



**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 fulfill 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:

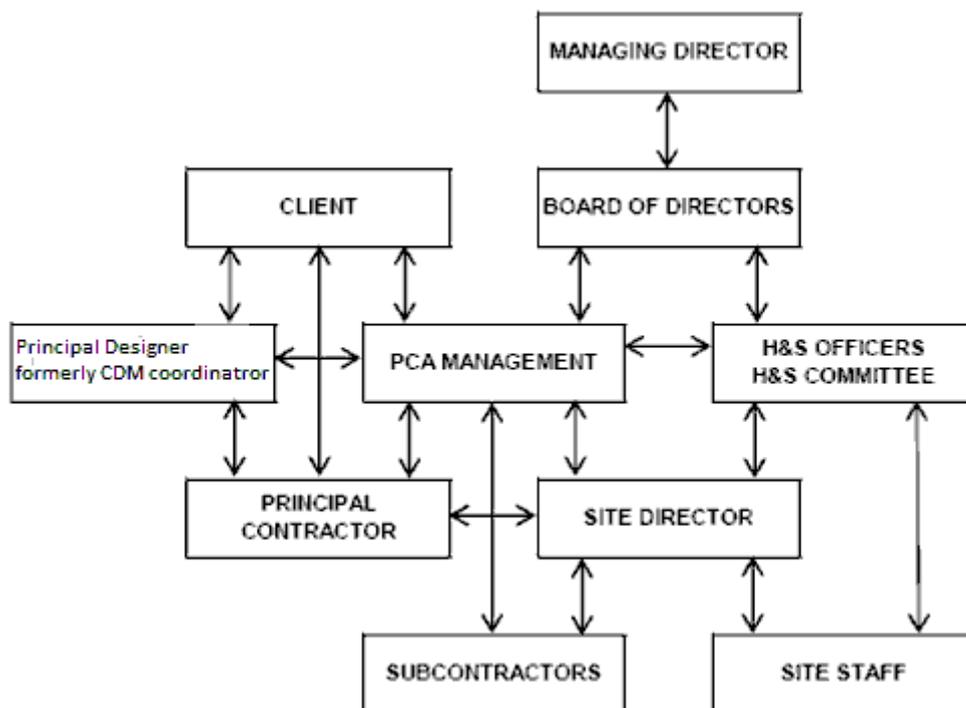
- Health and Safety at Work etc. Act 1974
- The Health and Safety at Work etc. Act 1974 (Application to Environmentally Hazardous Substances) (Amendment) Regulations 2005
- The Management of Health and Safety at Work Regulations 1999
- The Management of Health and Safety at Work (Amendment) Regulations 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

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 particularly before food handling.

Hazardous Substances containers must be securely closed and stored in a locked cupboard. Cupboards containing substances must be labeled indicating the hazards and key instructions as to safe use. All spillages must be cleaned up immediately, following any safety instructions. Due regard must be given to the possible additional hazards created from fumes when substances are spilled.

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

## Subcontractors

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

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

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

## Joint Ventures

In the event of a joint venture Health and Safety Policies and procedures will be exchanged, considered and ratified by the joint venture management team. Joint venture projects are allocated on a case by case basis to Project Managers of either organisation. It will be usual for each joint venture project to operate under the Health and Safety management system of that Project Manager's parent company. Responsibility for co-ordinating all aspects of Health and Safety related to each project – regardless of the profile of the field team – will similarly rest with the Project Manager and his/her parent company. This responsibility will included 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 read "Cam B. Co.", with a horizontal line extending to the right.

Date: 05/05/2017