

Notes

Section 1 lists the hazards and control measures identified at the SHARP site. This includes the excavation area, car park, camp site, access tracks and welfare facilities.

Risks and control measures are reinforced to volunteers during induction and participation in the Basic Excavation and Recording course (BERT).

This risk assessment is a tool to help planning and conducting fieldwork. Supervisors should be aware that other hazards may arise during the season and be prepared to undertake dynamic risk assessments as these arise, or conditions change.

Additional or specific risks not identified in Section 2 can be added in Section 3.

RISK MATRIX

RISK = LIKELIHOOD X SEVERITY			
Likelihood	Severity		
	Minor injury	Major injury	Incapacity or death
Unlikely	Trivial risk	Acceptable risk	Moderate risk
Possible	Acceptable risk	Moderate risk	Substantial risk
Certain	Moderate risk	Substantial risk	Intolerable risk

LIKELIHOOD	SEVERITY	RISK
<p>UNLIKELY eg. an injury which is unlikely to occur except in a freak accident.</p> <p>POSSIBLE eg. an injury which could occur sometimes.</p> <p>CERTAIN eg. an injury which could occur repeatedly or is expected to happen.</p>	<p>MINOR INJURY eg. minor cuts and bruises, mucous membrane and eye irritation from dusts, nuisance and irritation e.g. headaches, eye strain, temporary discomfort (i.e. minimal first aid needed).</p> <p>MAJOR INJURY eg. lacerations, burns, concussion, fractures, sprains, temporary deafness, dermatitis, ill-health leading to temporary disability (i.e. injuries which will take a prolonged time to heal, need major first aid/hospital needed).</p> <p>INCAPACITY OR DEATH eg. amputations, major fractures, permanent loss of sight and/or hearing (total or partial), poisoning, ill-health leading to permanent disability, life-shortening diseases, fatal injuries (i.e. permanently debilitating, need major time in hospital needed).</p>	<p>INTOLERABLE: Urgent action required (work should not start or continue until the risk has been reduced. If it is not possible to reduce the risk with unlimited resources, work must remain prohibited).</p> <p>SUBSTANTIAL: High priority (work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken to reduce the risk).</p> <p>MODERATE: Medium priority (efforts should be made to reduce the risk, but the cost of prevention should be carefully measured and limited. Continued monitoring and assessment may be necessary to improve control measures).</p> <p>ACCEPTABLE: Low priority (no additional controls required. Continued monitoring and assessment may be necessary to improve control measures).</p> <p>TRIVIAL: No action required.</p>

SECTION 1: HAZARD ASSESSMENT & RISK CONTROLS

For every possible hazard identified, the control measures are listed. The residual risk is the assessment of the risk level once all noted control measures are in place. If the residual risk is Moderate, Significant, or Intolerable further control measures must be put in place to reduce the risk. If the residual risk is Trivial or Acceptable no further action is needed.

POSSIBLE HAZARD (Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss)	RISK (Likelihood x Severity = Risk)	CONTROL MEASURES³. (A short summary of the control measure and standards/guidance)	RESIDUAL RISK
1. Handling objects and artefacts that are heavy, have moving parts, sharp or rough edges, small parts that could be ingested. Injury, cuts, lacerations, choking.	Moderate	1.Groups given general H&S briefing at start of day. 2. Responsible SHARP team member to point out risks at commencement of session. 3. Supervisor to child ratio (visiting group responsibility) 4. Handling of artefacts supervised by SHARP and youth group leaders	Acceptable
2. Wearing costumes Allergic reaction to material (e.g., wool) Tripping and falling in long costumes/belts etc. Entangled in costumes causing distress, panic etc.	Acceptable	1.Groups given general H&S briefing at start of day 2. Responsible SHARP team member to point out risks at commencement of session 2. Supervisor to child ratio (visiting group responsibility)	Acceptable
3. Exposure to culturally sensitive objects or replicas Possible distress	Acceptable	1. Responsible SHARP team member to point out risks at commencement of session. 2. Notice outside locations where human remains are on display	Acceptable
4. Use of paints, clay and other materials Allergic reaction	Moderate	1. Youth group leaders to provide details of any participant with allergies. 2. School safe products used. 3. Supervisor to child ratio (visiting group responsibility) 4. PPE (latex or vinyl gloves available)	Acceptable

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5. Digging in school/training trench injury, cuts, lacerations, Ingestion of dust Illness/injury through bacteria from soil etc.	Moderate	1.Groups given general H&S briefing at start of day 2. Responsible SHARP team member to point out risks at commencement of session. 3. Hand washing facilities on site. Hand washing to be supervised by youth leaders 4. PPE (latex or vinyl gloves available)	Acceptable
6. Mock fights Injury due to hits from weapons, slips trips and falls	Moderate	1. Only provided foam weapons to be used, 2. Area chosen should be flat and trip hazard free, 3. Adults taking part to continually assess safety of those taking part, children encouraged to attack adult – in armour only (not each other)	Acceptable
7. Artefact cleaning Use of toothbrushes, soil/dust through cleaning	Acceptable	1.Groups given general H&S briefing at start of day 2. Children reminded not to put toothbrushes in mouth 3. Activity undertaken in area with sufficient ventilation 4. Adequate hand washing facilities available. Handwashing by children supervised.	Acceptable
8. Car parking, High footfall down track from main road Possible injury through collision	Moderate	1. Car park on dog training field supervised by SHARP team members (FoA) 2. Track and on-site car park only for disabled (FoA) 3. SHARP team members with two-way radios stationed either end of track to supervise/warn about traffic (FoA)	Acceptable
9. Dogs on site Risk of dog bites, sickness through dog faeces.	Moderate	1. All dogs to be kept on a lead. 2. Notices requiring dog owners to pick up waste	Acceptable

POSSIBLE HAZARD (Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss)	RISK (Likelihood x Severity = Risk)	CONTROL MEASURES3. (A short summary of the control measure and standards/guidance)	RESIDUAL RISK
10. Failure of lights in toilets Injury or distress due to complete darkness	Moderate	1. New batteries in torch lights at commencement of FoA 2. Lights checked daily 3. Torches to be permanently on during visits by groups and FoA	Acceptable

Group/Project Name	Sedgeford Historical and Archaeological Research Project	Completed by	Steve Horn
		Date	07/05/23 (amended for 2024 season, see below)

SECTION 2: ADDITIONAL SITE OR TASK SPECIFIC RISK ASSESSMENT

POSSIBLE HAZARD (Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss)	RISK (Likelihood x Severity = Risk)	CONTROL MEASURES (A short summary of the control measure and standards/guidance)	RESIDUAL RISK

This form is to be checked and kept up to date during time on site.

	Name	Brief Description of Amendment	Date	
Amended by	Steve Horn	Addition of vinyl gloves to PPE as alternative to latex Availability of PPE for clay activities added	27/5/24	
Amended by				
Amended by				
Amended by				