazard.

Subcontractors

All sub-contractors will be asked to provide Pre-Construct Archaeology with copies of relevant documentation including: their Health and Safety Policy; site specific Risk Assessment and/or Method Statement; Insurance policy documentation; plant operator's licences; maintenance records and COSHH assessments where these may be relevant to PCA's operations. Copies of this documentation will be held retained for archive. A questionnaire is issued to contractors and subcontractors who work with or for Pre-Construct Archaeology, which must be completed by them and be evaluated by PCA Health and Safety Officers to ensure that any contractor we work with is legally compliant.

Any sub-contractor not operating within the standards set by PCA's Health and Safety Policy and/or site specific Risk Assessment, or unwilling to act within them, will have their contract terminated.

All sub-contractors will be provided with relevant copies of the company's documentation including: the Health and Safety Policy; Risk Assessment and/or Method Statements.

Joint Ventures

In the event of a joint venture Health and Safety Policies and procedures will be exchanged, considered and ratified by the joint venture management team. Joint venture projects are allocated on a case by case basis to Project Managers of either organisation. It will be usual for each joint venture project to operate under the Health and Safety management system of that Project Manager's parent company. Responsibility for co-ordinating all aspects of Health and Safety related to each project – regardless of the profile of the field team – will similarly rest with the Project Manager and his/her parent company. This responsibility will include preparation and approval of Risk Assessments, Health and Safety plans, Method Statements and any other documentation considered appropriate to the project.

Working with other archaeological companies in joint ventures does not relinquish PCA's Health and Safety responsibilities to its staff and Health and Safety Policy is still applicable to all PCA staff.

Signed:



Date:

22/06/21

Josephine Brown

Acting Managing Director

PCA

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