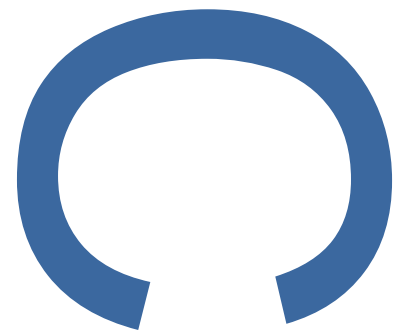


**LAND AT OLD STOWMARKET  
ROAD, WOOLPIT, SUFFOLK:  
ARCHAEOLOGICAL EXCAVATION**

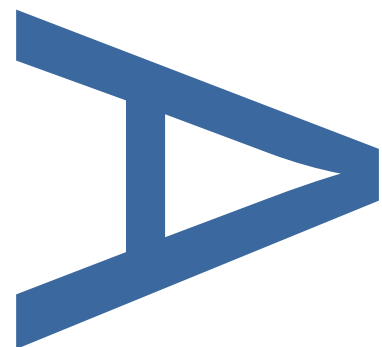


**RISK ASSESSMENT AND METHOD  
STATEMENT**



**LOCAL PLANNING AUTHORITY: MID  
SUFFOLK DISTRICT COUNCIL**

**PLANNING APPLICATION NUMBER:  
1636/16**



**SITE CODE: WPT 054**

**JUNE 2020**

**PRE-CONSTRUCT ARCHAEOLOGY**

## Health & Safety Risk Assessment & METHOD STATEMENT

### Pre-Construct Archaeology Ltd.

Land at Old Stowmarket Road, Woolpit, Suffolk

Prepared By: Tom Woolhouse, Project Manager

Date: 24<sup>th</sup> June 2020, revised 30<sup>th</sup> June 2020

FIELDWORK: **EXCAVATION**

**Version 1.1**

Revision 1 (30-06-2020): Revised methodology for safe machining of Area 3  
(overhead cables)

**Contractor:** Pre-Construct Archaeology Limited  
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Rectory Farm  
Brewery Road  
Pampisford  
Cambridgeshire  
CB22 3EN  
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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 2019 (Appendix 2), and the *Written Scheme of Investigation* for the project (Mlynarska 2020).
- 1.3 PCA has been commissioned by RPS Consulting to undertake an archaeological excavation on land at Old Stowmarket Road, Woolpit, Suffolk (Figure 1). The proposed works will be located within an area of open ground at TL 9797 6231. The works will follow the archaeological *Written Scheme of Investigation* (Mlynarska 2020<sup>1</sup>).
- 1.4 The intended methodology on the site is defined as an 'Archaeological Excavation', with personnel from PCA identifying, investigating and recording archaeological remains within three excavation areas with an overall extent of 0.2ha (Figure 2), within a larger field encompassing 6.5ha.
- 1.5 The plant and its operators' certificates will be verified by the PCA Supervisor prior to commencing the work.
- 1.6 The start date for the work is currently set for Monday 29<sup>th</sup> June 2020. It is anticipated that the fieldwork will be completed within 2–4 weeks, depending on the quantity and significance of any archaeological remains present.

## **2 COVID-19 MEASURES**

- 2.1 See Appendix 1.

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<sup>1</sup> Mlynarska, J. 2020. Land at Old Stowmarket Road, Woolpit, Suffolk. *Written Scheme of Investigation for a Programme of Archaeological Excavation*. Pre-Construct Archaeology (unpublished).

### **3 DESCRIPTION OF SITE WORKS**

#### **3.1 Overview**

The excavation comprises 3 areas (Areas 1, 2 and 3), targeting archaeological features identified during an earlier trial trench evaluation (Figure 2).

General ground reduction within the areas of excavation will be to an average of 600mm and not deeper than 800mm. Within these areas of general ground reduction there may be very small areas of extremely localised excavation to a further depth of up to 600mm where individual archaeological features are investigated. At no point will there be a sheer excavation exceeding 800mm. Where necessary, if ground conditions dictate, excavation edges will be stepped or battered.

Following mechanical stripping of the site, PCA staff will clean the areas using hand tools, e.g. hoes and trowels, to define and GPS survey the archaeological remains. All further excavation will be undertaken manually, using hand tools (mattocks, shovels and trowels). Recording and surveying procedures will follow PCA guidelines. Recovery of artefacts will be accomplished using standard retrieval methods.

#### **3.2 Stripping**

Areas 1 and 2 will be stripped under archaeological supervision with a 21-tonne mechanical excavator fitted with a toothless ditching bucket. Area 3 will be stripped with a smaller machine, likely to be a JCB 3CX-type backhoe loader. Arisings will be taken by dumper to an area adjacent to each excavation area. Haulage distances will be kept to a minimum. Diggers and dumpers will not sit on or cross any excavated areas.

#### **3.3 Spoil Management**

Topsoil and Subsoil will be banded separately adjacent to the excavated areas. Spoilheaps will be sealed. Spoil heaps will be located at least 5m away from the edges of excavation. Sufficient space will be left between excavation areas and the spoilheaps to allow for extension of the excavation(s), should this be required by Suffolk County Council Archaeological Service (SCCAS).

### **4 SITE CONSIDERATIONS**

#### **4.1 Site Access, Entrances & Deliveries**

The site is located on the eastern edge of the village at Woolpit (Figure 1) and encompasses a former arable field (6.5ha), which is now scrubbed over. The three excavation areas (Figure 2) are located in the south of the field, on open ground.

The entrance to the site is off Old Stowmarket Road, in the north of the site. The site is secured with wooden hoarding and the access is secured by a gate with a combination lock.

All vehicles will be parked on site.

The entrance to the site 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. As far as is known, there are no public rights of way within the site.

#### 4.2 **Site Security**

Site security is the responsibility of the client, who has erected hoarding/ fencing and a secure, gated access.

#### 4.3 **Excavation Security**

PCA will use road pins, orange netlon fencing and red/white hazard tape to secure all excavation edges if required, in addition to any hand-dug excavations on site over c. 0.8m deep. No road pin will be put in the ground within 1m of a known service.

#### 4.4 **Excavation Programme**

The excavation is scheduled to be undertaken in a single phase, lasting an estimated 2–4 weeks depending on the quantity and significance of any archaeological remains found to be present. The start date is programmed for Monday 29<sup>th</sup> June 2020.

#### 4.5 **Welfare Facilities**

Welfare facilities for PCA staff and the machine operators will be provided by PCA. This will be in the form of a mobile groundhog-type unit with suitable cabin, canteen and toilet facilities, and hot and cold running water, supplied by Carter Accommodation. Breaktimes will be staggered to ensure social distancing is maintained (see COVID-19 Measures, Appendix 1).

#### 4.6 **Working Hours**

A standard PCA working day is 08.00–16.00. 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 4.10:

- 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 a maximum of 0.8m below existing ground level. If archaeological features can be seen cutting the subsoil horizon, as is suggested as a possibility by the evaluation results, the stripped level will be shallower (c. 0.5m). Excavations will not exceed 1.2m depth. Ramps will be excavated at suitable points to allow safe access and egress to the areas.

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.

Access to the site will be arranged by the client. The client will secure safe access to the site for archaeological personnel. The client will also ensure that any deep excavations are adequately shored (none are expected), conforming to current health and safety regulations, and that the archaeological investigations are enabled through the provision and operation of adequate water extraction/pumping equipment. Groundwater is not considered likely to be a problem on this site.

#### 4.9 **Rescue Plan**

Access and egress to the site will be monitored and reviewed by the PCA 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 Supervisor in conjunction with the Site/ Project Manager.

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 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 Supervisor in conjunction with the Principal Contractor/Site Manager, if one is present.

#### 4.10 **Contamination**

There is no known contamination on the site.

PCA staff will undertake all reasonable precautions to prevent spreading any contaminants within and outside the site. 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(s) will be cordoned off and reported to the Principal Contractor, 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, will not be allowed in the clean areas of the site.

PCA's archaeological Supervisor, who will supervise the machining and manual excavation, 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 then inform 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.

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

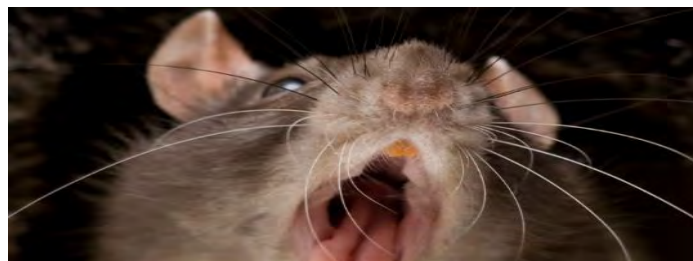


Himalayan Balsam



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

There is a duty of care for the client to provide all information reasonably obtainable on contamination and the locations of live services before site works commence. There are no known buried services in the vicinity of the excavation areas.

Overhead electricity cables, with a height of approximately 8m, run along the southern boundary of the site and across the centre of proposed excavation Area 3. A 5m exclusion zone from the power line will be observed and marked with road pins and orange netlon fencing. Should the mechanical excavator or dumper truck need to cross underneath the powerlines, a single designated crossing point will be established using telescopic barriers set to an appropriate height. All plant movements will be continuously monitored by the PCA Supervisor, who is experienced in supervising plant movements for the purposes of archaeological stripping and spoil management.

Should stripping and excavation of Excavation Area 3 be required by Suffolk County Council Archaeological Service (SCCAS), this area will be stripped of overburden using a JCB 3CX-type backhoe loader (maximum arm reach 6.5m) or other small excavator with a height/ arm reach that is not capable of making contact with the cables.

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 known tree protection areas on the site.

#### 4.13 **Ecology and Wildlife**

No wildlife habitats or ecological constraints have been identified by the client.

#### 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 Principal Contractor/Site Manager or deputy 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.

#### 4.15 **Noise Restrictions**

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

#### 4.16 **Mechanical Excavators**

Areas 1 and 2 will be excavated using a 21-tonne mechanical excavator hired by PCA. Area 3 will be excavated using a JCB 3CX-type backhoe loader or other small excavator.

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 Site Supervisor. 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 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 6, 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 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. The maintenance of these tools is the responsibility of PCA's Logistics Officer, John Joyce.

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

#### 4.22 **COVID-19 Precautions**

Project Officers/ Supervisors will be sent regular updates from the PCA COVID-19 reps by their Project Managers on compliance with COVID-19 guidance, either from the NHS or in response to Government updates (Appendix 1).

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

Supervisors are required to ensure that cleaning rotas are put in place to ensure that site transport, cabins and welfare facilities are cleaned on a daily basis. Supervisors will remind all site staff to wash hands at the start of each break (as a minimum). Project Managers are required to make sure 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 1.

#### 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: Tom Woolhouse

Tel: 01223 492278

Mob: 07850 772017

Excavation Site Supervisor: Jon House

Tel: 07584 010013

Archaeologists: To be confirmed

H&S Manager (HSM): Alistair Douglas (0207 639 9091)

The Supervisor is SSSTS trained. All members of staff will be 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 vehicle.

#### 4.25 Working Procedures

Pre-Construct Archaeology staff must work within the constraints of the Pre-Construct Archaeology Health and Safety Policy (Appendix 2). In case of any problems or questions, please contact Alistair Douglas, H&S Manager, at Pre-Construct Archaeology (020 7639 9091). These measures are precautionary and must be followed. It is the responsibility of the Project Manager, Supervisor, HSM and all Pre-Construct Archaeology personnel to ensure the measures stated are complied with.

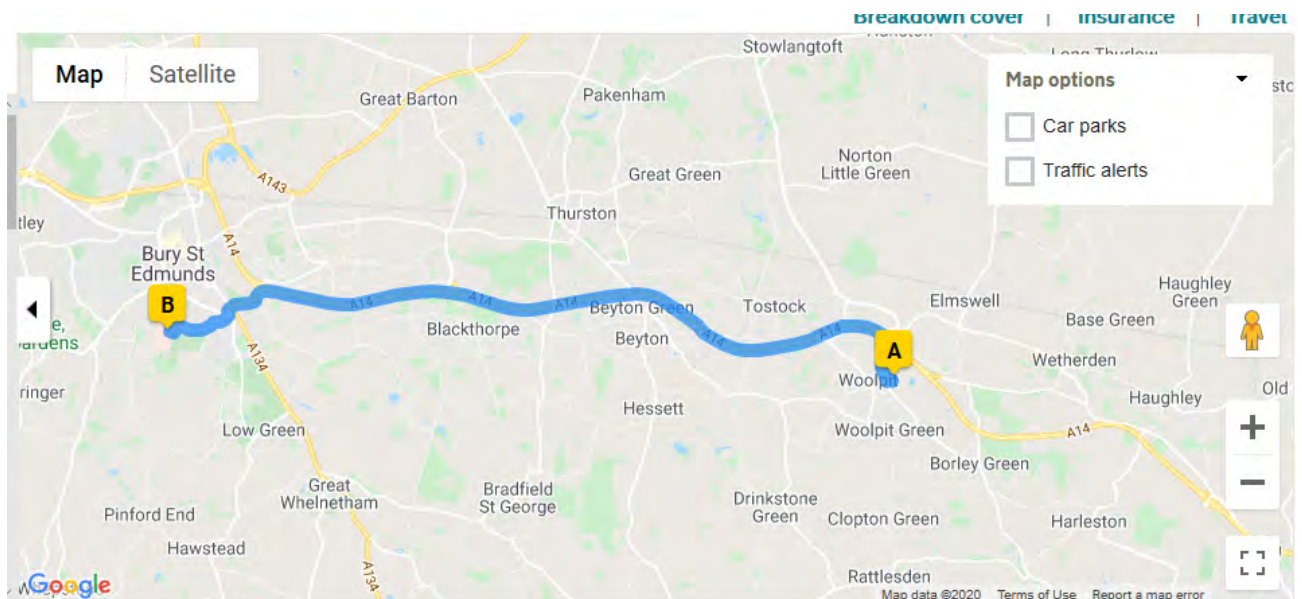
### 5 NEAREST HOSPITAL FACILITIES

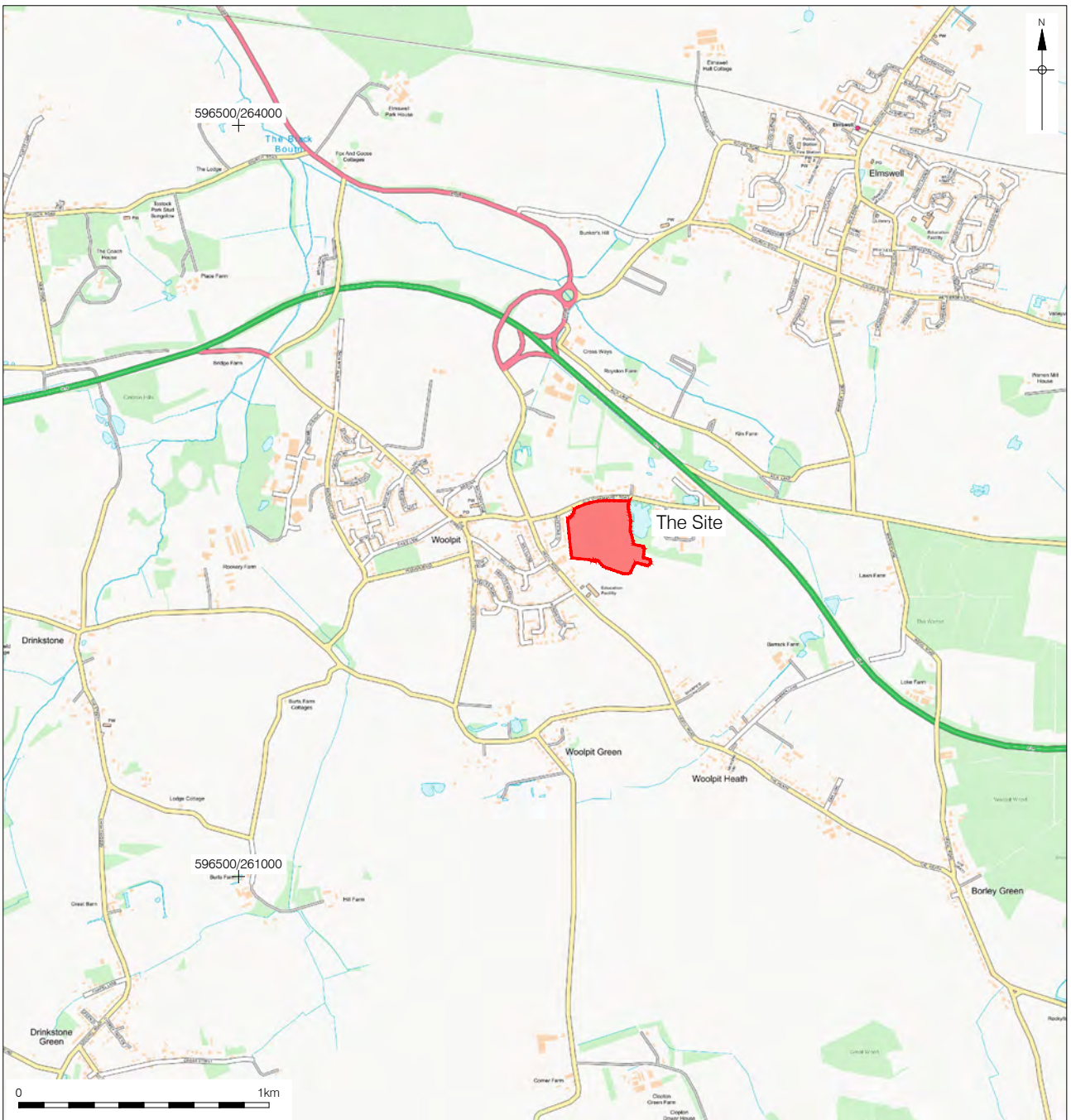
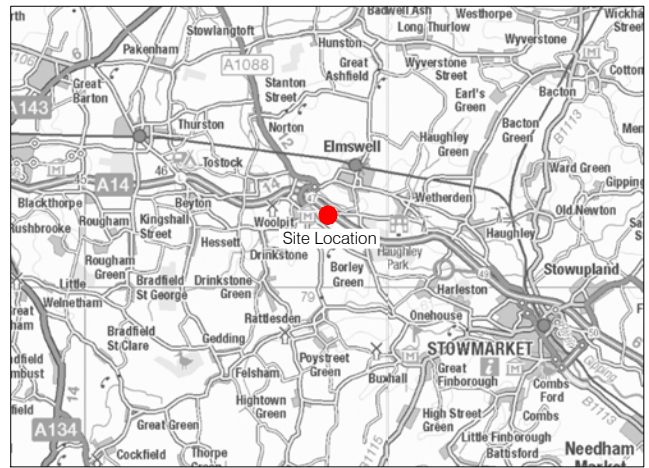
West Suffolk Hospital

Tel: 01284 713000

Hardwick Lane, Bury St Edmunds, IP33 2QZ

(9 miles, 13 mins)





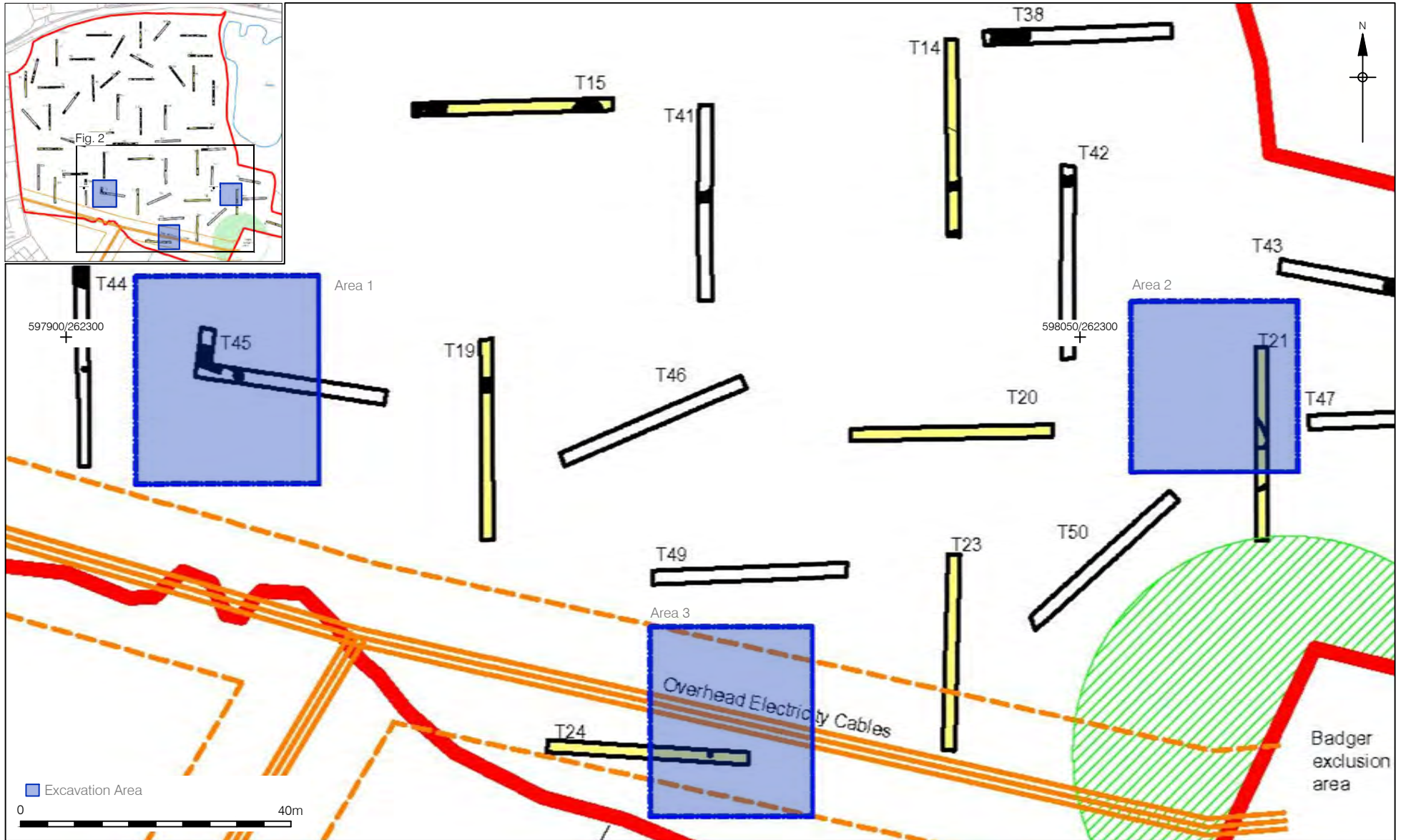


Figure 2  
 Excavation Areas  
 Inset 1:6250, Plan 1:800 at A4

## 6 RISK ASSESSMENT

**Site Address: Old Stowmarket Road, Woolpit, IP30 9RA**

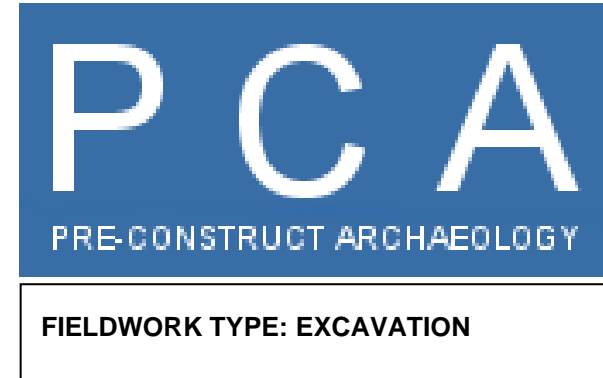
**Pre-Construct Archaeology Ltd**

**Prepared By: T Woolhouse**

**SMSTS**

**Date: 24/06/2020,**

**Revised 30/06/2020**



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: West Suffolk Hospital, Hardwick Lane, Bury St Edmunds, IP33 2QZ, Tel: 01284 713000

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken	Date: 24/06/20
Signed <i>T Woolhouse</i>	

Assessment Review (set a date)	Date: 30/06/2020
Signed <i>T Woolhouse</i>	

**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

**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 Appendix 1.	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	<p>The client has confirmed that no known live underground services are present in the vicinity of the excavation areas.</p> <p>Overhead electricity cables run along the southern boundary of the site, through the centre of proposed Excavation Area 3. Their height is approximately 8m.</p> <p>A standoff of 5m will be kept from this powerline for excavation and spoil storage. This exclusion zone will be demarcated by orange netlon fencing and/ or hazard tape, supported on road pins.</p> <p>Should crossing beneath the electricity cable be essential, a single designated crossing point will be established using telescopic height barriers to either side, set at an appropriate height. All machine movements will be continuously monitored by the PCA Supervisor, who is experienced in supervising plant movements for the purposes of archaeological stripping and spoil management.</p> <p>Should Suffolk County Council Archaeological Service (SCCAS) require Area 3 to be stripped and excavated, machining in this area will only be undertaken using a JCB 3CX-type backhoe loader (maximum arm reach 6.5m) or another small excavator with insufficient height/ arm reach to interfere with the cables.</p>	L

				<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	Traffic accidents, collision, injury	M	General public, PCA staff, plant contractors	<p>The designated site access is a gate in the hoarding at the northern boundary of the site, from Old Stowmarket Road.</p> <p>A member of PCA staff and/or a member of Holmes Plant 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.	Accidents, injury.	M	General public	<p>The site perimeter has been fenced by the client.</p> <p>There will be no access to the public to any excavation area.</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

**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	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

**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>Excavations deeper than c. 0.8m will be fenced with orange netlon fencing supported on road pins.</p> <p>If excavations of &gt;1.2m depth, or less if ground looks unstable, are necessary, the 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 are not compromised. The preference will be to rapidly record any such excavations and then immediately backfill them rather than leaving them open.</p>	L
				Any excavations deeper than 0.8m will be fenced off with orange hazard fencing	

**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

**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"> <li>• Face-masks</li> <li>• Disposable or waterproof suits</li> <li>• Gloves</li> <li>• Goggles</li> </ul> Standard PPE in addition to the above will be needed (hardhats; Hi Vi vests etc.)	L

**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
				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	
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

**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

**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, 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. 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

**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:**

Overhead electricity cables in south of site, crossing Excavation Area 3	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	In addition to the above general measures, the following methodology will be put in place for excavation of Area 3:  Only a JCB 3CX-type backhoe loader (arm reach 6.5m) or other small excavator with insufficient arm reach to interfere with the power cables will operate in this excavation area.  Telescopic height barriers, set to an appropriate level, will be used to mark a single designated crossing point for machines underneath the overhead cables. The crossing point will be established where the overhead lines are highest above the ground. All plant movements here will be continuously monitored by the archaeological supervisor.	L
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				<p>A stand-off of 5m to either side of the powerlines will be measured and demarcated with orange netlon fencing and road pins before any plant movement or machining in this area takes place.</p> <p>The southern part of Area 3, to the south of this 5m exclusion zone, will then be stripped from the south (pulling away from the exclusion zone). The machines will then move to the northern part of Area 3, using the designated crossing point, and that will be stripped from the north (pulling away from the exclusion zone), leaving a 10m-wide unstripped portion beneath the powerlines in the central part of Area 3.</p> <p>The need, or otherwise, for any stripping and excavation within this remaining part of Area 3 will then be reviewed with SCCAS.</p>	

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*Continue on separate sheet if necessary*

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

Signed:

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
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## 7 APPENDIX 1: SITE-SPECIFIC COVID-19 MEASURES

### General

The following document sets out the measures that have been put in place to ensure that the risk of the spread of COVID-19 at **Old Stowmarket Road, Woolpit**, is managed and minimised while allowing work to continue.

COVID-19 is a potentially fatal respiratory illness and all reasonably practicable measures must be taken to avoid cross-contamination and the spread of the infection. To achieve this, it is the responsibility of **ALL** site staff to follow the procedures that are communicated to them by the site supervisor. The site supervisor will ensure these measures are adhered to.

Please let your supervisor know immediately if any circumstances arise while you are at work that make it impossible to follow these rules, and please do not continue with your work if this happens. If you have any ideas on how to improve these measures, please communicate them to the project manager.

**Anyone showing COVID-19 symptoms must leave site immediately and self-isolate. A dynamic Risk Assessment will then take place to identify if the site needs to be closed.**

With the following systems in place, a team of up to **four** can currently work on-site using the existing welfare unit and staggered breaks.

### Procedure if someone falls ill:

If a worker develops a high temperature or a persistent cough while at work, they should:

- 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 must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

### Social Distancing

- A distance of at least **2m** will be maintained between staff at all times. Anyone unable or unwilling to adhere to the standards will not be allowed to stay on site;
- Sub-contractors (machine drivers) will share the toilet facilities, but will not be permitted to use the cabin welfare apart from to wash hands;
- Staff will bring food and drink from home as far as practicable and staff requiring hot drinks should ideally bring these to site in thermos flasks. No visits to stores during work time should take place, to minimise the risk of spreading the virus.

### Vehicles

- Staff will make their way to site in their own vehicle or work vehicles: if possible, staff should travel separately, not sharing vehicles. If vehicles are being shared, there is a maximum capacity of two per car or four in a crew van, depending on the size of the vehicle.
- Vehicles will be parked sufficiently far apart so that the 2m social distancing (SD) rule can be maintained;
- Vehicles will be kept clean and steering wheels, gear sticks and handles etc. will be wiped down with sanitiser.

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## Site Welfare

- One (3.6m by 2m wide) Genquip GP360D mobile Groundhog unit will be available on site from 29<sup>th</sup> June 2020. This has a canteen area and separate toilet room.
- The canteen will accommodate a maximum of 1 person per break. Breaks will be staggered so that no more than this number need to use the canteen during breaks;
- A daily cleaning rota will be put in place to ensure the canteen and toilet are cleaned daily (see **Cleaning** below);
- Staff will be encouraged to only use the canteen area for washing hands, preparing hot drinks (if necessary) and using the microwave; staff are encouraged to bring their own thermos flasks to minimize usage of the communal facilities;
- Staff will be encouraged to take break in their vehicles or in the open air, where possible;
- The site supervisor will be the only person to handle the keys and will be responsible for opening/closing the welfare each day; if they are unable to come to work, arrangements will be made to collect the keys from them, once the keys have been suitably disinfected.

## Deployment

- Staffing on site will not exceed the maximum (4). Exchange of staff between sites will generally not be allowed but in circumstances where this is not possible movements between sites will be minimised.
- Staff will be kept deployed on the site for the duration as far as possible.

## Personal hygiene/sharing of equipment

- Hand washing will be mandatory on site. This will take place on arrival on site, before and after use of welfare, and when leaving site;
- Soap, bleach solution and other cleaning products will be made available for use by site staff;
- All staff will use their own mugs and cutlery etc. which will be taken home daily to clean; they will store them in their vehicle when not in use;
- Each person will have their own set of tools and equipment, including pens, pencils, rubber, clipboard, finds bags and labels. No sharing of tools and equipment will take place;
- Mobile phones are not to be shared;
- The team leader or nominated recording assistant will be responsible for dealing with paper archives, such as taking out numbers from registers. Folders will be cleaned regularly;
- The use of cameras, GPS, CAT and Genny and metal detector will be controlled by the team leader and only nominated staff will be permitted to use these items, so as to minimise handling and cross-contamination;
- The site supervisor will designate one person to be site photographer. This person will take all photos of features as requested;
- Individual working areas within the excavation area will have a radius of at least 5m around features being excavated so that staff do not infringe the 2m SD rule;
- Additional time to prepare and pack-up from work will be allowed to ensure equipment can be cleaned and staff can wash their hands.

## Cleaning

- A cleaning rota will be established by the site supervisor and all staff will be required to participate in this task;
- Surfaces, door handles, light switches, kettles, microwave buttons/handles all need to be included in this cleaning regime;
- All rubbish will be stored in bin bags and taken off site daily for disposal;
- A sufficient supply of cleaning products will be provided and maintained; the team leader will ensure that this stock does not run out;
- Monitoring of the cabins water supply will take place daily, the water cannot be allowed to run out. The team leader will ensure water is available to wash hands at all times.

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### **Finds and Records**

- Completed site paperwork (context sheets, permatrace etc.) will be placed in the site office and stored separately for a minimum of two days before being checked and filed by the team leader or a nominated representative;
- The site archive (in full or in part), on return to the main office (i.e. Pampisford), will be left for 5 days in a secure area where it cannot be touched;
- Finds will be stored in the site office for a least 5 days before being returned to the main office for processing. Batches of finds returned to the office for processing will be dated so that the last date of handling is known.

### **Emergency Procedures**

- If you do need to provide assistance to an individual who is symptomatic and identified as a possible case, wherever possible, place the person away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2m away from the individual.
- If the person develops symptoms at work then they will need to go home (assuming they do not have severe symptoms, in which case NHS 111 or 999 if it is a medical emergency). If they cannot make their own way home it will be necessary to assist them. Staff should assess the risk of driving people to their home, as public transport may not be an option. The largest available vehicle should be used to ensure them maximum gap between the ill person and the driver, and with the windows open (weather permitting);
- After assisting a person with symptoms, wash hands carefully and wash down any surfaces that the person has been in contact with. Contact the Project Manager so that the incident can be reported to the PCA H&S manager and appropriate notifications can be made;

**It is the responsibility of ALL site staff to follow these procedures.**

**8 APPENDIX 2: 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.

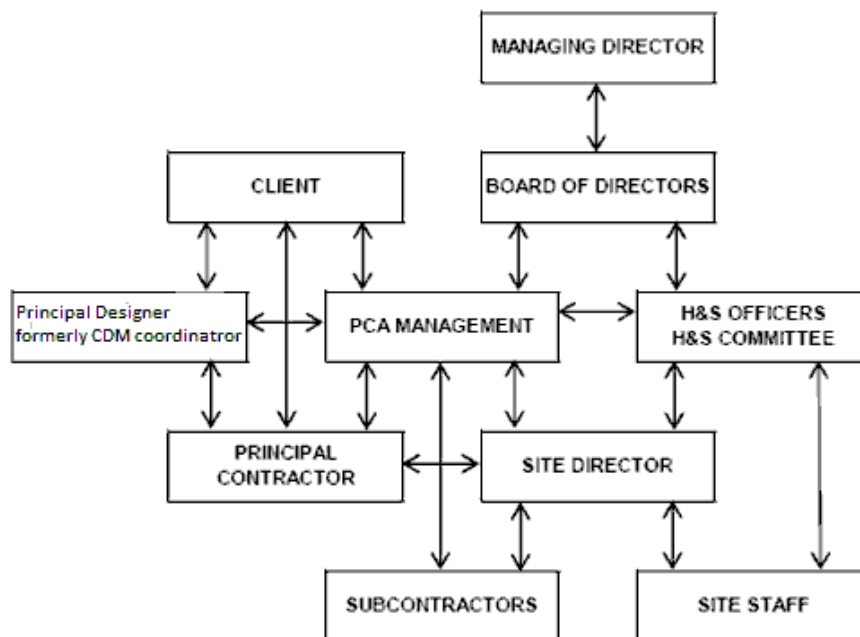
The information herein contained does not supersede statutory regulations among which are:

- 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.

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