

DYFED ARCHAEOLOGICAL TRUST

HEALTH AND SAFETY STATEMENT, POLICY AND RULES



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HEALTH AND SAFETY STATEMENT

It is the policy of the Dyfed Archaeological Trust (DAT) to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings. DAT will ensure employees are engaged and consulted on day-to-day health and safety conditions.

DAT acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, DAT will continually measure, monitor and revise where necessary policies and rules to ensure that health and safety standards are adequately maintained.

The Chief Executive will implement the company's health and safety policy and recommend any changes to meet new circumstance. DAT is committed to the provision of clear instructions and information, and adequate training, to ensure employees are competent to do their work.

DAT looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. DAT aims to protect everyone, including visitors and members of the public, insofar as they come into contact with DAT's activities, from any foreseeable hazard or danger.

Employees should refer to DAT's Health and Safety Policy and Rules for details of the DAT's Health and Safety procedures. Copies of the Policy and Rules form part of this document.

A breach of the Rules by an employee may lead to disciplinary action being taken.

DAT will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

DAT will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

DAT regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

HEALTH AND SAFETY POLICY

Health and Safety legislation is designed to promote, stimulate and encourage high standards of health and safety at work. It does this by ensuring safety awareness and an effective safety organisation within all areas of employment according to the particular dangers, risks and needs associated with that employment.

Dyfed Archaeological Trust (DAT) has undertaken to safeguard, as far as is reasonably practicable, the health, safety and welfare of its staff and all others affected by its activities. This applies in particular, to the provision and maintenance of suitable premises, the safety of all equipment, appliances, machinery and plant supplied by DAT, the safe storage of toxic and flammable materials, and the provision of all reasonable safeguards and precautions against possible accidents. Risk Assessments will be undertaken for all activities undertaken by DAT.

As far as is reasonably practicable, DAT will:

- 1.** maintain a working environment for employees and volunteers which is safe and without risk to health and adequate as regards facilities and arrangements for their welfare at work.
- 2.** provide such information, instruction, training and supervision as is considered necessary to ensure the health and safety at work of employees.
- 3.** consult with its staff on health and safety issues and review the arrangements set out in this Policy at regular intervals.

To achieve these objectives, full co-operation between employer and employee is essential. At work employees will be expected to act with reasonable care for themselves, other employees, volunteers and the general public.

A copy of this document and any subsequent revision or amendment will be issued to all employees.

HEALTH AND SAFETY RULES

Organisation and responsibilities

The full co-operation and participation of all employees of DAT is required in order to ensure that DAT's Health and Safety Policy is carried out effectively.

The Health and Safety Executive website <http://www.hse.gov.uk/index.htm> should be consulted for detailed guidance all aspects of Health and Safety and for information on current legislation.

The Chief Executive Officer

1. shall ensure that DAT's Health and Safety Statement, Policy and Rules is fully implemented and kept under review.
2. will periodically hold staff health and safety meetings.
3. will ensure that all administrative and supervisory staff are available for, and involved in, safety inspections, and that responsibility is properly assigned and accepted at all levels.
4. shall occasionally accompany any Safety Officer or advisor invited by DAT on a tour of inspection to ensure that the Health and Safety Policy is effective.
5. must ensure that all registers, records and reports are in order and that accident reports are completed and returned.
6. will instruct all staff in the completion of appropriate risk assessments for all areas of DAT activity.
7. will ensure that new employees are instructed on the arrangements for fire drill and emergency evacuation of DAT's main office.

The Office Manager

1. must know the broad requirements of the relevant legislation.
2. must ensure that health and safety requirements and procedures in DAT's workplaces are observed and that notifications and reports are made to Chief Executive Officer in accordance with procedures.
3. must ensure that all registers, records and reports relating to the health and safety of employees are kept in order.
4. must act, in the absence of the Chief Executive Officer, in all matters concerning health and safety requirements.

The Fire Marshall(s)

1. will ensure fire precautions are adhered to, such as exits kept clear, fire doors kept closed, flammable materials are not left in potentially hazardous locations etc.
2. will organize regular fire drills.
3. will test the fire bell on a regular basis.

Special responsibilities of Project Supervisors

Overall responsibility for health and safety in DAT lies with the Chief Executive Officer (CEO), but as the CEO is seldom engaged on projects, practical responsibility must lie with the Project Supervisor. The term 'Project Supervisor' is used for the person managing or supervising a particular field or office-based project or activity, a function which may be assumed by any permanent employee of DAT; this will normally be the project manager or site/project supervisor, but in his or her absence someone must be nominated who is,

and is known by other persons working on the project to be, temporarily in charge, and that nominated person must be made explicitly aware that they are responsible for health and safety. The project supervisor or other person nominated in their stead must bring to the attention of the CEO or the Office Manager any matters with regard to health and safety which he or she thinks may give rise to the slightest cause for concern including, any shortage or lack of necessary equipment, materials or personal protective clothing - hard hats, boots, first aid kits, etc.

Relevant guidance provided by the Health and Safety Executive <http://www.hse.gov.uk/index.htm> should be followed at all times. All supervisors must have a working knowledge of the relevant guidance as it applies to field archaeology and to other to other aspects of DAT's work.

All Project Supervisors:

1. must be fully familiar with DAT's Health and Safety Statement, Policy and Rules and have a working knowledge of the relevant Health and Safety Executive guidance .
2. must ensure that an appropriate risk assessment has been undertaken for each of the projects which they are supervising and must ensure that appropriate precautions have been put into place to minimise risk.
3. must ensure that all persons under their supervision are adequately informed, and fully aware, of any hazard they are likely to encounter in the course of their work.
4. must ensure that all employees under their supervision know what to do in the case of fire, and know the location of, and how to use, fire equipment and extinguishers.
5. must inform all employees under their supervision of the whereabouts of first-aid facilities.
6. must ensure that the first-aid kit is regularly maintained and stocked.
7. must investigate all accidents promptly or discover their cause and eliminate the possibility of a re-occurrence, and report to the Office Manager, or the CEO;
8. must ensure that details of any accident are recorded in the accident reporting book maintained in DAT's offices.
9. must ensure that adequate supervision is available at all times, and in particular where new, young and inexperienced workers are concerned.
10. shall ensure, where reasonably practical, that safety rules are observed, that protective equipment is worn and used where appropriate, and that all safety devices are always fitted, properly adjusted, and fully maintained.
11. shall ensure that all equipment and machinery under their supervision is properly serviced and is safe to use by arranging for frequent inspection.
12. shall ensure that defects are promptly reported and rectified.
13. shall liaise with the CEO or Office Manager on all matters relating to health and safety.
14. shall delegate responsibility to appropriate members of staff.
15. be prepared to immediately suspend any person or persons who refuse to follow his or her safety instructions or act in any way that might endanger their own safety or that of others.
16. in no way compel any individual to carry out a task which (whether in your opinion rightly or wrongly) that individual feels is dangerous or could be dangerous. They have the right to refuse and must not be in any way penalised or humiliated for this.
17. set a good example. It is unacceptable to spare your staff from danger by carrying out a dangerous task yourself. **Dangerous tasks must not be undertaken.**
18. ensure that safety standards are maintained - i.e. it is not enough to see that a properly stocked First Aid kit, or adequate fencing are provided at the beginning of

the piece of fieldwork. It must also be ensured that they remain properly stocked or adequate throughout the duration of the project.

19. remember the general public as well as the project team
20. ensure that no site is left without someone in charge who is aware of his or her responsibility with regard to health and safety.

Responsibilities of all DAT Employees

It is the responsibility of all employees while at work to take all reasonable care for the health and safety of themselves and of others and to co-operate with their employer in ensuring that the requirements of health and safety legislation are complied with.

In order to ensure DAT's Health and Safety Policy is fully implemented, all employees:

1. must act with reasonable care for themselves, other employees, volunteers and the general public.
2. must cooperate with their employer so far as is necessary to enable them to comply with the requirements of health and safety legislation.
3. must not recklessly interfere with or misuse anything provided in the interests of health and safety.
4. must be alert to any deficiencies in safety procedures which they feel might jeopardize the safety of themselves or others.
5. must immediately communicate any potential hazards to their supervisor and to others that might be affected by them.

Other arrangements for carrying out the Health and Safety Policy

1. all members of staff are issued with a copy of the DAT's Health and Safety Policy and supporting documentation and sign a form to acknowledge they have read and received it.
2. risk assessments will be drawn up for each activity that DAT undertakes. All members of staff and others engaged in a DAT activity shall be made aware of the appropriate risk assessments.
3. a lone worker form must be completed by an employee undertaking lone working.
4. project supervisors and line managers are to ensure that new and temporary staff, volunteers and students working on the projects they are responsible for are given induction training on health and safety issues. To accomplish this they should set aside a period of time before the start of work to ensure that they are fully aware of any potential hazard they are likely to encounter in the course of their work and to tell them of any precautions they should take for their own safety and the safety of others.
5. failure to comply with this Health and Safety Policy may be the subject of disciplinary action, which could include dismissal.
6. the effectiveness of this Health and Safety Policy shall be kept under continuous review, and will be formally reviewed at regular intervals.
7. health and safety will be a standing item on the agenda of staff meetings.
8. health and safety will be a standing item on the agenda of management Committee Meetings.

Health and safety guidelines for all DAT employees

This provides a brief outline of the main points with which **all** employees should be familiar.

The basic rule is that safety at work takes priority over all other considerations, including the recovery of archaeological information. You must take reasonable care for your own health and safety and that of other people. You must comply with instructions of your supervisor on matters regarding health and safety (e.g. you must wear a hard hat and proper boots if you are told to): failure to do so is likely to lead to dismissal. However, if you are asked to do something which you believe is unsafe (or if you see someone else being asked to do something which you believe is unsafe) you should take the matter up straight away - if you do not get a satisfactory answer, refuse to carry on working and take it up with someone higher up. No-one will be penalised for refusing to do something they genuinely believe is dangerous.

Safety on archaeological sites and other areas of DAT work is, in large, a matter of common sense. For example: deep holes are dangerous; unstable masonry is dangerous; scaffolding, photographic towers and heights in general are dangerous; loose objects on the edge of trenches or elsewhere are dangerous; machinery is dangerous; pick-axes, mattocks and shovels are dangerous (especially if they have loose heads); metal grid pegs sticking out of the ground are dangerous (especially with string attached); services are potentially dangerous (especially live electrical cables); running and fooling about is dangerous (especially in wet weather).

Responsibilities of all DAT Employees

It is the responsibility of all employees while at work to take all reasonable care for the health and safety of themselves and of others and to co-operate with their employer in ensuring that the requirements of health and safety legislation are complied with.

In order to ensure that the DAT's Health and Safety policy is fully implemented all employees:

1. must act with reasonable care for themselves, other employees, volunteers and the general public.
2. must not recklessly interfere with or misuse anything provided in the interests of health and safety.
3. must be alert to any deficiencies in safety procedures which they feel might jeopardise the safety of themselves or others.
4. must immediately communicate any potential hazards to their supervisor and to others that might be affected by them.

Some basic dos and don'ts (these mainly apply to fieldwork, but some are relevant to other areas of work)

1. Make sure that you have been informed of the contents of the risk assessment for the relevant work activity and if there is anything special to be aware of (e.g. unsafe walls or buildings, service cables, etc.).
2. Find out where the First Aid Box is located and who knows how to administer First Aid (if you can't find out or suspect there isn't one, complain).
3. Wear appropriate footwear - rusty six-inch nails and grid pegs do not respect flimsy shoes, neither do pick axes, shovels or large rocks.
4. For most site work you should equip yourself with a pair of good quality boots, preferably steel-capped safety boots. If you are on a fixed term contract of not less

- than four weeks and do not possess a pair, they can, at the CEO's discretion, be purchased for you by DAT. See the Office Manager.
5. Make sure appropriate site fencing is maintained, in place and in good condition.
 6. Check that planking or ladders are in their proper place and secure. Before using ladders refer <http://www.hse.gov.uk/work-at-height/index.htm> **Note a full risk assessment must have been completed prior to any work at height.**
 7. Do not run or jump.
 8. Assume all cables, pipes, etc. are live and dangerous.
 9. Look behind you before you swing your pick-axe and keep away from other people - or tell them to get away from you.
 10. Make sure your pick-axe or mattock is in good condition (no splinters) and that the head is secure. If the shaft splits, do not try to fix it.
 11. Think where you are throwing your spoil and don't let it build up on the very edge of the trench.
 12. Keep well away from the operating areas of JCBs, Hy-Macs, etc. as a rule, and wear a hard hat and high visibility clothing.
 13. Deep excavations will require shoring. The depth at which shoring is required will depend on the nature of parent material. Shoring must be constructed by specialist contractors. You must wear a hard hat if the sides of the trench are above head height - this could be quite shallow if you are kneeling. If you consider a trench is potentially dangerous inform your supervisor and do not work in it.
 14. Keep an eye on shoring - don't climb or swing on it. If anything about it worries you, tell the supervisor.
 15. Do not work down a deep trench, or in any other potentially dangerous position alone.
 16. Wear a hard hat if there is anything above your head (including when you are kneeling down) that stands the slightest chance of falling on it - this includes the top of a trench, spoil heaps, loose walls, etc.
 17. Do not let portable toilets overflow, but if there are no toilets, complain.
 18. Scaffolding, or scaffold towers, should only be erected by people who know what they are doing. A separate risk assessment must be carried out prior to erection. Do not fool about or 'show-off' on scaffolding. Think about the people below you (who should be wearing hard hats).
 19. Don't stand right on the edge of a trench and stop visitors doing it too (and why isn't there a fence to keep them away?).
 20. Have you had an anti-tetanus injection? Do you need a 'booster'?
 21. Always wear appropriate footwear, and be very sensible with Kango hammers, pneumatic drills (compressed air kills) and similar pieces of equipment. Don't use them without appropriate training and supervision. Make sure they are in good working order and that you know what you are doing. Should you be wearing goggles? Should you have ear defenders? Should you have appropriate qualifications?

Machinery and Equipment

If you are asked to hire anything, always advise DAT's Office Manager of the equipment hired, its value and the period of hire in advance, so that insurance cover can be arranged. Some equipment can only be hired and operated by qualified persons.

Vehicle/Equipment Faults

You must report any faults either with vehicles or equipment immediately to your supervisor.

If you are responsible for driving, make sure you know the vehicle checks you are required to carry out in advance of each trip.

Special safety precautions

There are three areas of activity in DAT employment in which different hazards exist, and for which special safety precautions are necessary and desirable.

These apply to:

- A.** Employees working within DAT's office and general working accommodation.
- B.** Work undertaken during the course of archaeological fieldwork and in particular within the excavation areas of any of DAT's archaeological sites.
- C.** Driving

Please note that these special safety precautions do not replace the need to prepare risk assessments for all work activities, including those in offices and workshops, even if the level of risk is low

A. Office and general accommodation

Every practicable measure has been taken by DAT to cut down the risk of fire, and to make the buildings as safe as possible should a fire break out. DAT has a Corner House fire risk assessment, which is regularly reviewed and updated. The following measures are designed to reduce, if not to eliminate the risk of fire breaking out at all.

Fire prevention

- Smoking is not permitted in any of DAT's premises or vehicles.
- Combustible materials, i.e. boxes, bags and their contents, must be tidily and compactly stored in appropriate low-risk-fire storage areas. They must not be left in corridors or corners for indefinite periods, and never in corridors or passages used as fire escape routes.
- As the fire and explosion risk in any areas where conservation and photographic work is carried out is comparatively high, extra-special care must be taken when in their vicinities.
- All electrical equipment and heaters must be used with great care, and be properly wired, properly fused (i.e. that the fuse of correct ampage is used) and properly earthed.
- Apart from equipment that must be left on, all electrical equipment should be switched off over-night, and as an added safety precaution where practical all plugs should be disconnected from the mains supply while not in use.
- Any possible fire-risk, no matter how remote, which could arise from activities and operations within the premises, must be carefully calculated and the appropriate care taken. Any possible sources of ignition must be watched until eliminated.

On discovering a fire

- Raise the alarm (break glass and press alarm button).

- Use the extinguishers. **Do not** take personal risks. On no account pour water on electrical fires.
- Call the fire brigade, the number is **999**.
- Leave the building and assemble at the meeting point so the Fire Marshall(s) is able to account for all staff in the building.
- After 5pm each evening you must be aware of which of DAT staff are still in the office. Before leaving make sure any remaining person is informed.

Before a fire occurs

- Get to know the location of telephones in the offices;
- The location of exit routes from the premises;
- The location and method of operation of fire appliances and fire alarms.

General accident prevention

Hazards in open areas, passages and on stairs

The most common cause of accidents in office and general working/accommodation areas can be traced to people bumping into objects, stepping on them or tripping over them and falling. Most of these accidents are the result of bad "housekeeping". Hazardous objects, and there are many of them in archaeological work, must not be left "lying around" in busy areas, in passages and on or near stairs while they are not required for immediate attention. They should be put away in the places provided as storage space. Good housekeeping is essential for health and safety at work.

High cupboards and light fittings

Falls from chairs, tables and even step-ladders are also frequent causes of injury. Special care must be taken when high cupboards and high shelves are used, and when lights are being cleaned or replaced. It is extremely dangerous to use a chair or table, however convenient it may be, to stand on in order to gain height. Always use a step-ladder or other equipment designed for the job, and if in doubt or difficulty, ask for assistance.

Use of hand tools

All hand tools, if defective, or blunt, and if improperly used, can be dangerous. Tools must be well looked after and kept in good working order. Before using a tool the following questions should be asked:

- Is it the correct tool for the job?
- Is it in good condition? Is it blunt? Is it broken or weakened?
- What are the risks involved and what possible accidents can occur?
- What precaution, if any, can be taken? Do I need help?

If in doubt about the tool, or about your ability to use it properly, ask for assistance.

Use of electrical equipment

When electrical equipment is used, and this includes lamps, heaters, photocopiers, duplicator, etc., the following points should be borne in mind:

- Do not attempt to use a machine unless you are thoroughly familiar with it.
- Check the machine before use and if you suspect that it may be faulty, do not use it. If a fuse blows or a switch is tripped, something is wrong. Have the machine checked.

- Never leave a cable trailing across an open floor. It is a potential fire hazard, a potential tripping hazard, and if the wire is cut or crushed there is a danger of electrocution.
- Watch out for worn or cut cables, and exposed wires particularly where the cable joins the plug or the machine, and never attempt a “temporary wiring job”.
- Never leave electrical apparatus switched on while unattended, and always switch off at the power-point when the machine is not in constant use.
- On no account should electric heaters be left on overnight, and as an added safety precaution, where possible all plugs should be taken out of their point sockets.

Lifting and carrying

The fundamental rule for lifting and carrying is “know your limitations”. Use judgement and common sense. Never attempt to lift anything that could result in an injury. Never lift anything awkwardly, or while standing in the wrong lifting position. Never strain. Never lift objects with only your fingertips (i.e. using a narrow lip or groove) but try to get a good grip with both hands.

As a general rule keep your body close to the load and lift with your legs, not with your back. Your knees should take the weight, and your arms should be tucked well in, and kept straight. If in doubt, ask for help. If more than one person is involved, make sure that everyone knows exactly what they are doing, and are capable of doing it. It is one thing to lift an object, but quite another thing to sustain its weight while moving it over any distance.

For further guidance see: <http://www.hse.gov.uk/toolbox/manual.htm>

B. Safety and accident prevention during archaeological fieldwork

Some of the greatest hazards to health and safety in archaeological work are to be found in site work, although here, as elsewhere, almost all the accidents that do occur are due to human error or carelessness. Careful observation of the following points should eliminate all such accidents:

Anti-tetanus precautions

All work involving the use of tools on an outdoor site carries the risk of minor cuts and scratches, which can result in infection or tetanus. Tetanus (lockjaw) is always serious, sometimes fatal.

It is the responsibility of the individual to seek medical advice on the need for anti-tetanus injections before commencing work, and this is strongly urged by DAT. Anti-tetanus injections can be obtained from one’s own General Practitioner.

The correct use of tools

All hand tools used in archaeology, especially the bigger ones like mattock, pick-axe, spade and shovel, can be dangerous when defective, and dangerous when used without due care and consideration. Site workers should return any damaged tool immediately to the Project Supervisor for replacement. It is his responsibility to see that all tools are serviceable and safe.

Due care and consideration involves making sure that:

- there is enough working space not to endanger colleagues working nearby;
- when two or more workers are engaged on a single task there is clear understanding between them on the way in which the work is to be done.

Misunderstanding, as well as carelessness and defective tools, lies behind many site accidents. If in doubt, or if a dispute arises over method, consult the supervisor and follow his or her instructions.

Tripping, slipping and falling

It is the very nature of an archaeological site to be uneven and to have deep holes and trenches that cannot be covered or fenced. In wet weather, when the ground is muddy and slippery, the danger of a fall is greatly increased. Whenever possible hand-rails and barriers will be provided, but it must be the responsibility of each person on site to wear suitable footwear and to move with all due care.

An archaeological site must be kept tidy. Rubbish, tools, finds boxes and trays, stones and any other obstacles that could cause tripping must be kept in their proper places, and well clear of paths and thoroughfares. Accidents through tripping are as common as accidents through simply slipping and falling, and it must be remembered that well over half of all site accidents are the result of falls.

The cardinal rules are:

- look where you are going,
- watch out for obstacles and extra slippery areas,
- move with care and never run.

Section and soil collapse

Excavation invariably involves the digging of trenches and the creation of standing sections and baulks, and most ground, particularly that which has been disturbed, is potentially or actually unstable. The Project Supervisor is responsible for the adequate shoring (which must be installed by qualified contractors), or the safe angling of a section.

Sections are particularly dangerous when they form the sides of a narrow trench. A person working in a narrow trench can be engulfed faster and more effectively than he would be in a wider trench. Also, the sides of a trench become even less stable when water collects in the bottom. Although pumping may keep a cutting "dry" it can also cause a flow of water into the excavation which may be sufficient to cause the soil to run.

A further danger is soil collapse due to heavy weights like machinery, barrow runs, spoil heaps, etc., being too close to the edges of the excavation. It is the Project Supervisor's responsibility to keep such weights well clear of the vulnerable areas, but in this it is essential that he has the co-operation of everyone on site.

In any deep excavation safety helmets should be worn. These are obligatory on most urban sites, particularly where masonry can fall from trench sides, but it is advisable to wear a safety helmet on any site where flying chippings or stones from tools accidentally or foolishly misused can occur. Safety helmets are supplied by DAT and are issued by the Project Supervisor whenever conditions require them, or on demand.

No one should ever work alone on an excavation. No one should ever go into a deep cutting or trench where soil collapse is even remotely possible, unless there are other people and equipment nearby, and there is an adequate escape route for speedy evacuation. Always work within sight of at least one other person.

Lifting, carrying and throwing

Injuries from lifting and carrying fall into three common categories:

- workers straining themselves in attempting to lift heavy and unwieldy loads (i.e. large stones, etc.) with a result of some form of back injury or hernia.
- workers injuring their hands and fingers by trapping them under heavy loads.
- workers injuring their feet and legs when heavy loads are clumsily dropped.

Always follow the advice given in <http://www.hse.gov.uk/toolbox/manual.htm>

There are correct and incorrect ways of lifting, and there are measures that can be taken to cut down the risks involved. Never try to lift too big a load for one person, and most important, use the correct lifting method. As a general rule lift with your legs and not with your back, but if in doubt ask the Project Supervisor.

Where necessary, use protective gloves and safety boots. When required, these will be supplied by DAT. Where a load is too big for one person, and a team effort is needed, make sure that everyone knows exactly what to do, and is capable of doing it.

When two or more people are lifting and carrying a heavy load there must be no misunderstandings, and no weak links.

Throwing tools or materials of any kind, within or from inside to outside or outside to inside of an excavation is **absolutely forbidden** at all times.

The use of ladders

A risk assessment must be carried out prior to using a ladder. Ladders must be used at all times for access to, and egress from deep excavations. The use of ladders can be dangerous, both from ladder slipping, and from the user slipping. Make sure that all ladders are at the correct angle, i.e. vertical when you face the rungs, and at about 75° or one in four as it leans against the section or wall. Also make sure that it is secure at the top as well as at the bottom. Do not stand a ladder on a slippery or unstable surface, and make sure that it is the correct length for the job. If the ladder is broken or damaged in any way do not use it. Report the damage immediately to the Supervisor.

If the weather is, or has been, wet, take extra care not to slip off the rungs because of wet and muddy footwear. Always keep a firm grip on the ladder and never attempt to carry heavy tools when using it. Never lean tools or other possible hazards against a ladder.

Hoists, pulleys and scaffolding

A risk assessment must be carried out prior to using a hoist or pulley. When a hoist or pulley is being used to remove spoil and stones from a deep excavation, workers loading the bucket or barrow, and guiding its ascent or decent, must wear safety helmets, and must stand as far back as practical while the hoist is operating.

Buckets and barrows must never be overloaded and must be prevented from swinging and striking the side of the excavation. Only a person who is thoroughly familiar with all aspects of operating a power hoist will be allowed to use it, and only then with the express permission of the Supervisor.

A risk assessment must be carried out prior to using scaffolding. Scaffolding must only be erected by qualified contractors, and will be inspected by a properly qualified consultant/contractor at regular intervals in accordance with appropriate legislation. No one will be allowed to use such scaffolding except those responsible for it, and those specifically delegated by the Project Supervisor for specific tasks. The Project Supervisor is also responsible for a regular inspection of the ground and section immediately below a scaffolding superstructure, and for seeking that any sign of a developing weakness is

immediately dealt with. All site workers must co-operate in this, and must report any signs of weakness directly to the Project Supervisor.

Machinery and heavy plant

Hired-in machinery (i.e. JCB, Hymac, Atlas, etc., mechanical excavators) is used to quickly clear a site down to the required archaeological level, or to cut trenches.

The basic rule on sites, whenever a machine is operating, is for everyone to keep well away. These machines are very dangerous. Any worker who will not keep well back, or who appears to be particularly "accident prone" by temperament, will be sent right away; to another site if necessary. Similarly all visitors must be excluded from the site while machinery is being used.

The one exception to this rule is the presence of a "banksman" who stands at a safe vantage point to assist the operator and watch for important archaeological features. The "banksman" also watches for unforeseen hazards in the ground, and for any stray, over-venturesome workers who approach too close.

Tipper lorries, dumpers and spoil removal

Hired-in tipper lorries which are used in conjunction with mechanical excavators to remove spoil from a site require a great deal of room to manoeuvre. Accidents have occurred when site workers have found themselves in the path of a reversing lorry, or in an attempt to "help" with the tipper mechanism. The same rule applies to lorries as to machinery: **keep well back.**

In order to avoid accidents in blind areas, the Project Supervisor will be responsible for detailing one person to assist the lorry from a safe vantage point. His duties will include watching the blind area behind the lorry for hazards, and keeping other people well away.

First Aid

A qualified "first-aider" will be present on site, along with a fully stocked first-aid box. Transport is always available for the transference of an injured person to hospital, to a general practitioner, or home as the case warrants.

An Accident Report Book is kept on every site and Accident Reports must be duly completed at the time of the accident. This gives details of the time and place of the accident, who was involved, how it happened, and the names of any witnesses. All accidents must be reported to the Project Supervisor and to DAT CEO.

C Driving

Driving is potentially the single most dangerous activity undertaken by DAT employees. DAT has a responsibility to ensure that its vehicles are well maintained and legal to drive, but drivers of any vehicle must ensure that it is roadworthy and legal before they start on a journey.

DAT employees who drive as part of their work are required to complete an individual driver risk assessment annually.

DAT vehicles

DAT leases vehicles which are used by all members of staff. Leased vehicles are changed every three years ensuring they are in good condition and regularly serviced. Monthly checks are carried out on the vehicles in order to pick-up any issues that require attention, such as tyres due to be replaced.

Private vehicles used for work

It is the responsibility of vehicle owners to ensure that they have appropriate insurance and a MoT certificate (if relevant) and that their vehicle is legal and well-maintained. DAT requires sight of insurance and other relevant documentation, without seeing these travel expenses will not be paid.

General driving safety precautions

- Check the vehicle before starting on your journey and report any issues. Do not use the vehicle if you consider it is unsafe to drive.
- Follow the Highway Code
- Do not drive if you feel unwell or tired
- Take a break during long journeys
- If a project such as an excavation is some distance from DAT's office then arrange, or get the project supervisor to arrange, overnight accommodation rather than undertake a long drive at the beginning and end of the working day
- Ensure that equipment and materials are properly stored and secured.