

3. Health and Safety on Site; Some General Principles (from *To CAP it all*)

3.1. Culver Archaeological Project – Health and Safety Statement

It is the policy of the CAP to give prime importance to the health and safety of its employees, students and volunteers whilst at work. This is considered to be a responsibility equal to that of any other function. As well as recognition that in order to achieve and maintain the high standard required, all personnel and volunteers must be aware of and accept their respective responsibilities.

To comply with the Health and Safety at Work Act 1974 and its associated legislation, CAP will, through its organisational arrangements, take all steps that are reasonably practicable to ensure the health and safety at work of its personnel and volunteers and all persons likely to be affected by its operations, including sub-contractors, licensees and the public, where appropriate, and will provide:

- i. A safe and healthy working environment and a safe system of work.
- ii. Safe plant and equipment.
- iii. Adequate information, instruction, training and supervision.
- iv. Safe storage for all inherently dangerous materials and substances.
- v. Facilities for the treatment of any injuries occurred at work.
- vi. A system to record all accidents and dangerous occurrences.

Robert Wallace has overall responsibility for health and safety for CAP.

Please report any Health and Safety issues to an appropriate supervisor or to a project director as soon as possible.

Read and refer to the following '*Health and Safety on site – the basics*', but remember this is only a summary so consult a supervisor if in doubt or concerned.

3.2: Health and Safety on site – the basics

Most safety issues on site come down to common sense – please use yours!

Look where you are going; excavation sites are inevitably full of pits, stakes and strings, **never rush, run or jump.**

Be careful when using any hand tool both for your safety and that of other people on site.

Wash your hands before meal breaks.

Cover up or protect against sun and **drink plenty of fluids** to avoid dehydration.

Tiredness: listen to your own body. If you start to feel tired ease up and/or notify a supervisor and take a break. A tired worker is a bad worker and potentially a danger to self and others. **NEVER WORK ON SITE ALONE.**

Where stout footwear (steel toecaps and insteps ideal), **gloves** help against blisters and cuts, **goggles** if chipping stone etc. **knee pads/kneeling mats** encourage correct excavation posture as well as protecting knees from sharp stones and other hazards.

Keep away from any mechanical diggers and always comply with **direct Health & Safety orders** from the site staff.

Always notify a supervisor when entering or leaving site during a session.

The SITE RISK ASSESSMENT & HEALTH AND SAFETY RISK CONTROL AND ACTION PLAN:

is available on site and on our website (www.culverproject.co.uk). It is **your responsibility to read these documents** and query any points you do not understand and to inform us of any health issues that affect you personally. You must have a current tetanus vaccination.

You will not be allowed on site until you have complied with these requirements.

3.3: Some important risks to be aware of

WEILS DISEASE: from animal urine in standing water: wear gloves and wash hands before meals.

LYMES DISEASE: from tick bites in long grass from infected animals i.e. deer, sheep and other mammals: look for tell-tale ringed inflammation and if seen consult a medical practice. Lyme appears to be becoming more prevalent in the UK than previously so wear suitable clothing.

TETANUS: carried in the ground infects exposed cuts and grazes: **vaccination mandatory.**

MACHINES: If working close to a mechanical digger, stay outside the arc of its extended arm, wear high visibility clothing, steel toe-capped boots and hardhat. Obey any instruction from the **'banksman'** (trench supervisor). Just because you can see the digger does not mean the driver can see you! At CAP sites you will not be required to work close to a working machine.

HAND TOOLS: All hand tools can cause injury if used wrongly or carelessly – follow the instructions given to you in the introductory session. Inform a supervisor if you missed it so we can make sure you are briefed.

TRIPS AND SLIPS: Keep the site tidy; look where you are going; keep away from baulk and trench edges; be careful on the spoil heap. Be particularly careful in wet weather when a site that was formerly safe can become very slippery, very quickly. Advise a supervisor if you notice anything potentially dangerous.

TRENCH COLLAPSE: Do not enter any trench that is over 1.2m deep unless it is shuttered, stepped or battered without checking with a supervisor. Be watchful especially during wet weather. Wear a hard hat if your head is below the surrounding surface. Keep away from the edge of any trench where someone is working. Do not sit or stand close to the trench edge and always enter and leave the trench at the approved points.