

HEALTH & SAFETY RISK ASSESSMENT & METHOD STATEMENT

Pre-Construct Archaeology Ltd

Land south and east of Aadastral Park, Martlesham, Suffolk

Prepared By: Simon Carlyle, Senior Project Manager

Date: 28th October 2021

FIELDWORK: EXCAVATION

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1 INTRODUCTION

- 1.1 To comply with Regulation 9 section (c) of the *Management of Health and Safety at Work Regulations 1999*, Pre-Construct Archaeology Ltd (PCA) is required to inform Employers on a proposed site of the risks to the Health and Safety to their employees from our operations.
- 1.2 The Health and Safety plan takes account of the stipulations outlined in *The Construction (Design and Management) Regulations 1994 / 2007 / 2015*. The purpose of this plan is to ensure that all-relevant health and safety information is passed on to those who need it. This Health and Safety Method Statement should be reviewed in conjunction with PCA's Health and Safety Policy Statement 2019 (Appendix 1) and the *Written Scheme of Investigation*¹ for the project (RPS 2021).

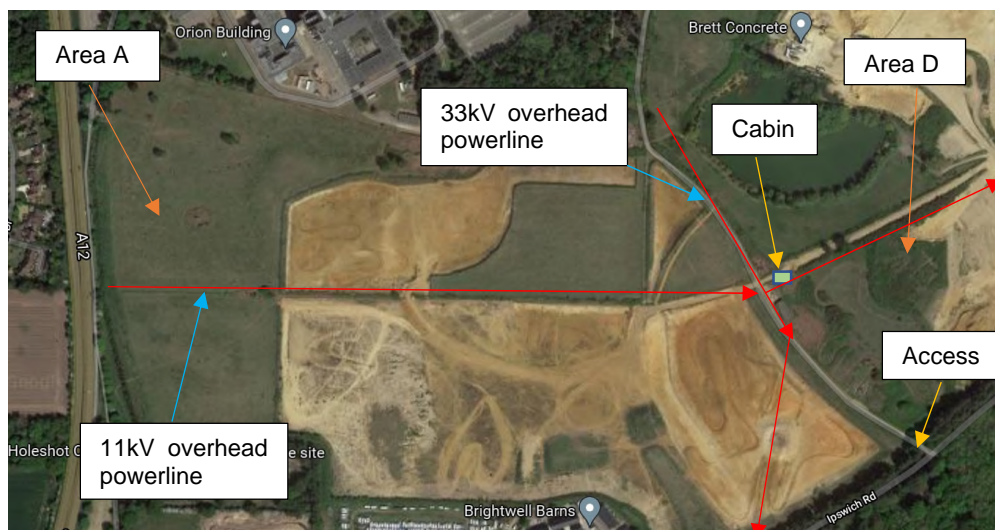


Fig. 1: Site location

- 1.3 PCA has been commissioned by RPS Group Ltd, to undertake an archaeological excavation of land south and east of Adastral Park, Martlesham, Suffolk (site centred on NGR TM 25267 44495; Fig. 1). The intended methodology is defined as an 'Archaeological Excavation', with personnel from PCA identifying, investigating and recording archaeological remains within a designated area (Area D). The works will follow the archaeological *Written Scheme of Investigation* (RPS 2021), which has been

¹ RPS 2021 *Written Scheme of Investigation for Open Area Excavation: Land south and east of Adastral Park, Martlesham, Suffolk*, unpublished document

approved by Suffolk County Council's Archaeological Service (SCCAS). The excavation area, which is 0.24ha in extent, is shown in Appendix 2.

- 1.4 Welfare facilities and plant will be provided by PCA. The plant and its operator's certificates will be verified by the PCA supervisor prior to commencing the work.
- 1.5 The start date for the work has been set for Monday 1st November 2021. It is proposed that the fieldwork will be completed within 4-5 weeks.

2 COVID-19 MEASURES

- 2.1 See Appendix 3 and Section 4.22.

3 DESCRIPTION OF SITE WORKS

- 3.1 The site is located on the south-eastern fringe of Martlesham Heath, which is situated c. 8km east of Ipswich city centre. This was an ancient area of heathland and latterly the site of Martlesham Heath Airfield. A 'new village' was established there in the mid-1970s and this has developed into a modern community, based on a traditional village pattern. The site is bounded by Ipswich Road to the south, Newbourne Road to the east, the A12 to the west and Adastral Park to the north-west. Much of the site was previously utilised for mineral extraction over the past 15 years.
- 3.2 The site is largely situated on a level plateau at approximately 25m above Ordnance Datum, with ground level dropping off eastwards towards the flood plain of the River Deben, located 2km east of the site.
- 3.3 The site is situated on a bedrock of Crag Formation sands, overlain by superficial deposits of Kesgrave subgroup sand and gravels (British Geological Survey online map viewer, <http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>).
- 3.4 Under archaeological supervision, the 0.24ha excavation area will be stripped using a c. 20-tonne 360-degree tracked machine fitted with a 2.0m wide toothless ditching bucket. The overburden will then be transported using a c. 20-tonne ADT and stored in sealed bunds adjacent to the excavation area (maximum height c. 2.5m).
- 3.4 PCA staff will clean the stripped base of the trenches using hand tools, e.g. trowels, shovels, picks and mattocks to define the archaeological remains. Recording and

surveying procedures will follow PCA guidelines². Recovery of artefacts will be accomplished using standard retrieval methods.

4 SITE CONSIDERATIONS

4.1 Site access, entrances & deliveries

Access to the site is via a double gate off Ipswich Road, which borders the southern edge of the site. The entrance to the site will be kept clear at all times to allow safe and unhindered access for PCA staff, sub-contractors, PCA visitors and anyone authorised to visit the site. The gate will be kept locked at all times, except to access and exit the site.

There are no public rights of way within the site.

Vehicles will be parked on site on firm ground in the vicinity of Area D.

4.2 Site security

General site security will be the responsibility of the client, although PCA will be responsible for plant security and have the required insurances. It is expected that the site and access will be suitably clear of vegetation, crop and other obstructions to allow the free movement of plant and the excavation of the trenches.

PCA staff and their sub-contractors will be the only contractors on site during the excavation.

4.3 Excavation security

PCA will use road pins, orange netlon fencing and red/white hazard tape to secure the excavation area and all excavations over c. 0.8m deep within the excavation area. No road pin will be put in the ground within 1m of a known service.

4.4 Excavation program

The excavation is scheduled to be undertaken in a single phase of works over a period of 4-5 weeks. The start date for the fieldwork has been set for Monday 1st November 2021.

² Taylor, G and Brown, J 2009 *Operations Manual I: Fieldwork Induction Manual*, unpublished PCA document

4.5 Welfare facilities

Appropriate welfare facilities will be provided for PCA staff and their visitors by the PCA. These will include mess facilities with power and hot and cold water and toilets. This will be placed on firm ground near Area D, so that it can be regularly serviced and safely removed from site when the fieldwork is completed.

4.6 Working hours

A standard PCA working day is 08.00 - 16.00. A 30 minute morning tea break and 30 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.

4.7 PPE

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

- PCA Branded Hi-visibility vests or jackets (EN 340:2003, 342:2004, 343:2003)
- PCA Branded Hard hats (EN 397:2012)
- Steel toe-capped boots (EN ISO 20345:2004)
- Gloves

Other site specific PPE may also be required by site staff – see section 3.11:

- 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)
- P3 masks (EN149:2001+A1:2009, EN405:2002 FFA2P3RD, CE 0121. EN 140:1998 / EN 14387:2004 / EN 143:2000 as required)
- Gloves
- Wellington safety boots

4.8 Excavation depths, supports and access

The machine will excavate under archaeological supervision down to the level of the archaeological horizon, which is expected to be either at or just above the level of the natural strata, estimated to be at c. 0.4-0.6m below ground level. Access ramps will be created to allow access to the excavation area.

The stability of the excavation perimeter and any excavations within this area will be inspected by the PCA site supervisor in advance of any entry to the area, and access by the site team will only be authorised following instruction from the site supervisor. The stability of the ground will be monitored on a daily basis and before the start of

each shift by the PCA Site Supervisor and appropriate additional mitigation measures organised as necessary.

Sondages may be excavated to investigate deeper deposits that may be deeper than 1.8m bgl (e.g. palaeochannels, made-ground deposits); these will be backfilled immediately after recording and not left unattended whilst open.

4.9 Rescue plan

Access and egress to the site for emergency service personnel will be secured by a safely battered or stepped access ramp. This access will be monitored and reviewed by the PCA site supervisor to ensure that it is maintained at all times.

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

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

An appropriate emergency muster point will be established on site and communicated to the staff during the induction. Fire extinguishers will be situated in the site canteen and their location will be communicated to the staff in the site induction.

The location of the nearest accident and emergency department will be clearly displayed in the site welfare area and communicated to members of staff.

The above measures will be coordinated by the PCA site supervisor in conjunction with the Principal Contractor/site manager.

4.10 Contamination

There is no known contamination on the site. If encountered, PCA staff will undertake all reasonable precautions to prevent spreading chemical and biological contaminants within and outside the site. If required, the mechanical excavator's buckets and wheels and other vehicles' wheels will be cleaned before leaving the site.

Members of PCA will remain vigilant for the presence of ground contaminants. Should suspected contamination be identified the area will be cordoned off and reported to the client, Site Manager and/or Alistair Douglas, PCA Health & Safety Manager immediately 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 should 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 PCA Project Manager who will inform the client. If concentrations of asbestos are located they should be left undisturbed within the trench, dampened and covered with heavy duty polythene sheeting and cordoned-off with caution tape.

Natural biological contaminants, although not necessarily harmful to humans, present an environmental hazard. Such contaminants include Japanese Knotweed, Himalayan Balsam, New Zealand Pygmyweed and Giant Hogweed (photos below).



Japanese Knotweed



Giant Hogweed



Himalayan Balsam



New Zealand Pygmyweed

Weil's Disease (Leptospirosis), a bacterial disease that is spread by infected animal urine, typically rats, and usually enters the body after contact with open wounds, cuts etc., can be a risk if good hygiene is not maintained (hand-washing, covering cuts/grazes etc.). Early symptoms are flu-like in appearance i.e. cold, headache,

lethargy and blotchy skin. If you suspect that you have become infected, seek medical assistance (your GP) at the earliest opportunity.



Lyme Disease is a debilitating disease transmitted by spirochete bacteria, which are transmitted by deer ticks found throughout the UK. It presents with a wide range of symptoms that are similar to those of many other ailments, making it difficult to diagnose. Typical symptoms include: severe headaches and neck stiffness; a bull's-eye' rash around the bite site; rashes on other areas of the body; arthritis with severe joint pain and swelling, particularly the knees and other large joints; facial palsy (loss of muscle tone or droop on one or both sides of the face). If bitten, seek medical assistance (your GP) at the earliest opportunity.



4.11 Services

A 33kV overhead powerline runs alongside the access road and above the track that leads off this road towards Area D. An 11kV powerline extends across the site from east to west, passing to the north of Area D and through Area A. Plant will be delivered/collected on a lowloader and offloaded/loaded at a safe location away from the overheads and banked under the overhead cables at the designated crossing points, which have already been set up with 'goalposts'. No plant will operate within designated exclusion zones (i.e. within 15m of the outer conductors).

Service plans have been provided by the client (see Appendix 2). All plant movement under the overheads will be supervised by the PCA supervisor.

Prior to machine excavation, the excavation areas will be scanned with a Cable Avoidance Tool (CAT) and Genny by trained PCA staff. If buried services are detected that have not been previously identified, a 6m wide 'no-dig' exclusion corridor will be set up along the route of the service.

4.12 Tree Protection Areas

There are no tree protection areas on the site.

4.13 Ecology and wildlife

There are no ecological issues associated with the site.

4.14 Unexploded Ordnance

PCA staff will be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the 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 and emergency services notified immediately.

4.15 Noise restrictions

Excessive noise should not represent an issue with regard to the excavation.

4.16 Mechanical excavators and dumpers

The area will be excavated using a mechanical excavator and the spoil will be transported to the spoil storage area using a 20-tonne ADT. Spoil heaps will not exceed c. 2.5m in height and topsoil bunds will be tracked in at suitable intervals to prevent the soil from becoming waterlogged and rotting. All plant will be hired by PCA.

The machine driver will be made familiar with PCA's procedures and working practices, and their certificates will be presented and inspected by the PCA Site Supervisor. Their equipment must be provided with the relevant certificates and their operators with the appropriate licences CITB (or equivalent). The site supervisor will inspect and photograph licences and certificates (including maintenance records for the relevant plant) prior to the machine being permitted to operate on site.

4.17 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.

4.18 Site Induction and rules

All PCA staff working at the site will also undergo a site induction by the appointed PCA supervisor.

An appropriate fire muster point will be established on site and communicated to the staff during the 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.

4.19 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 areas prior to backfilling. Water will be pumped and dispersed to the surface near the trench and will not be pumped into ditches or watercourses.

4.20 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.

4.21 Tools and equipment

Only hand tools provided by PCA are to be used by PCA site staff.

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

4.22 COVID-19 precautions

Supervisors will be sent regular updates on PCA Covid-19 measures by their Project Managers, which will follow Covid-19 guidance from the NHS or Government.

Supervisors and field staff should follow Government and NHS advice on what to do if they become ill with Covid-19 symptoms and who to report to. Welfare should have proper disinfectant soap and paper towels available, with instructions on handwashing and safety measures to. Alcohol based hand rub (minimum 70% alcohol content) should also be supplied.

Supervisors are required to ensure that cleaning rotas are put in place to ensure that site transport, cabins and welfare facilities cleaned on a daily basis. Supervisors are to remind all site staff to wash hands at the start of each break (as a minimum). Project managers are required to make that these cleaning regimes are in place and that Risk Assessments have been updated accordingly.

Staff will rigorously follow the COVID-19 Control Measures detailed in Appendix 3.

4.23 Designated archaeological personnel

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

The Granary, Rectory Farm, Brewery Road, Pampisford, Cambridgeshire, CB22 3EN

PCAs core project team will consist of the following personnel:

Project Manager

Simon Carlyle

Tel: 01223 492274

Mob: 07887 530154

Excavation Site Supervisor

Gary Trimble

Tel: 07718 492377

H&S Manager (HSM)

Mark Hinman 07887 530153

The Supervisor is SSSTS trained. All members of staff are CSCS certified.

4.24 First Aid

One first aid kit suitable for up to 10 people each will be provided by PCA and kept in the site vehicles.

4.25 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 Mark Hinman, H&S Manager, at Pre-Construct Archaeology (07887 530153). 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.

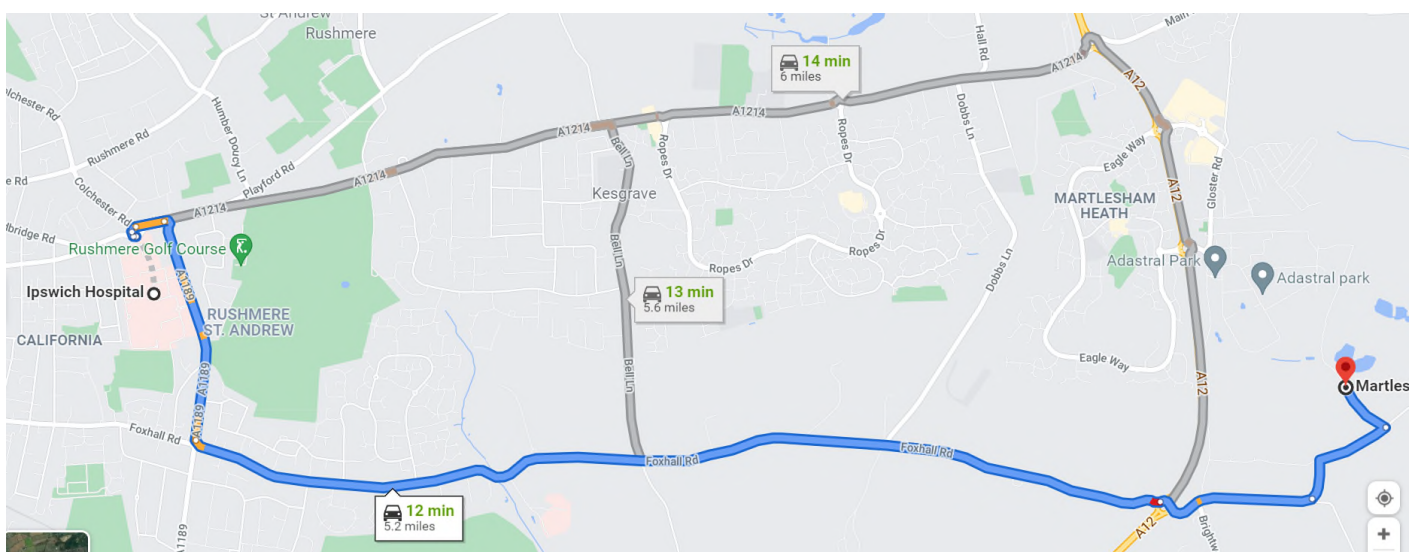
5 NEAREST HOSPITAL FACILITIES

The nearest accident and emergency unit is at:

Ipswich Hospital, Heath Rd, Ipswich IP4 5PD, Tel: 01473 712233

Nearest site postcode: **IP10 0BJ**

Fig. 2: Hospital location (Heath Rd, Ipswich IP4 5PD)

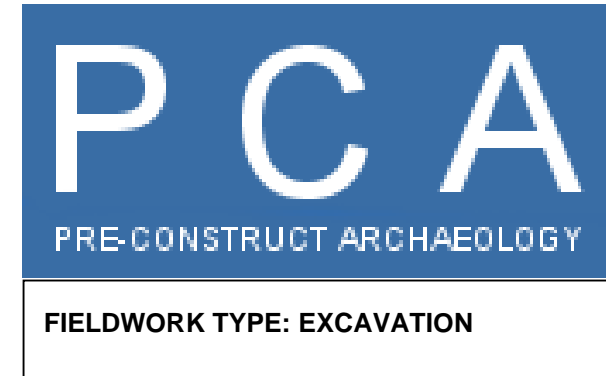


6 RISK ASSESSMENT

Site Address: Land south and east of Adastral Park, Martlesham, Suffolk

Pre-Construct Archaeology Ltd

Prepared By: S Carlyle SMSTS Date: 28/10/2021



This risk assessment is designed to identify and devise control measures for all hazards and the risks these pose to employees, sub-contractors, 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 site 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: **Ipswich Hospital, Heath Rd, Ipswich IP4 5PD Tel: 01473 712233**

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken	Date: 28-10-2021
Assessment Revised	
Signed	

Assessment Review (set a date)Date:
Signed

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

Risk Rating Matrix

Low Risk

May be acceptable; however, review task to see if risk can be reduced further

Medium Risk

Task should only proceed with appropriate consultation with specialist personnel and safety advisor. Where possible the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement

High Risk

Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement

Risk Rating (R) Likelihood (L) x Severity (S)		Hazard Severity (S)				
		Negligible (N)	Slight (S)	Moderate (M)	High (H)	Very High (VH)
Likelihood of Occurrence (L)	Very Unlikely (VU)	Low	Low	Low	Low	Medium
	Unlikely (U)	Low	Low	Low	Medium	Medium
	Possible (P)	Low	Low	Medium	Medium	High
	Likely (L)	Low	Medium	Medium	High	High
	Very Likely (VL)	Medium	Medium	High	High	High

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
COVID-19	Risk of infection of PCA staff and sub-contractors	H	PCA staff and sub-contractors	COVID-19 precautions will be rigorously maintained by all staff, including social distancing. Read in conjunction with Section 4.22 and Appendix 3	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	A 33kV overhead powerline runs alongside the access road and above the track that leads off this road towards Area D. An 11kV powerline extends across the site from east to west, passing to the north of Area D and through Area A. Plant will be delivered/collected on a lowloader and offloaded/loaded at a safe location away from the overheads and banked under the overhead cables at the designated crossing points, which have already been set up with 'goalposts'. No plant will operate within designated exclusion zones (i.e. within 15m of the outer conductors). Prior to machine excavation, the excavation areas will be scanned with a Cable Avoidance Tool (CAT) and Genny by trained PCA staff. If buried services are detected that have not been previously identified, a 6m wide 'no-dig' exclusion corridor will be set up along the route of the service.	

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

				<p>Reliance should not be placed on the 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.</p>	
				<p>Where exposure of cables and pipes is unavoidable services will then be protected and supported as necessary to prevent damage or collapse. Services are not to be used for access across excavation areas.</p>	
Access (to be confirmed)	Traffic accidents, collision, injury	M	General public, PCA staff, plant contractors	<p>A member of PCA staff and a member of Wormell Plant (plant contractor) will accompany delivery/collection of the machine and if necessary guide traffic and the public to avoid collisions.</p> <p>Take care when driving on and off the site and watch out for the traffic and pedestrians.</p> <p>Clean excessive mud off wheels and underside of vehicle before turning onto any public roads.</p>	L
Public access. Public footpath at northern edge of site.	Accidents, injury.	M	General public	<p>There will be no access to the public to the excavation area.</p> <p>The site perimeter is marked with a mature hedgerow, which limits possible public access</p>	L
Presence of watercourses	Accidents, injury. Contamination and collapse of watercourse	M	PCA staff, plant contractors, General public	<p>A standoff of 10m will be kept from all watercourses for excavation and spoil storage.</p> <p>No watercourses will be crossed with plant or on foot.</p> <p>Designated crossing points and routes will be established.</p>	L

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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 and due care taken. The 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 the person supervising the machine and driver(s) are fully briefed and clearly understand those signals to be used during machining and plant movement.	
				Provide site staff with an alternate, designated, route away from plant/vehicle runs wherever possible.	
Travel to and from site	Road traffic accidents. Risk of death or injury	M	PCA staff, general public, other road users	Only PCA approved drivers to drive PCA vehicles. Driver to perform a daily walkaround check of each vehicle and a weekly, recorded, in-depth check to make sure it is safe and roadworthy. Vehicles are regularly checked and serviced.	L
Traffic movement adjacent to site	Risk of death or injury	L	PCA staff, other site personnel, general public		L

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
				PCA staff to wear high-visibility vests or jackets at all times.	
Deep Excavation	<p>Risk of serious injury or death from partial or total 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>	H	PCA staff, other site personnel, general public	<p>If excavations of >1.2m depth or less if ground looks unstable is necessary, excavation edges will be stepped or ramped to allow safe excavation and access. A separate method statement and risk assessment will be implemented should this become necessary.</p> <p>No deep and unsupported excavations will be entered by archaeological staff from PCA.</p> <p>If excavations proceed to unsafe depths archaeological recording will proceed only from ground level, assuming that trench edges and stability is not compromised.</p> <p>All excavation areas will be cordoned off and secured by PC / GC.</p>	L
				Any excavations deeper than 0.8m will be fenced off with orange hazard fencing	

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
				Ensure visitors and members of the public are not put at risk by open trenches. Review daily and consider whether fencing arrangements 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	L	PCA staff, other site personnel, general public	PCA staff and sub-contractors are to stay away from deep water and are not to attempt to cross such features other than at designed crossing points.	L
Noise Dust Exhaust fumes	Risk of permanent hearing damage. Risk of breathing difficulties or permanent damage Risk of illness or death from carbon monoxide poisoning	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. Assess noise levels and duration of exposure.	L

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
				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 geotechnical contractor.	L
Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine Needle stick injuries and other blood borne risks	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 on site. All staff to have up to date tetanus inoculations. Waterproof dressings, all wounds covered. Issue of Weils card.	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 Vi vests etc.)	L

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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>Areas identified to contain contaminants (Japanese knotweed, asbestos) will not be entered or worked on.</p> <p>Vehicles wheels and excavator's buckets will be cleaned before leaving the site.</p>	
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	L	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. It is not anticipated that PCA will hire plant (other than the excavator) for this job</p>	L
				<p>Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE. Relevant certification of operatives to be photocopied and a copy added to site Health and Safety file</p>	
Use of hand tools Cuts/blows Flying particles/eye injury	Risk of injury	M	PCA staff, other site personnel, general public	<p>Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate</p> <p>Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off</p> <p>Use hand tools appropriately, keeping your safety and that of others in mind. Do not swing mattocks above your head.</p>	L

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
Vibration risks from some types of equipment				Appropriate tools for the task to be used only. Staff to be issued with appropriate PPE i.e. protective boots, eye defenders, gloves.	
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance from trench edges.	L
				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	
				Any additional health and safety issues noted by PCA staff on site should be reported immediately to the PCA Site Supervisor, deputy or Project Manager as soon as can be done safely	
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

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
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 Site 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 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. Take specialist advice to provide safe disposal.	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 cabins 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 ie 'cover-up' or use sunscreen which can be provided by PCA.	L

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

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
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 phone for either emergency or office use whilst on-site in working hours. If it is 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:

PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM, SUFFOLK

Continue on separate sheet if necessary

**PCA HEALTH & SAFETY RISK ASSESSMENT: ADASTRAL PARK, MARTLESHAM,
SUFFOLK**

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
1			
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APPENDIX 1: PCA HEALTH & SAFETY POLICY V20 09-2019



HEALTH AND SAFETY POLICY AND PROCEDURES

Managing Director Gary 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 ~~Officer~~, 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.

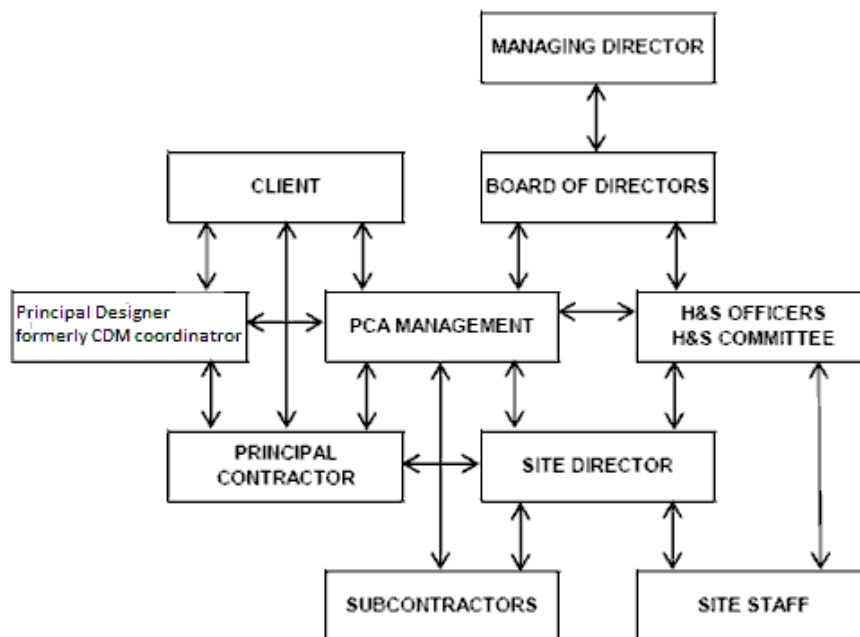
The information herein contained does not supersede statutory regulations among which are:

- 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 H&S 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 Officers 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 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 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 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 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 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 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 Officer, 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 and/or Officer, 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 endeavour 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 South. 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 Officers, Directors and 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 supervisors, 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 & 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.

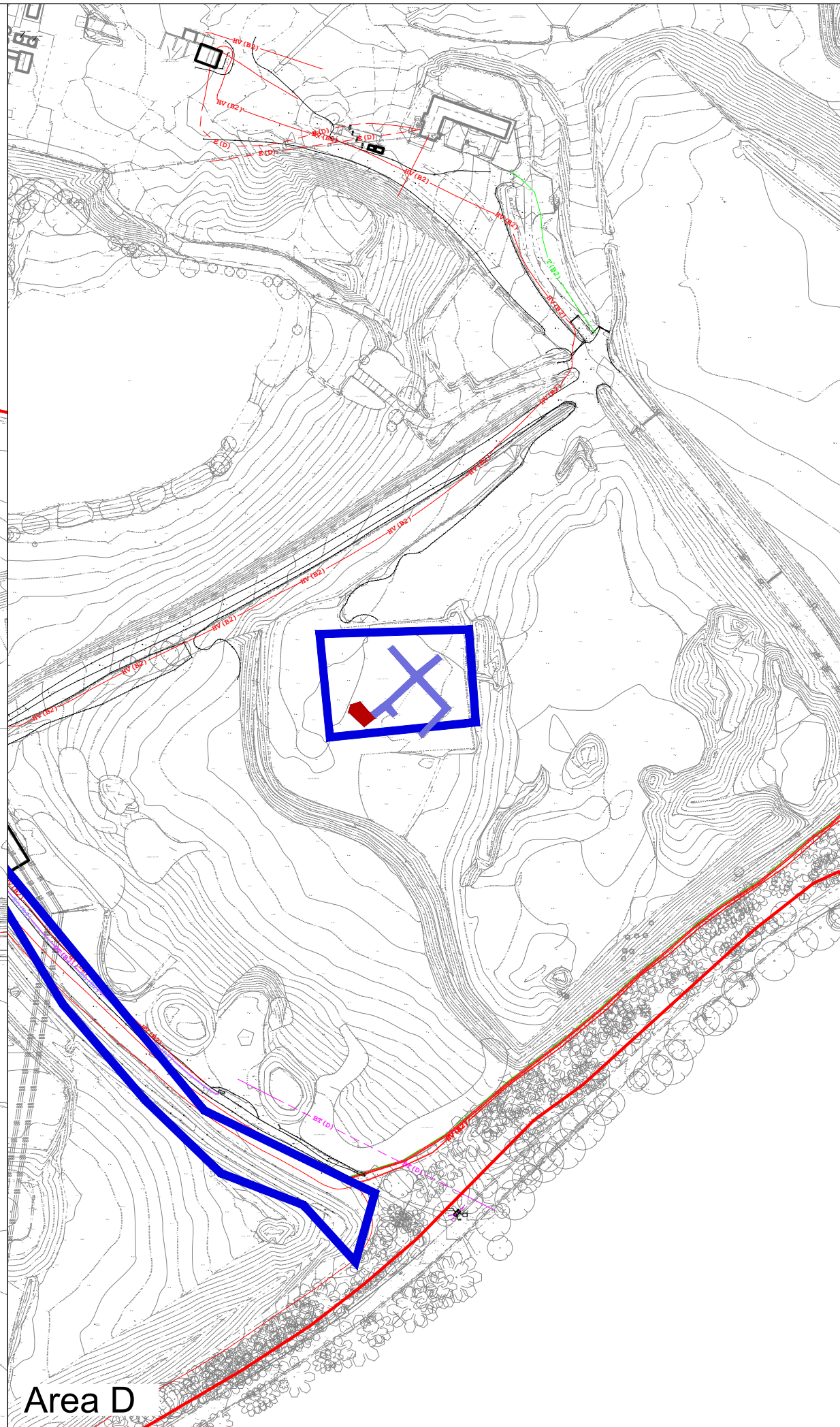
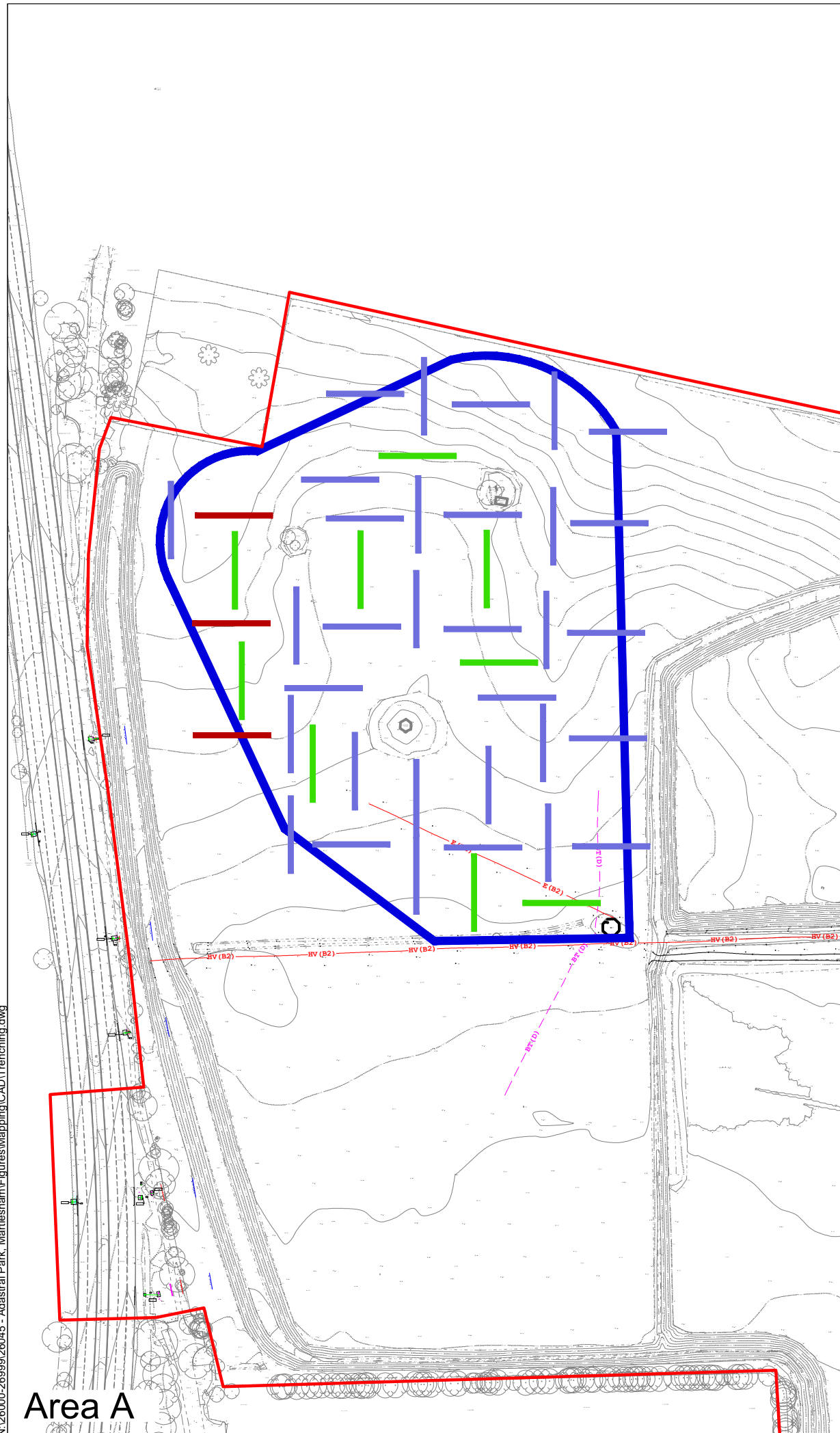
All sub-contractors will be provided with relevant copies of the company's documentation including: the Health and Safety Policy; Risk Assessment and/or Method Statements.

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.

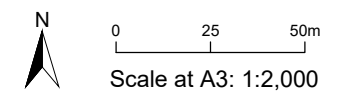
Working with other archaeological companies in joint ventures does not relinquish PCA's Health and Safety responsibilities to its staff and Health and Safety Policy is still applicable to all PCA staff.

APPENDIX 2: SITE LAYOUT PLAN



Legend

- Site Boundary
- Excavation Area
- Proposed Trench
- Previous Trench (archaeology)
- Previous Trench (blank)



Trenching within Areas A & D

Area A

Area D

APPENDIX 3: COVID-19 MEASURES



COVID-19 COMPANY ADVISORY NOTE 9 Site Operating Procedures

TO ALL STAFF

Introduction

There are still cases of COVID-19 in England and there is a risk you could catch or pass on the virus, even once you are fully vaccinated. This means it is important that you understand and consider the risks of catching or spreading COVID-19 in all situations.

At PCA we are updating our guidance in line with the best advice from Government and the construction industry as well as consulting with professional bodies on a way forward.

This updated guidance is intended to introduce consistent measures on all PCA sites in line with the Government's current recommendations.

These procedures will be reviewed and if necessary updated as Government advice changes.

Self-Isolation

If you have symptoms or test positive

If you develop [COVID-19 symptoms](#), self-isolate immediately and [get a PCR test](#), even if your symptoms are mild. This is because many people experience mild symptoms from COVID-19 but may still pass on the virus to others.

The most important symptoms of COVID-19 are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell



You should self-isolate at home while you [get a PCR test](#) and wait for the results. You must self-isolate if you test positive. You must self-isolate from the day your symptoms started and the next 10 full days, or from the day your test was taken if you do not have symptoms and the next 10 full days. This is the law, regardless of whether you have been vaccinated.

What to do if you are told to self-isolate by the NHS Test and Trace or the NHS COVID 19 app because you have been in contact with someone who has COVID-19

- self-isolate straight away and [get a PCR test on GOV.UK](#) as soon as possible only leave your home to get a test. The PCR test can be mailed to you.
- try to avoid contact with anyone you live with as much as possible

Your self-isolation period includes the day you were last in contact with the person who tested positive and the next 10 full days.

If you do not have symptoms, any people you live with do not need to self-isolate. They should still take extra care to follow advice on [how to avoid catching and spreading COVID-19](#).

You do not need to self-isolate if any of the following apply:

- you are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you are taking part or have taken part in a COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Even if you do not have to self-isolate, you should still:

- [get a PCR test \(a test that is sent to a lab\) on GOV.UK](#) to check if you have COVID-19
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)



Procedure If Someone Falls ill

If a worker develops symptoms of Coronavirus (Covid-19) they should:

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They should get a Coronavirus (Covid-19) PCR test

They must then follow Stay at home:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and not return to work until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.

Travelling To Work/Site

Public Transport

COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person. The requirement to wear a face covering has been lifted. However, the government expects and recommends that people wear face coverings in crowded areas such as public transport.

For further information see

www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

PCA vehicles

Social distancing rules have been lifted. However, when travelling in PCA vehicles staff should continue to:



- Wear a face covering if sharing the vehicle with others
- Open windows to let fresh air in where possible
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

For further guidance for staff who work in or from vehicles see <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

How COVID is spread

The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.

Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.

Safe Systems of Work

As an employer PCA must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

PCA recognises Covid19 as a work place hazard and as such manages the risk by a suitable and sufficient risk assessment that identifies control measures to mitigate the risk.

Face Coverings

PCA recommends that staff continue to wear face coverings in site welfare facilities particularly when crowded and when they may come into contact with people they do not normally meet.

Ventilation



Adequate ventilation must be provided:

- through doors, windows and vents
- identify poorly ventilated spaces and take steps to improve fresh air flow
- encourage the use of outside space where practical ie hold work place briefings, tool box talks etc outdoors

This is because fresh air helps dilute the virus in occupied spaces. – opening the windows for just 10 minutes makes a significant difference.

Work Planning to Avoid Close working

To reduce the risk of the virus spreading through droplets consider:

- reduce the number of people each person has contact with by using 'fixed teams or partnering or cohorting'
- using screens or barriers to separate people from each other, or using back-to-back or side-by side working instead of face to face
- encourage the use of face coverings in enclosed and crowded spaces

An enhanced regime of cleaning and personal hygiene.

To reduce the risk of the virus spreading through contaminated surface:

- Staff are advised to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly
- Provide hand sanitiser at multiple locations, as well as wash rooms
- Maintain regular cleaning of surfaces, particularly surfaces that people touch regularly
- Sanitise all hand tools, machinery and equipment after use.



- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

For further information see Working safely during COVID-19 in construction and other outdoor work, This can be found at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Behaviours

The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours.

There should be a collaborative approach between workers, sub-contractors, PCA managers, Principal Contractors (other contractors) and client

We will continue to do everything we can to keep all staff updated with any plans, changes or amendments. If you have any questions regarding Covid-19, please contact either:

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