



# Sedgeford Historical & Archaeological Research Project (SHARP)

2024 Season

## Health & Safety Policy

If you have any questions regarding the details contained in this document, email [Bookings@SHARP.org.uk](mailto:Bookings@SHARP.org.uk)

Further details on the project and its research can be found at: [www.sharp.org.uk](http://www.sharp.org.uk)

## 1. STATEMENT OF HEALTH & SAFETY POLICY

1.1 The Sedgeford Historical and Archaeological Research Project (SHARP) undertakes to safeguard, so far as is reasonably practicable, the health, safety and welfare of its supervisory team, volunteers and others who may be affected by its activities. This includes providing and maintaining suitable premises, ensuring all equipment provided by SHARP is maintained and fit for purpose, and providing all reasonable safeguards and precautions against accidents.

1.2 SHARP is aware of, and takes recognition of all relevant legislation, including, but not limited to:

- The Health and Safety at Work Act (1974),
- Management of Health and Safety at Work Regulations (1999),
- Manual Handling Operations Regulations 1992 (as amended in 2002),
- The Workplace (Health, Safety and Welfare) Regulations (1992),
- The Control of Substances Hazardous to Health Regulations (2002) (as amended),
- The Health and Safety (First-Aid) Regulations (1981),
- The Regulatory Reform (Fire Safety) Order (2005),
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995),
- The Provision and Use of Work Equipment Regulations (1998),

1.3 In addition, under common law, members of SHARP and individual volunteers have a duty of care to each other and others who may be affected by their activities.

1.4 The Health & Safety Policy of SHARP is, so far as is reasonably practicable:

- a) To maintain an environment that is safe, with minimal risks to health, and with adequate facilities and arrangements for welfare.
- b) To provide and maintain equipment and systems of work that are safe, and which minimise risk to health.
- c) To make arrangements for ensuring safe and minimal risk to health in connection with the use, handling, storage and transport of articles and substances.
- d) To provide such information, instruction, training and supervision as is considered necessary to ensure the health and safety of all team members and volunteers, and to ensure that they are competent to carry out their roles and activities.
- e) To assess the risks involved in all activities and environments and to eliminate, or reduce those risks to the lowest practicable level, through appropriate control measures.

1.5 To achieve these objectives, the full co-operation of (and between) all team members and volunteers is essential. While on site they are expected to act with reasonable care for themselves, others, and the public.

1.6 A copy of this policy will be made available to all team members and volunteers during their induction.

1.7 This policy will be reviewed annually as a minimum.

## 2. SHARP MANAGEMENT TEAM STRUCTURE

2.1 The Sedgeford Historical and Archaeological Research Project has two working structures. Decisions and management of the season, both during the season and beyond, is carried out by the SHARP committee, of which several members are trustees who are ultimately responsible for the charity. During the season, the committee is joined by other team members to manage the site and excavations, including the catering team, site management team (including Health and Safety Advisor), the excavation and post-excavation teams.

2.2 The **Trustees** are ultimately responsible under Health and Safety legislation for ensuring the safety of all team members and volunteers.

2.3 The **Director of Excavations** is responsible for ensuring that the health and safety policy, practices and procedures are implemented and adhered to on all sites during the excavation season.

2.4 The **SHARP Trench Directors and Supervisory Team** are immediately responsible for day-to-day health and safety on their trenches, and where leading other activities on site, eg school visits, courses, catering etc., and the wellbeing of team members and volunteers under their supervision. They also assist the Director of Excavations in ensuring that the H&S Policy, practices and procedures are implemented and adhered to on the wider site during the excavation season.

2.5 The **SHARP Health and Safety Advisor** advises the trustees and committee on matters of health and safety; keeps abreast of relevant legislation and approved practice; ensures this is incorporated into SHARP's organization and activities; disseminates information to team members and volunteers as required; maintains SHARP's health and safety records; and co-ordinates the review of policies and procedures.

## 3. INDIVIDUAL RESPONSIBILITY

3.1 Each person at SHARP is responsible for:

- taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do,
- co-operating with SHARP on health and safety,
- correctly using work items provided by SHARP, including personal protective equipment, in accordance with training or instructions,
- not interfering with or misusing anything provided for their health, safety or welfare

3.2 Any person who identifies an unexpected health or safety hazard should bring it to the attention of a member of the SHARP supervisory team so that it can be addressed in a timely fashion.

## 4. HAZARD IDENTIFICATION & RISK ASSESSMENT

### Introduction

4.1 In keeping with the requirements of the *Management of Health and Safety at Work Regulations 1999*, SHARP has identified the common hazards likely to be encountered on site. Risk Assessments have been undertaken to reduce the level of risk as low as reasonably practicable.

### Hazards

4.2 The following potential hazards likely to be encountered by those at SHARP have been identified (the list is not intended to be exhaustive):

- Working on and around uneven ground.
- Working on and around wet ground or water.
- Moving and working close to trench edges (though none greater than 2m in depth and most being shallower).
- Proximity to heavy mechanical machinery (this is most likely to occur during the set-up and close-down weeks of the season, when the excavation area is being opened and back-filled and volunteers would not normally be present on site).
- Using, and working in proximity to others using, a variety of heavy and sharp hand tools (principally mattocks and shovels).
- Working with electronic and electrical equipment.
- Moving earth-filled buckets and wheelbarrows.
- Working with and handling soil.
- Handling hazardous finds, such as broken glass, barbed wire and rusty metal.
- Working in the open air, often under a hot sun.
- Moving in areas with low-level trip hazards, for example, guy ropes.
- Illness due to poor hygiene and proximity to others on campsite.
- Proximity to vehicles moving and parking.
- Risk of fire on campsite.

### **Risk Assessments**

4.3 Risk Assessments have been undertaken, and where necessary, actions have been taken to reduce risks as low as reasonably practicable. Risk Assessments are prominently displayed and available for any person at SHARP to view. Specific precautions include:

- Volunteers are required to undertake the SHARP basic training course (BERT) (or provide evidence of similar training) which includes hazard awareness, the safe use of tools and the correct way to lift heavy weights and push barrows etc.
- Health and safety information is sent out to all volunteers before joining the project and an on-site induction covers health, safety, personal hygiene, and their responsibilities in these respects to themselves and others.
- SHARP has designated First Aiders, clearly labelled on-site First Aid kits and fast on-site communications for raising help and contacting emergency services.
- All volunteers are recommended to have up-to-date tetanus injections.
- All volunteers are required to inform SHARP if they have medical conditions that may cause specific problems and/or require specific procedures. Such records are kept on site in a secure place.
- Volunteers are advised to protect themselves against strong sun with appropriate clothing and creams during the season.
- Volunteers are advised to have appropriate clothing for the tasks being undertaken, in the prevailing weather conditions.
- All volunteers working with heavy tools are required to wear protective boots.
- All volunteers working in proximity to heavy earth-moving machinery are required to wear high-visibility vests and safety helmets.
- Excavations are to be fenced and marked with hazard tape, along with warning signs at site entry point.
- Trip hazards which cannot be eliminated are marked with warning tape.
- Spaces for vehicles are clearly indicated and separated from living and working areas.

- A strict policy of campsite cleanliness, including personal hygiene, is implemented, especially in relation to food consumption.
- Lavatories and showers are located away from the living and eating area. Hand-washing facilities, including antibacterial hand-wash, are available on site.
- Fire buckets and extinguishers are strategically placed across the site, Fire Wardens are appointed, there is a fire alarm bell and muster points are clearly marked.

## **5. INSURANCE COVER & OTHER POLICIES**

5.1 SHARP has appropriate insurance cover for its operations. The current insurance company is Zurich. A full copy of the schedule of insurance is available upon request.

5.2 SHARP takes the health, safety and welfare of all those affected by its operations seriously, whether they are trustees, committee members, the supervisory team, volunteers, contractors, and the public and groups who visit the site. In addition to this Health & Safety policy the following policies are relevant and are available on request.

- Acceptable Behaviour Policy
- Safeguarding Policy
- Child Protection Policy
- Equal Opportunities Policy
- Volunteering Policy
- Vulnerable Adults Protection Policy