Bishopstone Valley Archaeological Research Project 2004

Health and Safety File
Bishopstone Valley Archaeological Project

University of Kent
Sussex Archaeological Society
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‘Health and Safety Policy’ – Sussex Archaeological Society Appendix 1

Relevant information extracted from ‘Bishopstone Valley Archaeological Research Project 2004 Volunteer Confirmation/ Trainee Confirmation.’ Appendix 2

Important Information.

Please Note: The Accident Book is kept with the first aid box. All accidents, however minor, must be recorded in the Book. It will give us valuable information on safety on-site, and highlight any areas where we can continue to improve. Thank you.
Risk Assessment – what it means

The Management of Health and Safety at Work Regulations 1999 (reg.3) requires that every employer make a suitable and sufficient assessment of the health and safety risks to employees and others not in his employment to which his undertakings give rise. i.e. Society members, members of the public, and anyone else affected by the work that the Society undertakes.

The simplest way to achieve this is by assessing the risks involved in various activities and situations. Risk is assessed, by comparing the likelihood of an event happening with the potential (or likely) outcome. Due to the ephemeral nature of short-term excavations, the usual quantitative numbered system has been replaced with a more suitable subjective, qualitative assessment based on personal judgement, backed by generalised data on risk.

Where tools or working practices are employed it is clearly unworkable to produce accurate individual assessments for mattocking vs. trowelling, for example. Methods for controlling these hazards will be explained to you by your supervisor; this information is included in the ‘Information for Trainees’ pack, and is replicated in this file.

Degree of Risk

<table>
<thead>
<tr>
<th></th>
<th>Infrequent</th>
<th>Occasional</th>
<th>Often</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>No injury/ time off</td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>Minor injury/ 3 days off</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Property damage/ more than 3 days off</td>
<td>M</td>
<td>M</td>
<td>H</td>
<td>v.H</td>
</tr>
<tr>
<td>Fatality/ catastrophic damage/ 4 weeks off</td>
<td>M</td>
<td>H</td>
<td>v.H</td>
<td>v.H</td>
</tr>
</tbody>
</table>

Key:

L  Low
M  Medium
H  High
v.H  very High

Infrequent – annually close to zero
Occasional – could occur
Often – will occur
Constant – often occurs

Please note: The crucial aspect of health and safety legislation is to identify hazards, and to control or eliminate these. The Sussex Archaeological Society has identified and assessed the hazards on this site for everyone's benefit.

It is essential that all staff, employees and volunteers follow all advice, information, instruction and training given to them, and to act in a serious and professional manner at all times. If you have any concerns, questions or note any unsafe behaviour please contact the Site Supervisor, Gabor Thomas or James Thatcher - the Sussex Archaeological Society’s Safety Officer (at Barbican House Museum in Lewes 01273 405739).
**Fieldwork Assessment Form**

**Sussex Archaeological Society**

<table>
<thead>
<tr>
<th>Title of fieldwork activity</th>
<th>BISHOPSTONE 04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location(s) of work</td>
<td>Bishopstone village and surrounds. Nr. Seaford, East Sussex</td>
</tr>
<tr>
<td>Duration (incl. setting up/dismantling time) From/To</td>
<td>5/08/03 – 20/09/03</td>
</tr>
</tbody>
</table>

**Brief Description of Fieldwork:**

Undertaking open-plan excavations on village green. Test-pitting in selected areas. Some metal detecting and non-destructive surveying.

**Hazard Identification:** Identify all the hazards; evaluate the risks (low/medium/high) and describe all necessary control measures.

<table>
<thead>
<tr>
<th>Hazard(s)</th>
<th>Risk L/M/H</th>
<th>Control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical</strong> hazards (e.g. extreme weather conditions including sun exposure, cliffs, caves, marshes, fresh/seawater, mines)</td>
<td>M</td>
<td>Sun exposure. Shelter and water available. Sun protection (hats, clothing, sunscreen) advised. Staff instructed to monitor for signs of exposure or dehydration. Regular rest breaks. Monitored.</td>
</tr>
<tr>
<td><strong>Biological</strong> hazards (e.g. poisonous plants, venomous/aggressive animals, soil or water micro-organisms, insects)</td>
<td>M</td>
<td>Dogs. All advised not to approach Alsatian dog on village green as it does bite. Insects, etc. All susceptible staff/trainees asked to provide own provision (e.g. insect repellent, etc)</td>
</tr>
<tr>
<td><strong>Chemical</strong> hazards (e.g. pesticides, contaminated soils, chemicals on site)</td>
<td>M</td>
<td>Instruction given not to drink water from basin in portaloo. No ‘harsh’ chemicals used on site</td>
</tr>
<tr>
<td><strong>Man made</strong> hazards (e.g. machinery, electrical equipment, vehicles, insecure buildings, slurry pits, power and pipelines)</td>
<td>H</td>
<td>Fire hazard in marquee — using electricity and gas cooker — instruction given. Follow health and safety information and site etiquette regarding machinery, tools, and other hazards. All asked to wear adequate footwear at all times on campsite and excavation areas. Sockets, wiring and water pipes regularly checked for faults and damage. Safe walkways and access routes established</td>
</tr>
<tr>
<td><strong>Personal safety</strong> (e.g. lone working, attack on person or property (security), first aid)</td>
<td>M</td>
<td>Extensive first aid kit provided (and first aiders). Ensure always 2 or more persons in campsite compound.</td>
</tr>
<tr>
<td><strong>Environmental impact</strong> (e.g. refuse, pollution, disturbance of eco-systems)</td>
<td>L</td>
<td>Rubbish regularly collected to allocated location away from people and animals. Weekly trip to tip to dispose. Site to be kept clean and tidy. Follow health and safety information and site etiquette.</td>
</tr>
<tr>
<td><strong>Other</strong> hazards (e.g. procedural, manual handling). Hygiene provision. Please specify.</td>
<td>M</td>
<td>Ensure hands washed after using toilet and before handling food. Follow health and safety information and site etiquette.</td>
</tr>
</tbody>
</table>

*Continue on separate sheet if necessary.*
Emergency Procedures: Specify arrangements for first aid, special emergency procedures, survival aids, communication, etc.

First Aiders: Gabor Thomas; Simon Roffey; Julie Bates; Alex Langlands

All injuries to be reported in accident book.
Most people on site carry mobile phones to call for assistance.

Additional Information: Identify any additional information relevant to the fieldwork activity, including supervision, training requirements, information, specialist equipment or clothing, inoculations, etc.

A list of hazards and control measures is included with the information pack. Additionally a description of ‘site etiquette’ in this pack gives instruction on how to further reduce hazards.

Hard hats and high-visibility vests are provided for use (where appropriate) by competent persons using, or working near, machinery.

Checklist:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Has necessary training and information been given?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Is there adequate provision for those with health problems or disabilities?</td>
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<td></td>
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<tr>
<td>Are there adequate First Aiders available?</td>
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<tr>
<td>Is there suitable supervision (i.e. Staff to student/trainees ratio)?</td>
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<tr>
<td>Has permission been obtained to work on the site(s)?</td>
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<tr>
<td>Are there suitable travel arrangements and/ or licensed drivers?</td>
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<tr>
<td>Is adequate insurance cover in place? (contact Jan Nichols/ University of Kent for advice)</td>
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<td></td>
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<tr>
<td>Have all participants submitted next of kin information to excavation organiser/ Personnel office?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Has a method been organised to ensure that contact can be maintained between all personnel undertaking activity on site?</td>
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<td></td>
</tr>
</tbody>
</table>

Assessment carried out by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date:</th>
<th>Review Date:</th>
</tr>
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</table>

Job Title

Assessment Authorised by Competent Person (if different from above)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date:</th>
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</table>

Job Title
HEALTH AND SAFETY POLICY- Sussex Archaeological Society

1.0 General Statement of Commitment to Health & Safety

1.1 The Society is committed to taking all reasonable measures to ensure the health, safety and welfare of its staff while at work in accordance with all relevant health and safety legislation. The Society also undertakes not to put others such as customers and members of the public at risk whilst carrying out its activities.

1.2 To effectively develop and implement the Society’s health and safety policy and procedures the Trustees will ensure that managers, staff and volunteers are involved in devising a safety management system.

1.3 Each staff member will be given the necessary information, instruction and training to ensure that they can carry out their work in a safe way.

1.4 Management will be responsible for devising safe systems of work and ensuring that these systems are put into practice and supervised as necessary.

1.5 The necessary arrangements will be developed to enable staff to raise issues of health & safety.

1.6 The wholehearted commitment of all staff is required if the Society’s Health & Safety Policy and procedures are to be successful.

Every staff member has a legal duty to:

- take reasonable care of their own health & safety at work.
- to take reasonable care for the health and safety of others who might be affected by their actions and omissions in the work situation.
- to co-operate with management in pursuance of the Society's health and safety policies and procedures.

1.7 All documents relating to health & safety policy, procedures and systems will be contained within the Health & Safety Manual. These documents will be regularly reviewed and updated as necessary.

Signed ________________________ Date______________
Chief Executive Officer

In the context of the Society’s Health & Safety Policy and Procedures, the term staff refers to both employees and those working voluntarily for the Society.
3.5 Employee Responsibilities

All staff have a duty to:-

a) take due care for their own health and safety.
b) take due care for the health and safety of others who might be affected by their acts or omissions.
c) co-operate with management with respect to the information, training and guidance provided on health and safety matters.
d) not misuse or interfere with anything that has been provided for health and safety reasons.
e) report to their line manager any accidents, near misses and dangerous occurrences.
f) immediately report to their line manager any hazardous defects in plant, machinery and equipment or any shortcomings in the existing safety arrangements.
g) not undertake any task without the necessary prior authorisation and training.
h) take action to prevent others from placing themselves in identified hazardous situations.
Directions by car
The local roads are narrow, frequented by farm vehicles, horses, walkers, foreign tourists and maniacs using them as rat runs. Please drive with care and consideration. The track to the camp site is rough: take it slowly. You may access the site by car to load/unload, but please park on the track adjacent to the site, leaving free passage along the track for other vehicles.

If approaching from the north/A27: turn south off the A27 at the “Drusillas” roundabout towards Alfriston and Seaford. After one mile, turn right onto a C-road signposted “Winton”. After just under ½ mile, the C-road turns sharp left. Keep straight ahead along an unmade track, leaving the house called “Sanctuary” on your left. The camp site is on the left after 400 yards.

If approaching from the south/A259: in the eastern outskirts of Seaford, turn north onto the Alfriston road. In the centre of Alfriston, take the left fork off the main road. Follow this road for about ½ mile until it turns sharp right to Winton. Turn sharp left along an unmade track, leaving the house called “Sanctuary” on your left. The camp site is on the left after 400 yards.

Travelling by train
If travelling by train, the site is just over 2 miles walk from Berwick Station, along the Vanguard Way. It is about 5 miles from Seaford Station.

On-site facilities
The campsite will have basic toilet and washing facilities (portaloos and running cold water) and provisions for self-catering; those intending to use this campsite should come prepared with tents and sleeping bags, and if they wish to prepare their own food, pots, pans, cutlery etc.

Off-site facilities
The village of Alfriston, c. 10mins walk from the campsite, is a tourist hotspot and has an excellent selection of pubs serving evening meals, restaurants, a camping shop, and a mini supermarket. Larger supermarkets and cash-points can be found at Seaford and Newhaven.

7. Alternative Accommodation
Alternative arrangements are left to the individual; information on B&Bs local to Bishopstone can be obtained from the Lewes Tourist Information Centre on 01273 483488. The local Youth Hostel, located nr the village of Alfriston (approx 3 miles from Bishopstone) can be contacted on 01323 870423.

8. Arrivals
Those intending to camp will normally be expected to make their way directly to the campsite at Alfriston over the weekend preceding their chosen week. Campers arriving
on Monday morning should make their way directly to Bishopstone (see enclosed map) and at the end of the working day you will be ferried across to Alfriston. For those travelling on public transport, Bishopstone station - located about 1 mile from the village - is the penultimate stop on the main Brighton to Seaford line which also passes through Lewes. Provision can be made to pick you up from Bishopstone train station provided you supply a specific time of arrival in advance.

9. Transport/Parking
All of those commuting to Bishopstone on a daily basis (either from their homes or from the campsite) should use the car park shown on the enclosed map; parking spaces within the village are at a premium and highly prized by the villagers.

10. Equipment
Most excavation equipment will be provided. Participants are asked to bring their own 4” mason’s trowel (e.g. WHS drop-forged pointing trowel, available at good hardware stores). Please ask for advice if you cannot find this type of trowel by phoning 01273 405736. If you have bad knees bring knee-pads or a kneeling mat. You should be prepared for all weathers. Essential items should include wet weather gear, stout shoes, sun barrier cream, warm weather headgear, insect repellent, pain killers, and bandages. A basic first aid kit will be available on site. Volunteers are also encouraged (although not obliged) to keep their own fieldwork diaries.