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HEALTH & SAFETY RISK ASSESSMENT & METHOD STATEMENT

Pre-Construct Archaeology Ltd

**Site Address: Fornham Park, Fornham St Genevieve,
Suffolk IP28 6TT**

Prepared By: P. Crawley - Pre-Construct Archaeology

Date: 12th September 2019

**FIELDWORK: Evaluation and Metal Detector
Survey**

Version 1

Contractor:

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1 INTRODUCTION

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.

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 2016, and the *Written Scheme of Investigation* for the project (PCA 2018).

Pre-Construct Archaeology (PCA) has been commissioned by The Operations Team of Countrywide Park Homes & Luxury Lodges to undertake a program of archaeological evaluation and metal-detector survey at Fornham Park (TL 845 682). This was in response to an archaeological brief (Antrobus, A. 30th July 2018) issued by Abby Antrobus Senior Archaeological Officer of the Conservation Team of Suffolk County Council's Archaeological Service (SCCAS/CT).

The intended methodology on the proposed site is defined as an evaluation and metal-detector survey with personnel from PCA identifying, investigating and recording archaeological remains within trenches.

Welfare facilities and plant will be provided by PCA. Welfare may also be available in Fornham Park, and will be used if convenient. The plant and its operator's certificates will be verified by the PCA supervisor prior to commencing the work.

The start date for the work is currently set for Monday 16th September 2019. It is proposed that the work will be completed within 7 working days.

2 DESCRIPTION OF SITE WORKS

The scheme will comprise two phases of work, initially a program of metal detecting followed by a trial trench evaluation consisting of 19 no. x 50m long evaluation trenches and one no. 20m long trench (Fig 1). If densities of metal finds are found during metal-detector survey evaluation trenches could be moved to target these new suggested positions.

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

3 SITE CONSIDERATIONS

3.1 Site location, entrances & deliveries

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. PCA staff will remain vigilant when accessing/exiting the site.

3.2 Site security

Site security will be the responsibility of the client.

3.3 Evaluation security

PCA will use orange Netlon fencing to secure hand-dug excavations over c.0.8m deep. The site is owned and should be secure, where needed any security problems will be flagged up to the site owners who may take further steps to make the site safe, such as the use of heras fencing.

3.4 Project program

The metal-detecting survey is programmed to take two days and the trenched evaluation five days. The start date is programmed as Monday 16th September 2019.

3.5 Site sharing and other contractors

It is understood that PCA staff and the client's plant contractor/staff will be the only contractors on site during the programmed period, although preparatory works may be underway from other contractors working for the park developers.

An UXO watching brief will be undertaken by an operative of Zetica Ltd. They are named as Matt Jones (07718 124793), but this operative may be exchanged by Zetica.

3.6 Welfare facilities

Appropriate site accommodation and welfare facilities will be provided by PCA. These will include a toilet. The Park also have welfare provision which may be of use.

3.7 Working hours

A standard PCA working day is 08.00 - 16.00. A morning tea break and 30-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime. Overtime rates are 150% Monday-Friday and all day Saturday, 200% Sunday.

3.8 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: When the tracked machine is not on the site, hard hats need not be worn.

- PCA Branded Hi-visibility vests or jackets
- PCA Branded Hard hats
- Steel toe-capped boots
- Ear protection (as required)
- Safety goggles (as required)

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

- Disposable overalls
- P3 masks
- Gloves
- Wellington safety boots

3.9 Excavation depths, supports and access

The machine will strip topsoil under archaeological supervision down to the level of significant archaeological horizons, which are expected to be either at or just above the level of the natural strata, estimated to be at c.0.5m below ground level.

Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed. Topsoil and subsoil will be separated.

Access / egress to the area will be enabled by either a safely battered or stepped face in the stripped area. Access ramps for site vehicles will be created where necessary.

The stability of any baulks and batters on the easement edges will be inspected by the PCA site supervisor in advance of any entry to the area, and access by the site team will only be authorised following instruction from the site supervisor. If features are excavated to depths of below 0.80m 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.

3.10 Rescue Plan

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

Vehicle access to the site for emergency services will be maintained at all times. This will be monitored by the PCA site supervisor 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. Fire extinguishers will be situated in the site canteen and their location will be communicated to the staff in the site induction.

The location of the nearest accident and emergency department (West Suffolk Hospital, Hardwick Lane, Bury St Edmunds, IP33 2QZ Tel: 01284 713000) 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 site manager.

3.11 Spoil

All arisings from the excavated area will be stored at a minimum distance of 1m from the edge of the excavated areas. Topsoil and subsoil will be stored separately within the easement.

3.12 Contamination

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.

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 Site Supervisor and/or Alistair Douglas and the Client, 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.

If contaminated soils 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.

If concentrations of asbestos are located, such as in a rubbish tip, they should be left undisturbed within the trench dampened and covered with heavy duty polythene sheeting and cordoned-off with caution tape.

Small pieces of cement asbestos should be removed and bagged as asbestos waste. If PCA staff undertake this task the HSE would need to be notified, those doing the work would have to have undergone an asbestos health check, and a record of the work (including personnel and duration) maintained. This is a **notifiable unlicensed task** and is not normally undertaken by staff of PCA Cambridge/Norwich.

Once the machining of the area has been completed and the spoil heap and the upstanding sections through modern made ground covered with plastic sheeting then the risk of asbestos contamination can be considered mitigated.

3.13 Services

PCA will liaise with the client in advance of excavation for the latest information relating to services. The client have indicated to PCA that there are no services within the Park. The trenches will be fully scanned with CAT and Genny equipment by an appropriately trained member of PCA staff.

3.14 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 Site Supervisor 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.

An UXO watching brief will be undertaken by an operative of Zetica Ltd during the project. They are named as Matt Jones (07718 124793), but this operative may be exchanged by Zetica.

3.15 Noise restrictions

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

3.16 Mechanical excavators

The trenches area will be excavated using plant provided by PCA. 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).

3.17 Risk assessment

A site specific risk assessment has been prepared for the evaluation and watching brief (Section 5 below) which will be reviewed and updated as the site work

progresses. The work may also be inspected by PCA's Health & Safety Manager, Mr Alistair Douglas.

3.18 Site Induction and rules

All PCA staff and subcontractors working at the site will also undergo an appropriate 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. Fire extinguishers will be situated in the site canteen and their location will be communicated to the staff in the site induction.

Any alcoholic consumption or drug-taking on site by PCA staff or associated subcontractors will be viewed as a breach of contractual obligations and health and safety practice and will be dealt with accordingly. 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.

3.19 Dewatering

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

3.20 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.

It is expected that an archaeological representative of the local planning authority will wish to visit the site to inspect the works.

3.21 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 must be covered with an appropriate grid peg cover.

3.22 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	Peter Crawley
	Tel: 01223 492276
	Mob: 07771 660957
Evaluation Site Supervisor	Matt Jones
	Tel: 01223 845522
Archaeologists	To be confirmed
H&S Manager (HSM)	Alistair Douglas (0207 639 9091)

Manager SMSTS trained. All members of staff are CSCS certified.

3.23 First Aid

One first aid kit suitable for up to 8 people each will be provided by PCA and kept in the site office (or vehicle).

3.24 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 contact Alistair Douglas, H&S Manager, at Pre-Construct Archaeology (020 7639 9091).

These measures are precautionary and must be followed. It will be the responsibility of the Project Manager, Supervisor, HSM and all Pre-Construct Archaeology personnel to ensure the measures stated are complied with.

4 NEAREST HOSPITAL FACILITIES

The nearest accident and emergency unit is at:

West Suffolk Hospital

Hardwick Lane,

Bury St Edmunds

IP33 2QZ

Tel: 01284 713000

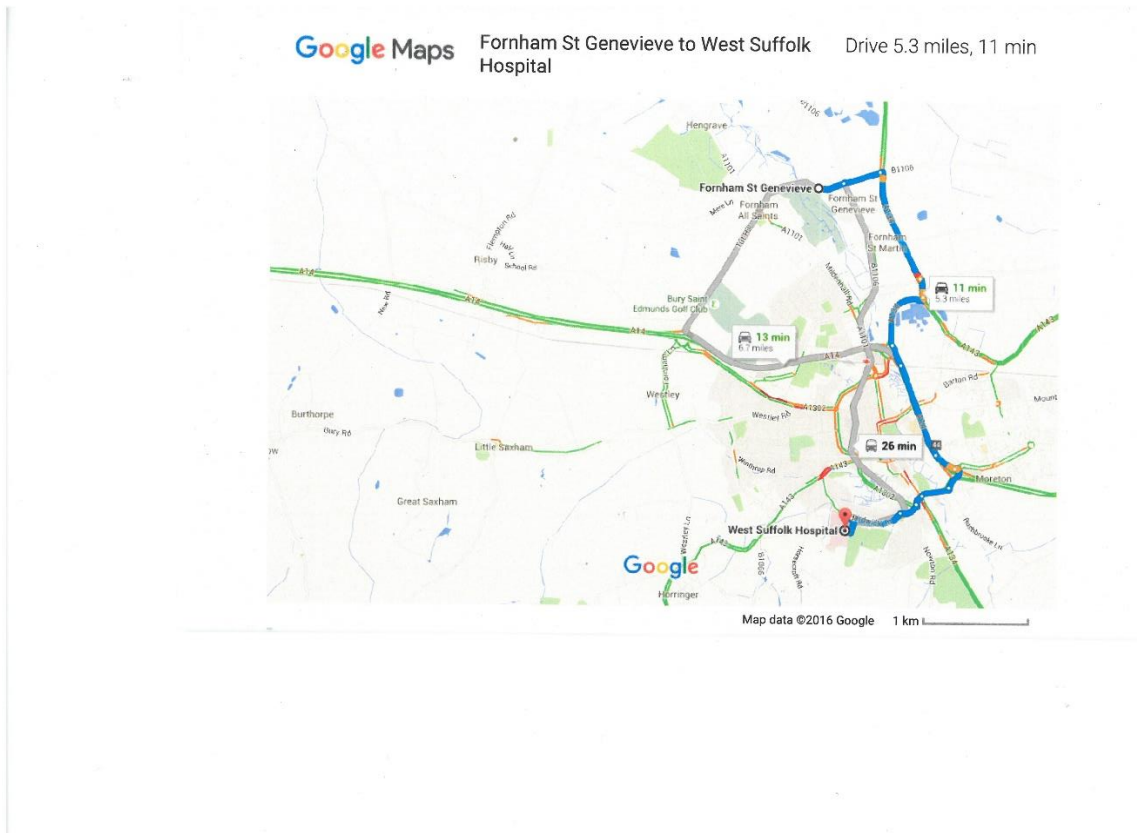


Fig1: Fornham Park, Fornham St Genevieve IP 28 6TT to West Suffolk Hospital IP33 2QZ



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5 RISK ASSESSMENT

Site Address: Fornham Park, Fornham St Genevieve, Suffolk IP28 6TT

Pre-Construct Archaeology Ltd

Prepared By: P. E. Crawley SMSTS

Date: 12/09/2019



FIELDWORK TYPE: Evaluation and Metal Detector Survey

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 (2017) 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: 12/09/19
Signed Peter Crawley	

Assessment Review (set a date)	Date: 20/09/19
Signed	

Risk Assessment: Site specific

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Underground and overground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion. Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	The clients have informed PCA that there are no services within the area of the site.	L
				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.	
				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.	

5 PCA HEALTH & SAFETY RISK ASSESSMENT Fornham Park, Fornham St Genevieve, Suffolk; Metal Detector Survey and Evaluation

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	H	PCA staff, other site personnel, general public	PCA staff to be vigilant during all machining and hand excavation. Previous metal detecting survey in this area has identified live ammunition from WWII. Any large or positive detector signals and 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 by flags, logged by GPS if possible and cordoned off, the site evacuated and the PCA Project Manager and emergency services notified immediately.	M-L
	Risk of death or serious injury from explosion	H	PCA staff, other site personnel, general public	An UXO watching brief operative from Zetica, Matt Jones (mob:07718 124793) will be in attendance on the site whilst new ground is being disturbed. He will brief the team prior to the project starting. If anything suspicious is found he should be informed. The Zetica operative will watch whilst the trenches are being machined during the evaluation stage.	

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
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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. PC / GC will ensure that a staff member is appointed to act as a banksperson during all plant movement and operation. 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 banksperson 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.	
Traffic movement adjacent to site	Risk of death or injury	L	PCA staff, other site personnel, general public	PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.	L
				PCA staff to wear high-visibility vests or jackets at all times.	
Deep Excavation	Risk of serious injury or death from partial or total	H	PCA staff, other site personnel, general public	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	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
	collapse of trench sides. Risk of serious injury or death from falls into deep excavations. Risk of injury or death from materials falling into trench from above. Risk of plant running into excavations. Risk of buildings or structures collapsing due to excavations.			method statement and risk assessment will be implemented should this become necessary. No deep and unsupported excavations will be entered by archaeological staff from PCA. If excavations proceed to unsafe depths archaeological recording will proceed only from ground level, assuming that trench edges and stability is not compromised. All excavation areas will be cordoned off and secured by PC / GC.	
				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.	M	PCA staff, other site personnel, general	Monitor any water ingress and use portable pumps as necessary to control groundwater.	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 sudden collapse of trench sides. Risk of contamination		public		
Watercourses/deep water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	PCA staff and 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. 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.	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
Fire	Risk of death or injury	M	PCA staff, other site personnel, general public	Staff to be made aware of the fire safety plans and evacuation procedures/assembly points during site induction by the geotechnical contractor.	L
Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine Needle stick injuries and other blood borne risks	Risk of serious illness, disability or death.	M	PCA staff, other site personnel, general public	Use available welfare facilities to regularly wash hands, particularly prior to eating. All staff will wear protective gloves on site. All staff to have up to date tetanus inoculations. Waterproof dressings, all wounds covered. Issue of Weils card.	L
Ground contaminants	Risk of irritation or illness from ingestion, inhalation or skin contact with contaminants. Risk of inflammable materials.	H	PCA staff, other site personnel, general public	If required, full PPE for work on the site will be required comprising (as a minimum): <ul style="list-style-type: none">• Face-masks• Disposable or waterproof suits• Gloves• Goggles Standard PPE in addition to the above will be needed (hardhats; Hi Vi vests etc.) 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. Areas identified to contain contaminants (Japanese knotweed, asbestos) will not be entered or worked on.	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
				Vehicles wheels and excavator's buckets will be cleaned before leaving the site.	
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	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. Use of all hired equipment will be managed.	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	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
Cuts/blows				Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off	
Flying particles/eye injury				Use hand tools appropriately, keeping your safety and that of others in mind. Do not swing mattocks above your head.	
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

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 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
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 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 sunburn	M	PCA staff, other site personnel, general public	PCA staff advised to wear appropriate clothing i.e. '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 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:					

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

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

Signed:

	Name	Signature	Date
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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.

This policy sets out how the company can comply with current legislation and best practice in order to ensure adequate control of the health and safety risks arising from our work activities by:

- providing and maintaining safe plant and equipment;
- ensuring safe handling and use of substances;
- providing safe plant and safe systems of work;
- providing suitable and sufficient information, instruction, and supervision for employees;
- ensuring all employees are competent to do their tasks, and to give them adequate training;
- consulting with our employees on matters affecting their health and safety;
- preventing 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:

- take reasonable care for their own health and safety;
- take reasonable care for the safety of anyone who may be affected by their acts or omissions;
- 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 fulfil their statutory obligations;

- 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 staff are encouraged to report any shortfalls in the management of health and safety to their line manager, or Health and Safety 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.

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

Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 (Application to Environmentally Hazardous Substances) (Amendment) Regulations 2005

The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work (Amendment) Regulations 2006

The Construction (Design and Management) Regulations 2015

The Workplace (Health, Safety and Welfare) Regulations 1992

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Health and Safety (Consultation with Employees) Regulations 1996

Manual Handling Operations Regulations 1992 (as amended) (MHOR)

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)

The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended)

Work Equipment Regulations 1998 (PUWER 98)

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Health and Safety (Young Persons) Regulations 1997

The Control of Asbestos Regulations 2012

The Confined Spaces Regulations 1997, and approved code of practice, regulations and guidance L101 2002

The Work at Height Regulations 2005

The New Road and Street Works Act 1991

The Factories Act 1961 (relevant parts)

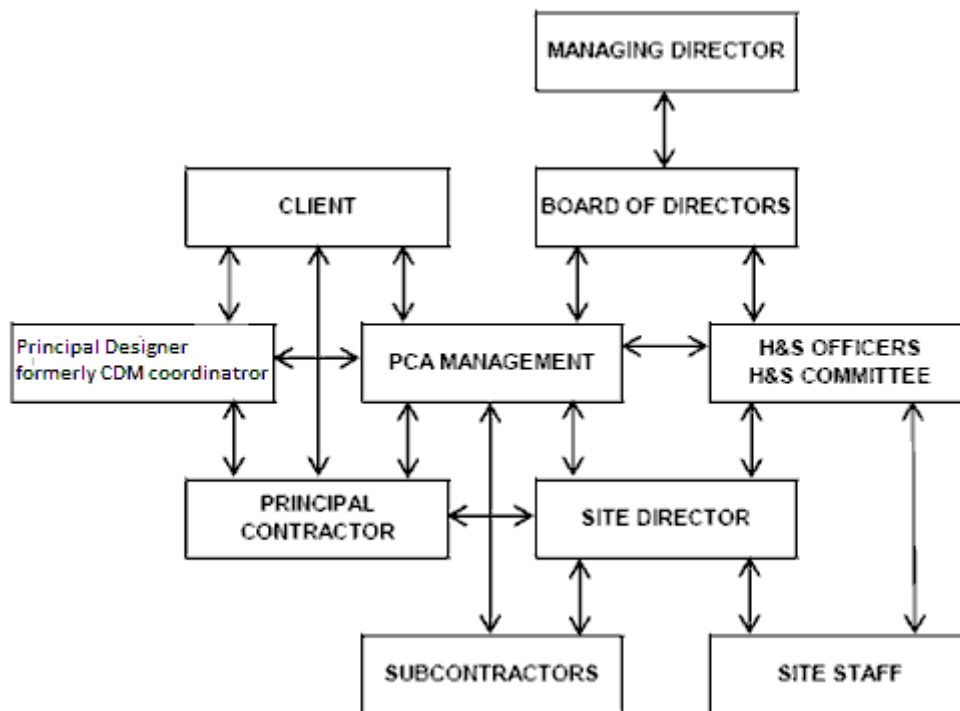
- The Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989*
- The Fire Precautions (Workplaces) Regulations 1997 (amended 1999)*
- The Health and Safety (Safety Signs and Signals) Regulations 1996*
- The Health and Safety (Training for Employment) Regulations 1990*
- The Electricity at Work Regulations 1989*
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009*
- The Control of Noise at Work Regulations 2005*
- Electricity at Work Regulations 1989*
- Health and Safety (First Aid) Regulations 1981, as amended 2002*
- Control of Vibration at Work Regulations 2005*
- The Railways and Other Guided Transport Systems (Safety) Regulations 2006*

and all other Regulations and Codes of Practice that affect Pre-Construct Archaeology in executing its operations.

2. ORGANISATION

Though ultimate responsibility lies with the Managing Director, Gary Brown, 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



Director Dr. Frank Meddens, as Health and Safety Manager, is responsible for the management of the company's health and safety system and ensuring that it is compliant with

all relevant and current legislation. It is the responsibility of Mr Alistair Douglas, as Health and Safety Officer, to assist the Health and Safety Manager with the management and application of the company's health and safety system. With respect to the application of the company's health and safety system in the Durham, Pampisford, Winchester and Market Harborough offices respectively the regional managers at these offices, Ms Jennifer Proctor, Mr Mark Hinman, Mr Paul McClulloch and Mr Kevin Trott 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 / CDM Coordinator 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.

Where PCA is in the position of Principal Contractor, the Project Manager will be responsible for ensure that any project where the fieldwork takes 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:

- review the effectiveness of measures to promote and improve health and safety;
- promote co-operation between employer and employees on health and safety matters;
- review any health and safety issues arising from fieldwork activities;
- 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

Mr Wayne Richards (PCA logistics Manager) or a person formally deputised by him is responsible for the maintenance of and issuing of any and all equipment used by PCA staff on sites. He 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

Mr Wayne Richards or a person formally deputised by him will be responsible for the issuing and recalling of any and all PPE. Where necessary, in consultation with Dr Frank Meddens, he 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 Mr Wayne Richards who will provide advice and PPE when required. Copies of relevant records will be lodged by regional managers with Mr Wayne Richards.

Training

In order to comply with the requirement to employ competent persons, PCA's Health and Safety Officers maintain a record of all training received by staff and review training and re-training needs 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) receive formal training in the legal framework of Health and Safety and Risk Assessment Procedures and other 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 Mr Wayne Richards.

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 1. Date 23 November 2012', and can be obtained from any PCA Project Manager or Safety officer.

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. Mr Alistair Douglas & Mr Wayne Richards 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 Mr Wayne Richards, 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 Mr Wayne Richards, who will compile yearly accident statistics and review problems jointly with the H&S manager and H&S officers(s) that might otherwise pass unnoticed.

Dr Frank Meddens, or in his absence Mr Alistair Douglas (in the Durham office Ms Jennifer Proctor, in the Pampisford office Mr Mark Hinman, in the Winchester office, Paul McClulloch, in the Market Harborough Office Mr Kevin Trott), 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:

- fatal
- major injuries/conditions
- specified dangerous occurrences
- "over seven day" accidents.

PCA's designated Health and Safety Officers 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:

- substances used directly in work and service user activities (e.g. adhesives, paints, cleaning agents);
- substances generated during work activities;
- naturally occurring substances (e.g. grain dust);
- 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 labelled indicating the hazards and key instructions as to safe use. All spillages must be cleaned up immediately, following any safety instructions. Due regard must be given to the possible additional hazards created from fumes when substances are spilled.

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

Subcontractors

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

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

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

Joint Ventures

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

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

Signed:	Position	Date:
	PCA Health and Safety Manager and Director / area manager	

H&S Manager Frank Meddens 0207 639 9091 07887 730 871
H&S Officer Al Douglas 0207 358 2198
 Signed by Managing Director:

A handwritten signature in black ink, appearing to be 'G. B. C.', with a large, stylized initial 'G' and a horizontal line extending to the right.

Date: 05/05/2017