

Health & Safety Risk Assessment & METHOD STATEMENT

Pre-Construct Archaeology Ltd

Land off Moores Lane, East Bergholt, Suffolk

Prepared By: Simon Carlyle

Date: 19th August 2021

FIELDWORK: **EVALUATION**

Version 1

Contractor:

Pre-Construct Archaeology Limited
The Granary
Rectory Farm
Brewery Road
Pampisford
Cambridgeshire
CB22 3EN

Tel:

01223 492272

Email:

scarlyle@pre-construct.com

Website:

www.pre-construct.com

CONTENTS

1	INTRODUCTION	3
2	DESCRIPTION OF SITE WORKS.....	4
2.1	Overview	4
2.2	Stripping	4
3	SITE CONSIDERATIONS	5
3.1	Site access, parking, entrances & deliveries	5
3.2	Site security	5
3.3	Excavation security	5
3.4	Excavation program	6
3.5	Welfare facilities	6
3.6	Working hours	6
3.7	PPE	6
3.8	Services.....	7
3.9	Excavation depths, supports and access.....	7
3.10	Rescue Plan	7
3.11	Contamination	8
3.12	Tree Protection Areas.....	10
3.13	Ecology and Wildlife	10
3.14	Unexploded Ordnance.....	10
3.15	Noise restrictions	10
3.16	Mechanical excavators	10
3.17	Site Induction and rules	11
3.18	Dewatering	11
3.19	Designated visitors	11
3.20	Tools and equipment	11
3.21	COVID-19 precautions	11
3.22	Designated archaeological personnel	12
3.23	First Aid.....	12
3.24	Working Procedures	12
4	NEAREST HOSPITAL FACILITIES.....	12
5	RISK ASSESSMENT	14
	APPENDIX 1: PCA HEALTH & SAFETY POLICY	29
	APPENDIX 2: SITE LAYOUT	30
	APPENDIX 3: PCA COVID-19 POLICY	31

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, and the *Written Scheme of Investigation* for the project¹.
- 1.3 PCA has been commissioned by RPS Group on behalf of their client to undertake an archaeological evaluation on land off Moores Lane, East Bergholt, Suffolk (Fig. 1). The proposed works will be located within two arable fields centred at TM 07238 35640. The works will follow the archaeological *Written Scheme of Investigation*, which has been approved by Suffolk County Council's Archaeological Service (SCCAS).
- 1.4 The intended methodology on the proposed site is defined as an 'Archaeological Evaluation', with personnel from PCA identifying, investigating and recording archaeological remains within 21no. x 30m trenches. The work is to be undertaken in two stages, with 6no. 30m trenches being excavated in the first stage and the remainder in the second.
- 1.5 The start date for the first stage is set for Monday 23rd August 2021 and it is estimated that the fieldwork for this stage will be completed within 2 days. The date for the second stage has yet to be arranged.
- 1.6 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.
- 1.7 PCA's COVID-19 guidelines are presented in Appendix 3.

¹ PCA 2021 *Land off Moore's Lane, East Bergholt, Suffolk: Written Scheme of Investigation for an Archaeological Evaluation (Phase 2)*, unpublished document

1 DESCRIPTION OF SITE WORKS

1.1 Overview

The proposed development site, which covers an area of 8.45ha, is located on the north-eastern outskirts of the village of East Bergholt, Suffolk, which lies c. 13km to the south-east of Ipswich city centre (Fig. 1). It comprises parts of two large arable fields bounded by Heath Road (B1070) to the south-west, Moore's Lane to the south-east and arable farmland to the north-west and north-east.

Topographically, the site is situated at the northern edge of a plateau that lies between the valleys of the River Stour to the south-west and Stutton Brook to the north-east, with ground level lying at c. 41m above Ordnance Datum.

The bedrock geology of the site consists of Palaeogene clay, silt and sand of the Thames Group. This is overlain by superficial Quaternary glacial deposits of the Lowestoft Formation, consisting of diamicton, a chalky till with flints (BGS 2021).

The archaeological evaluation comprises the excavation of 21no. 30m long trenches, a total of 630 linear metres of trenching (Appendix 2).

Following the mechanical stripping of the site, PCA staff will clean the area using hand tools, e.g. trowels, shovels, picks and mattocks to define and investigate the archaeological remains. Recording and surveying procedures will follow PCA guidelines. Recovery of artefacts will be accomplished using standard retrieval methods.

1.2 Stripping

Prior to machine excavation, the locations of each trench will be scanned with a CAT (Cable Avoidance Tool) to check for services and service plans provided by the client will be reviewed and checked for existing underground and over ground utility apparatus prior to any excavation works (including pipes, power cables, gas apparatus and data cables).

All areas will be stripped under archaeological supervision with a mechanical excavator fitted with a toothless ditching bucket.

The plant and its operator's certificates will be verified by the PCA supervisor prior to commencing the work.

3.3 Spoil management

Topsoil and subsoil will be stored separately and adjacent to each trench. Spoil heaps will be located at least 1m away from the edges of excavation.

2 SITE CONSIDERATIONS

2.1 Site access, parking, entrances & deliveries

Site access for plant and welfare is via Moores Lane, East Bergholt CO7 6QZ (Fig. 1). Plant and welfare will be offloaded on the verge of the lane and plant will track across the fields to the trench locations.

A crossing point will be established over the ditch between the two fields using heavy timber bog mats. The crossing point will be located at a section of hedgerow where there are no mature trees and shrubs, just brambles and scrub, so as to minimise damage to vegetation.

PCA and sub-contractor vehicles will park within the field closest to the B1070, on the verge of Moores Lane or within the field (subject to ground conditions), in a location that will not impede access for farm machinery or activities, or as directed by the landowner. The welfare unit will be located within the same field, or as directed by the landowner.

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. There are no public rights of way within the site.

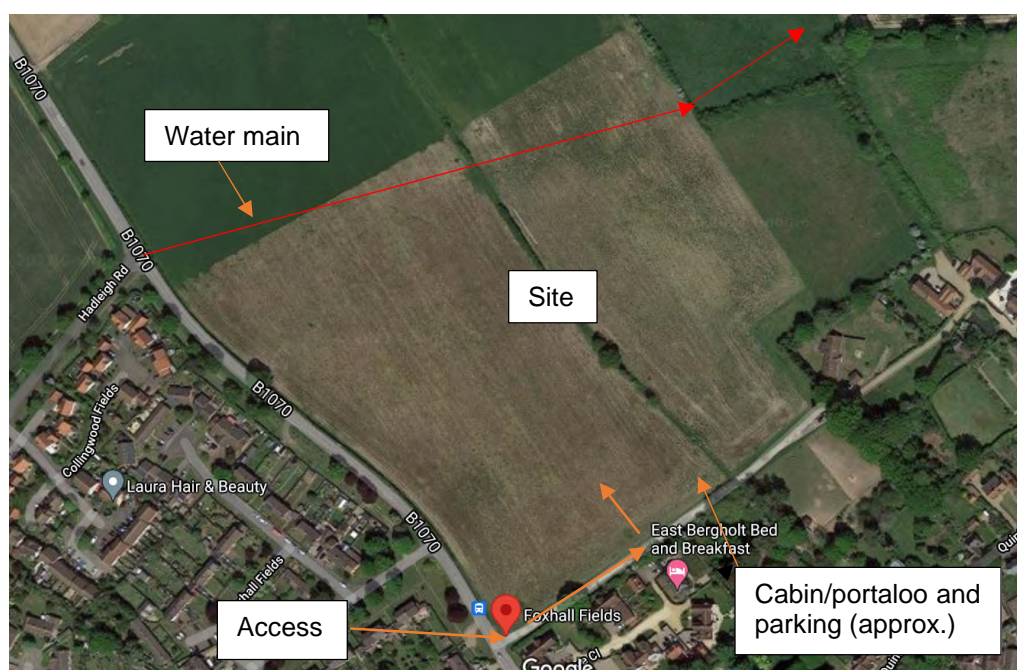


Fig. 1 Site location and access via Moores Lane, East Bergholt CO7 6QZ

2.2 Site security

2.3 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 will be suitably clear of vegetation, livestock and other obstructions to allow the free movement of plant and the excavation of the trenches.

2.4 **Excavation security**

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

2.5 **Excavation program**

2.6 The work is to be undertaken in two stages, with 6no. 30m trenches being excavated in the first stage and the remainder in the second. The start date for the first stage is set for Monday 23rd August 2021 and it is estimated that this stage will be completed within 2 days. The date for the second stage has yet to be arranged.

2.7 **Welfare facilities**

Welfare facilities for PCA staff and machine operator will be provided by PCA. This will be in the form of a portaloos or groundhog cabin.

Handwashing facilities in the form of fresh water and soap and antibacterial handwash is provided by PCA.

2.8 **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.

2.9 **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

2.10 Services

Service information has been provided by the client, which shows that a watermain crosses the northern part of the site (see Fig. 1 and Appendix 2), The trenches have been positioned to avoid the water main, with an easement of 3m either side of the water main being established where no digging is permitted. There are no other known services within the site.

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. If services are encountered within trenches, a 1m standoff of the service will be observed on either side. Trenches may also be shortened or re-located to avoid services.

2.11 Excavation depths, supports and access

The machine will excavate the trenches 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 0.6m below ground level. A ramp will be excavated at a suitable point to allow safe access and egress to the area.

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.

Access to the site will be arranged by the client. The client will secure safe access to the site for archaeological personnel.

2.12 Rescue plan

Access and egress to the site 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 in conjunction with the site 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 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.

2.13 Contamination

There is no known contamination on 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 Principal Contractor, Site Manager and 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.

Any contaminated ground will be left *in situ*.

PCA staff will undertake all reasonable precautions to prevent spreading the contaminants within and outside the site. The mechanical excavator's buckets and wheels and other vehicles' wheels will be cleaned before leaving the site.

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.



2.14 **Tree Protection Areas**

There are no tree protection areas on the site.

2.15 **Ecology and wildlife**

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

2.16 **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 and emergency services notified immediately.

2.17 **Noise restrictions**

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

2.18 **Mechanical excavators**

The area will be excavated using a mechanical excavator 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.

2.19 **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.

2.20 **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.

2.21 **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.

2.22 **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 must be covered with an appropriate wooden grid peg cover.

2.23 **COVID-19 precautions**

Project Officers/ Supervisors will be sent regular updates from the PCA Covid-19 reps by their Project Managers as above on compliance with Covid-19 guidance from the NHS or Government updates. PCA Covid-19 guidelines are given in Appendix 3.

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 hand-washing 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 the guidance included in Appendix 2.

2.24 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 530 154
Excavation Site Supervisor	Lawrence Morgan-Shelbourne
	Tel: tbc
Archaeologists	To be confirmed
H&S Manager (HSM)	Mark Hinman 07887 530 153

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

2.25 First Aid

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

2.26 Working Procedures

Pre-Construct Archaeology staff must work within the constraints of the Pre-Construct Archaeology Health and Safety Policy (Appendix 1). In case of any problems or questions contact Mark Hinman, H&S Manager, at Pre-Construct Archaeology (07887 530 153). 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.

3 NEAREST HOSPITAL FACILITIES

Ipswich Hospital, Heath Road, Ipswich, Suffolk IP4 5PD (see Fig. 2)

Tel: 01473 712233

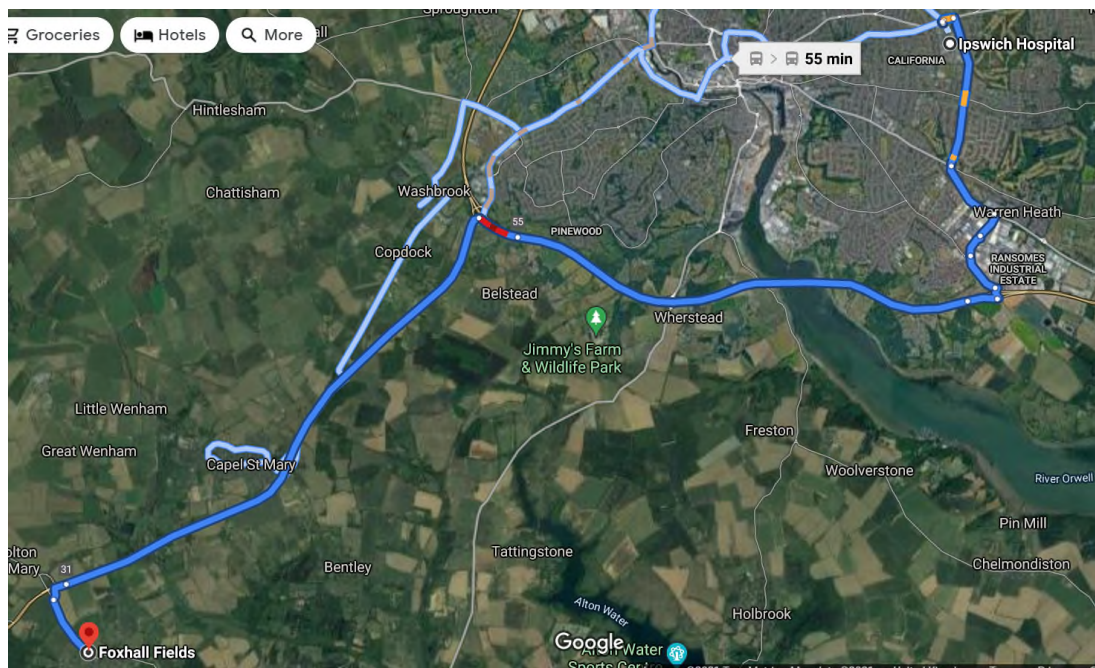


Fig. 2: Route to Ipswich Hospital from site

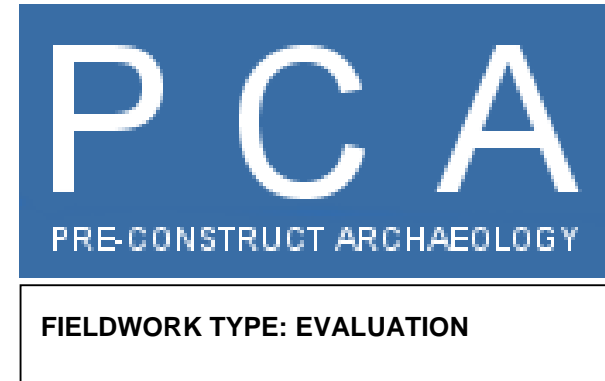
4 RISK ASSESSMENT

Site Address: Land off Moores Lane, East Bergholt CO7 6QZ

Pre-Construct Archaeology Ltd

Prepared by: Simon Carlyle SMSTS

Date: 19/08/2021



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 Road, Ipswich, IP4 5PD, Tel: 01473 712233,

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken	Date: 19/08/2021
Assessment Revised	Date
Signed	<i>S Carlyle</i>

Assessment Review (set a date)	Date:
Signed	

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 3	L
Access	Traffic accidents, collision, injury	M	General public, PCA staff, plant contractors	A member of PCA staff and/or a member of the plant contractor will accompany delivery/collection of the machine and if necessary, guide traffic and the public to avoid collisions. Clean excessive mud off wheels and underside of vehicles before turning onto any public roads.	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

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
Traffic movement adjacent to site	Risk of death or injury	L	PCA staff, other site personnel, general public	PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.	L
				PCA staff to wear high-visibility vests or jackets at all times.	
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>Service information has been provided by the client, which shows that a watermain crosses the northern part of the site (see Fig. 1 and Appendix 2), The trenches have been positioned to avoid the water main, with an easement of 3m either side of the water main being established where no digging is permitted. There are no other known services within the site.</p> <p>Prior to machine excavation, the locations of each trench will be scanned with a CAT (Cable Avoidance Tool) to check for services and service plans provided by the client will be reviewed and checked for existing underground and over ground utility apparatus prior to any excavation works (including pipes, power cables, gas apparatus and data cables).</p> <p>All areas will be stripped under archaeological supervision.</p> <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>	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
				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.	
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

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				Any excavations deeper than 0.8m will be fenced off with orange hazard fencing	
				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	H	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	Risk of permanent hearing damage.	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise generating plant or hire equipment and added to the site Health and Safety file.	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
Exhaust fumes	Risk of breathing difficulties or permanent damage Risk of illness or death from carbon monoxide poisoning			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. 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.	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	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
	Risk of inflammable materials.			<ul style="list-style-type: none"> • Gloves • Goggles <p>Standard PPE in addition to the above will be needed (hardhats; Hi Vi vests etc.)</p> <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	

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
				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 Vibration risks from some types of equipment	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate	L
				Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off	
				Use hand tools appropriately, keeping your safety and that of others in mind. Do not swing mattocks above your head.	
				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	

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
				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
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 Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
	Risk of illness or death from 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
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:

--	--	--	--	--	--

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:

	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

APPENDIX 1: PCA HEALTH & SAFETY POLICY



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.

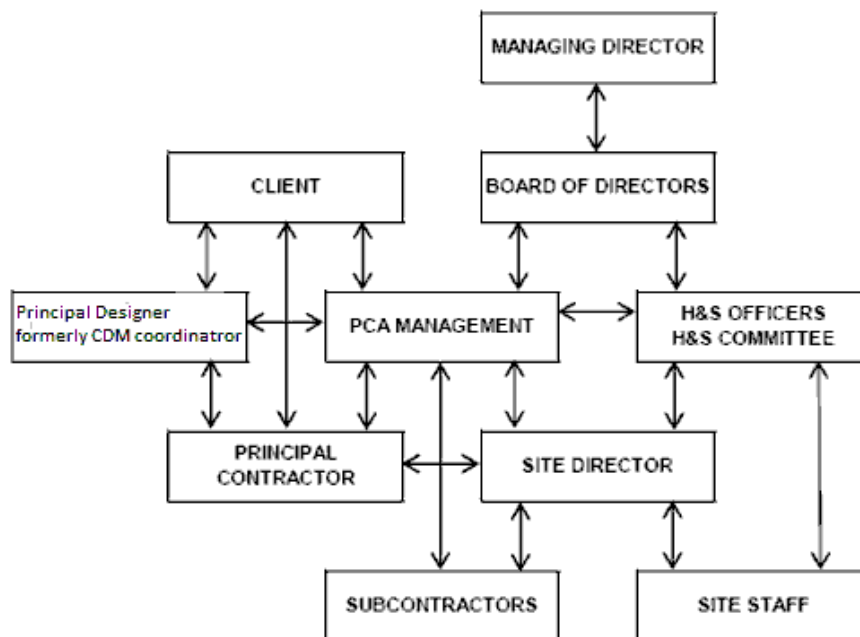
The information herein contained does not supersede statutory regulations among which are:

- 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.

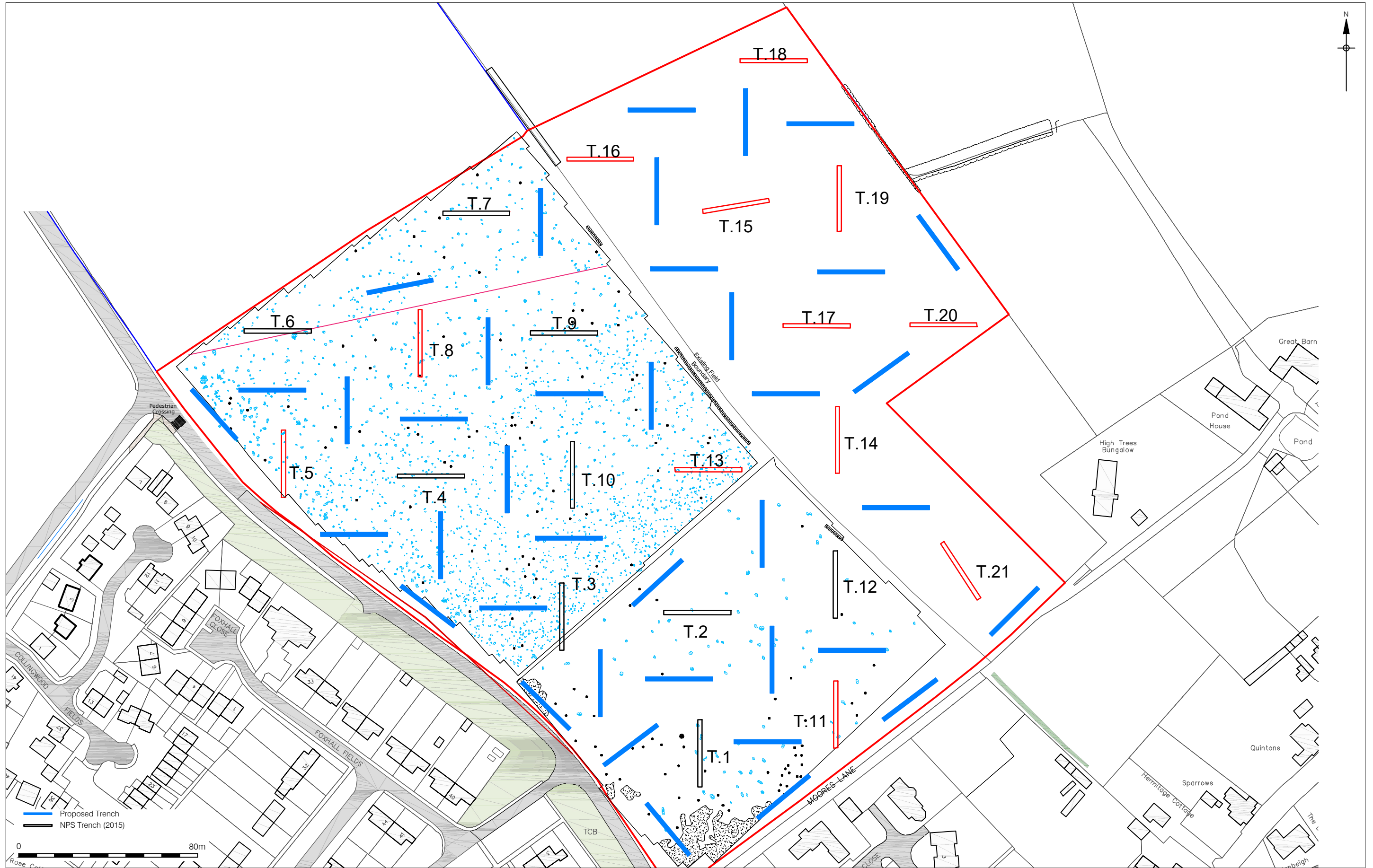
All sub-contractors will be provided with relevant copies of the company's documentation including: the Health and Safety Policy; Risk Assessment and/or Method Statements.

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



APPENDIX 3: PCA COVID-19 POLICY

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 **The Broadway, Badwell Ash** is managed and minimised whilst 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 **six** 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.
- There is a parking bay directly opposite Access to the site that can take up to six vehicles and parking is possible in the field during fine weather, when the ground is dry;
- 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.

Site welfare

- A welfare unit of an appropriate size will be provided by the client/PC for use by PCA staff. This will have in-built in office, canteen area (4m by 2.7m), drying room and toilet. The drying room area will not be utilised by staff at this time;
- The canteen will accommodate a maximum of 2 people 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, toilet and portaloos 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, where possible;
- The site office can accommodate a single person. Access to the site office will be restricted to the team leader and a nominated assistant responsible for completing site records; they will agree between them who is to use the office on any particular day (as needs dictate) and that person will be responsible for cleaning down the office on that day;
- 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 (8). 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 hand at all times.

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.