



In all we do health and safety comes first

SITE RELATED SAFETY RULES

General

All PCA staff and volunteers shall work in the safest practicable manner, so as not to endanger themselves, other members of staff or volunteers, contractors, or members of the public.

Statutory safety requirements are the starting point for PCA employees and visitors, and the following safe operating practices and procedures within the PCA Health and Safety Policy.

PCA staff and volunteers must never engage in any activity or enter any area that is unsafe. They must report their concern to the person in charge of health and safety in the workplace. Horseplay, scuffling and other acts, which tend to endanger the safety or wellbeing of employees, volunteers or third parties are prohibited.

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 Manager or Supervisor if they are unfit to carry out their tasks safely.

All PCA staff and volunteers should be aware that some contractors and their personnel might have a lower awareness and practice of Health and Safety policy than Pre-Construct Archaeology. It is emphasised that if the work cannot be made safe, PCA staff and volunteers will leave the area of danger and report the conditions immediately to the site supervisor and/or the PCA Health and Safety Officer (Dr Frank Meddens) or in his absence his deputy (Mr Alistair Douglas) or to the Project Manager assigned to the project.

Under circumstances where a previously unforeseen risk comes to light after site work has started, which may lead to subsequent injury or illness of the member or members of staff involved, a record will be generated of the incident and a copy of the report supplied to the member of staff for his or her GP to ensure health monitoring following the exposure or incident.

Risk Assessment

An on-site Risk Assessment must be completed by a competent person prior to staff starting work on a new site and be periodically reviewed. Pro-forma recording sheets should be used to undertake the Risk Assessment which should be reviewed and signed by the Project Manager and returned at the end of the project for archiving.

All staff and visitors must be made aware of the risks associated with their tasks and are encouraged to highlight any shortfalls.

Welfare facilities

The loading and offloading of site offices and accommodation must be planned and supervised by appropriately trained personnel and must be accompanied by a traffic management plan.

The site welfare facilities must be adequate for the number of people on site. They will include access to drinking water and adequate changing facilities, as well as suitable and sufficient toilet and washing facilities, including warm and cold running water or tank supplied equivalent. In addition there will be suitable and sufficient eating and resting amenities.

All PCA staff and volunteers must maintain a high standard of personal hygiene, ensuring that they regularly wash their hands and any other exposed parts of the body that might have become dirty whilst working.

Rest rooms will be non-smoking areas to protect non-smokers from the discomfort and harm-full effects of tobacco smoke.

Personal Protective Equipment (PPE)

All PCA staff, volunteers and visitors must wear steel toe-capped footwear whilst on site. No person is permitted to wear soft-soled footwear (e.g. trainers) on any site.

All PCA staff, volunteers and visitors are to wear safety helmets at all times whilst on site, unless the site has been designated a non-hard hat area.

All PCA staff, volunteers and visitors are to wear high visibility vests or coats at all times whilst on site. Where required for work on sites near railway lines BS EN 471 Class 2 orange vests will be issued.

Hand protection in the form of gloves must be worn by site staff. Suitable eye protection must be used whenever there is a risk of flying particles. Additional PPE may be required for specific activities and staff will be made aware of its correct use, care and limitations. Cold and wet weather protective clothing are supplied as needed.

Tools

Only PCA supplied tools are to be used. In particular short handled digging or entrenching tools (shovels and picks) are not permitted. Only tools appropriate for any specific job must be used. Where special equipment is needed this must be obtained in order to carry out the job safely. All staff will receive appropriate tool, equipment or machinery specific training to ensure safe operation and working conditions.

Site staff must ensure that when using hand tools, they work within an adequate working space and keep a safe distance from other staff. Tools must never be thrown into, out of, or across excavations or on site generally.

Earthmoving equipment/plant

Only qualified, competent and authorised personnel are permitted to operate plant, machinery and other equipment (including chainsaws) or repair and service any equipment. All equipment is subjected to a regular inspection regime and signed off and dated as having

been inspected. Defective equipment must be taken out of use and reported to the person in charge of the workplace.

Almost all plant will normally be operated by designated sub-contractors. Their equipment must be provided with the relevant certificates and their operators with the appropriate licences, CITB or equivalent. The site supervisor will inspect licences and certificates (including maintenance records for the relevant plant) prior to a machine being permitted to operate on any PCA site.

Where staff are likely to work in proximity to any plant, the implications of this will have been covered in the site risk assessment. Personnel will work with the appropriate PPE, and where required a suitably trained banksman will be designated.

An experienced member of staff will have inducted any person working with earthmoving equipment in appropriate safe working practices prior to him or her being allowed to work in proximity of the plant.

When working with earthmoving machinery or when working as a designated banksman or both, personnel will not be allowed to stand within the machine's operating radius without prior agreement of the operator. The machine operator will cease operational movements immediately if he or she is not able to observe workers/banksman working in proximity to the plant being operated.

Loads must not be slewed over personnel, vehicles or huts. If loads are lifted over roadways or paths, movement by people or vehicles along these must be stopped for the duration of the machine's operation.

PCA staff and volunteers must be vigilant for the movement of heavy mobile site plant. When approaching such plant, staff and volunteers must ensure the driver has seen them and signal their intentions. Signals must be standard and known to be understood by both parties before using them. When such plant operates in an excavation area the archaeological supervisor will appoint a person to act as 'look out' or 'banksman' to ensure drivers are aware of the presence of archaeological staff and volunteers, and to warn of dangers caused by the plant.

Vehicle or plant access and egress points must be marked as such, and be under direct observation of a banksman.

Contamination

PCA's Health and Safety Officer must be contacted immediately if any unexpected evidence for ground contamination is encountered in the excavations. Work must be stopped in any area where evidence for contamination is encountered until a full assessment of the risks has been completed. Note: evidence for ground contamination frequently comprises ground discoloration or strong smells.

Services

When working in proximity to services, full details must be obtained in advance from the relevant authority, including water & sewage, electricity, gas, telecom/telephone, cable & television companies as well as private property owners.

Cable location equipment must be used in advance of excavation, and repeat checks with the cable and pipe locator must be carried out as works progress. Personnel operating cable

location equipment must be trained to the requirements identified in Health and Safety Guidance Document 4.

Where the presence of services is suspected, excavation will only proceed by use of hand tools. Hand-held power tools and mechanical excavators are the main causes of danger and they must not be used in proximity to underground services. Underground services must be assumed to be live until confirmation to the contrary has been supplied.

Where there is any doubt about the identity of an exposed service it must be treated as an electricity cable or gas pipe until proven otherwise.

Where work is carried out on a road or street the 'New Roads and Street Works Act 1991' may apply. For any street works, the work must be supervised by a person qualified under the Street Works (Qualifications of Supervisors and Operatives) Regulations 1992. There must also be a person trained under these regulations present while any works are carried out on site.

Excavations

Scaffolding and shoring is only to be erected, altered, dismantled, or inspected by a qualified, competent and authorised person.

Weak structures, obstructions, overhangs and loose or unstable material in or near excavations must be reported to the site supervisor, then removed if it is safe to do so and where necessary following a specific Risk Assessment.

Barrow runs and walkways should be located at a safe distance from the edge of any excavation. They should be of adequate width. Scaffold boards or staging should be in good condition, free from splits, warping, nails or loose metal strips, and must be adequately supported in accordance with the manufacturer's/supplier's instructions.

Where barrow runs and walkways span a void or a deep excavation extra width and support may be necessary, in addition to guardrails and toe boards as edge protection.

Vertical steel grid pegs protruding from the ground must be covered with PCA approved grid peg covers except whilst in immediate use.

Any excavation area must be protected by appropriate safety barriers and signage. Areas around excavations must be kept clear of tools, loose material and spoil. The latter should be at least 1.5m from the edge of trenches. PCA staff and volunteers are not permitted to run on site, nor jump across trenches.

Any excavations greater than 1.2m in depth, or where soil conditions or engineering recommendations require it, will need to have relevant support works in place, such as battering, stepping or shoring. The installation and inspection of shoring works will be the responsibility of qualified shoring contractors, will be to an agreed design, and will be carried out to BS 6031 (1981) and to the practices reported on, in CIRIA Report 97 (1992). Where there is flooding risk cofferdams/caissons will be installed with pumps of a suitable capacity.

Excavations with vertical sides of 2m or more in depth will require substantial barriers, comprising anchored guardrails where necessary with toe boards. Barrier tape or Heras fencing will not suffice.

The ground base for any ladder must be firm and level. All ladders must be installed at a base-to-height ratio of 1:4. They must be secured against slipping by tying at top and bottom and must be regularly inspected.

Any excavation will be assessed with respect to ventilation risk, and the potential for gas and flooding problems with regard to classifying it as a confined space.

If an excavation is classified as a confined space then a full assessment following the Confined Spaces Regulations 1997 will follow, and only personnel who have been trained by a qualified trainer, who have been issued with the appropriate equipment and who are under authorized supervision will be allowed into the trenches.

Storage and use of LPG

Cylinders must be stored upright in a lockable container which must be appropriately marked for the fire brigade. Only cylinders attached to equipment will be allowed in work/rest areas. Dry powder fire extinguishers will be available. Cylinders and equipment attached to them will be kept away from flammable materials. Personnel using the equipment will be instructed in its use, detecting leaks and the use of fire extinguishers. Equipment will be regularly maintained (at least yearly).

Recording of historic standing buildings

Standing building work includes a series of additional risks which must be taken account of in all recording work carried out on the in or outside of standing structures.

Prior to any work commencing an assessment of the stability of the structure and any working surfaces will be established and where necessary appropriate mitigation measures put in place.

Prior to work commencing the condition of the services will be reviewed. Where there is a need for task lighting, 110V power supply will be favoured.

The presence and nature of any vermin or mould growth inside the structure (such as rats, birds or insect infestation) will be considered and appropriate mitigation measures taken.

The presence of any unauthorised site use by members of the public must be taken into account and site access restricted. Where syringes, chemical containers or other items of concern are identified PCA's H & S officers must be consulted in order to ensure removal and safe working practices prior to work commencing.

Any scaffolding or mobile scaffold tower erected and used must satisfy the Working at Heights Regulations nationally required safety standard and must be erected, used and inspected by appropriately trained staff. Any working at heights will require a suitably targeted working at heights specific risk assessment, and a permit to work.

Other

Piled stores, goods, equipment, and parked vehicles must not be permitted to obstruct any sign fire exit or muster station. All signs must be inspected regularly to ensure they are in the correct position and are clean and legible at all times.

It is not permitted for one person to work alone on a site. PCA staff and volunteers must abide by this rule on all projects. On some projects it may be acceptable for a lone

representative of Pre-Construct Archaeology to carry out a Watching Brief as long as another individual, for example a contractor, is working with that person.

Volunteers or members of the public are not allowed onto archaeological sites or into PCA offices unless accompanied by a PCA staff member.

PCA staff and volunteers working on sites where contractors are present must ensure that the contractor's personnel are aware of their presence and of the work they intend to carry out. Contractors are to be asked about the work they are carrying out and how this might affect PCA staff and volunteers.

The PCA health and Safety Policy, together with these rules cannot and does not cover all imaginable risks. Any site or location where PCA staff are asked to operate must be reviewed and physically inspected with a view to establishing all risks associated with the particular project. These hazards will then be mitigated prior to staff starting work.

Working with Asbestos

All PCA site staff will receive asbestos awareness training and specific task training for non-licenced asbestos work.

All site workers carrying out notifiable non-licenced work (NNLW) with asbestos will have to have a medical examination before they start such work. This medical examination will be provided to PCA staff by an HSE-approved medical practitioner hired by PCA.

PCA will keep a register (Health Record) of all staff carrying out NNLW with asbestos. This includes:

- The nature and duration of asbestos and estimated exposure for each individual worker.
- Dates of the workers' medical examination.