

BRIGHTON AND HOVE ARCHAEOLOGICAL SOCIETY

HEALTH AND SAFETY POLICY

The Society aims to prevent and minimise harm to members, landowners, the public and the environment. This document sets out the policies and procedures used to achieve this aim.

Non Field activities Health & Safety Policy Statement

The Society is responsible for a variety of different activities, including talks and lectures, finds-processing sessions, hands-on demonstrations of archaeology, town and countryside walks, visits to places of interest, outreach participation on other organisations' events, and any ad-hoc activity that may be proposed that fits the Society's aims and objectives.

Lectures and Day schools.

Held in hired premises which will be inspected before first use.

Risk assessment to be done before first use, to include (but not restricted to)

- Access to / from front door and from there to the hall: trip hazards, blind spots, and whether direction-finding notices or stewards required
- Access within premises to toilets: is it obvious and is restricted mobility catered for?
- Numbers that can be comfortably accommodated.
- Are fire exits clearly marked and accessible ?
- Heating and lighting: where controls are located.
- Sight lines for audio-visual presentations: whether specific seating needs to be allocated for visual or hearing impairments.

Walks and Visits

Held in the open on public or private ground, to be given a "recce" first wherever possible. When on private land, the proprietor to be asked for guidance on potential hazards.

Risk assessment to identify (and organiser to advise participants accordingly)

- Start point: access hazards such as busy roads to cross, any shelter from inclement weather
- Approximate length of time activity will take and whether there are break-out or rest points along the way
- Appropriate clothing and footwear
- Location and accessibility of public toilets
- Terrain: level of difficulty

Field Activities: Health and Safety Policy Statement

Brighton and Hove Archaeological Society (BHAS) conducts a number of outdoor activities including field walking, geophysical survey and excavations and all members of the Society are encouraged to participate in these events. These activities may be photographed for Society purposes.

It is stressed that the Society will not be held responsible for any injuries incurred during such activities other than as a consequence of gross negligence by the Society. A risk assessment is conducted each year prior to the commencement of digging at each dig site and a questionnaire is required to be completed by each new digger prior to commencing digging, detailing allergies, asthma, diabetes, epilepsy or other illnesses, disabilities and tetanus vaccination status. This information is guidance for the site supervisor only, in order to help with allocating tasks, and is not stored anywhere or made available to other members.

In line with established good practice across the archaeology world, it is Society policy that all participants have current tetanus protection. We urge everyone to make sure theirs is up-to-date, and warn that participation may be refused to anyone without it.

There are a number of general precautions that we must all take to avoid injury during Society activities. All participants must make sure that they have the necessary protection for the prevailing weather conditions (including hats, sun block and plenty of drinking water during hot weather). Participants should have strong footwear, gloves and a kneeling mat. No one is expected to work beyond their own capabilities and comfort, so anyone finding a task too arduous should stop, and inform the site supervisors. Participants will always be told that it is perfectly acceptable to only partially fill buckets and barrows to avoid strain injuries. Keep the site tidy (in particular do not leave tools on the edge of trenches) and take care when moving about the site to avoid trips and falls (some trenches can be quite deep). Never throw anything on site.

A first aid box will be held in the “field bag”.

There are specific precautions necessary when engaged in certain activities.

➤ Digging activities – Using Mattocks, Forks, Trowels and Shovels

Mattocks, forks, trowels and shovels should be used with extreme caution on site. Injuries when using these can range from cuts and grazes, strained muscles, amputation and even death.

Mattocks should never be raised above shoulder height. Work at a sensible pace. Participants should always be aware of who is near them. Wear boots and gloves. Use kneeling mats where appropriate.

➤ Lifting/carrying activities – using Buckets, Wheelbarrows, Heavy Tools

Injuries can range from back strain to minor trips and falls and trapped fingers.

Don't overfill buckets or other containers. Lift using leg muscles not back muscles. Move at a sensible pace. Be aware of your surroundings. Keep barrow runs clear. Wear gloves.

➤ **Site hazards – Deep Trenches, Baulk Collapse, Spoil Heap Collapse**

Injuries can range from death to cuts and bruises.

Walk carefully around site, never run. Trenches must be no deeper than 1.2 metres without shoring and in any case no deeper than 2 metres (to meet insurance requirements.) Don't stand on the edges of trenches. Spoil heaps must be no closer to trenches than 1.2 metres.

➤ **Farm animals – Horses, Cows, etc**

Injuries to us can range from kicks and bites to infectious diseases. Animals' previous experience may have given them good reason to regard some people as a threat, and participants should have regard to the animal's welfare as well as to their own.

No feeding, petting or any other activity that encourages animals to approach the site. When walking to site, give animals a "wide berth".

There are other things participants will have responsibility for:-

- Reporting their concerns about health and safety issues to the site supervisors.
- Providing their own refreshments for the day (no alcohol).
- Participants are required to provide an emergency contact number.
- Parking of vehicles is at participants' own risk and they are instructed to avoid obstructing the area in front of and adjacent to the field gate.