

Mellor



Archaeology

SAFETY POLICY AND MANUAL

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SAFETY POLICY

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HEALTH AND SAFETY POLICY

1.1 Health and Safety at Work Policy Statement

Mellor Archaeological Trust (***the Trust***) are committed to high standard of occupational health and safety in order to safeguard the wellbeing of all those working for Mellor Archaeological Trust and its subsidiaries, living near or visiting our sites or premises.

In pursuance of the above policy, our objective is to carry out a full hazard and risk assessment in order to:

- Operate and maintain equipment and facilities that are safe and without risk to health. In developing and designing new systems and procedures, consideration of health and safety matters is a major factor.
- Provide systems and procedures that achieve the recognised standards of occupational health and safety and to monitor performance by making regular inspections, which are formally reported.
- Provide appropriate instruction and training for all employees recognising that health and safety improvements are a mutual objective and that every employee has a duty to comply with both Mellor Archaeological Trust's Health and Safety Policy and Parliamentary legislation.
- Provide information on health and safety at work matters by appropriate communication to all employees. The driving force to achieve this objective is through regular review of the health and safety policy and its communication by the Company or its appointees. In support of this objective the requisite Health and Safety Law poster will be displayed in a prominent position.

The Company has a commitment to all health and safety issues, and will provide sufficient funds and resources to enable the correct implementation of the policy.

The successful implementation of the policy relies on all responsibilities being fulfilled, with the general aim of continuous improvement through monitoring, and an annual review.

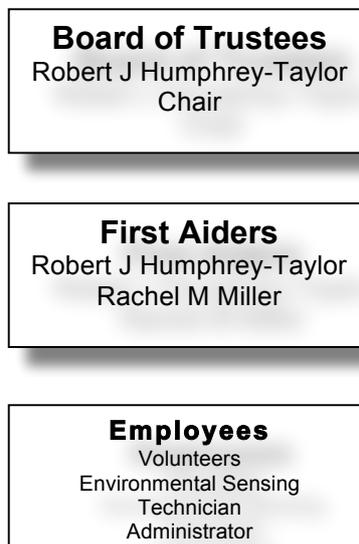
Signed:

Date: 30th September 2016

Robert John Humphrey-Taylor
Chair of the Board of Trustees
Mellor Archaeological Trust

2 Management and Responsibilities

2.1 Organisation Chart



2.2 THE RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Ultimate responsibility lies with the Board of Trustees but specific duties are delegated to others according to their experience and training.

The Board of Trustees will ensure that this Policy is applied throughout the whole organisation as well as being adopted by all operatives, contractors and visitors to premises where activities are being undertaken.

Each individual person has a duty of care to himself as well as to all those that they come into contact with during any part of the working day.

The Trustees have a specific duty to:

- Initiate the Trust's Policy for Health and Safety to prevent injury, ill health, dangerous accidents and to set targets for the reduction of accidents and to initiate the Trust Health and Safety Policy for safe places of work.
- Ensure that the Trust's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire organisation.
- Sanction the necessary resources for adequate time for training and all matters of Health and Safety to meet the requirements of the Trust Policy.
- To ensure that the Trust Health and Safety Policy is fully implemented.
- To ensure that Health and Safety training needs amongst staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Trust.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Trust.
- To discipline any employee who fails to comply with his/ her individual responsibilities towards achieving safe places of work.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly by competent persons and that suitable remedial measures, are introduced to prevent a similar situation in the future.
- To set a good personal example for others to follow.
- To maintain a comprehensive accident log for the Trust and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- Ensure that risk assessments and safe systems of work (SSOW) are issued or otherwise related to employees. Check that those who need to be aware of them understand them. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- To ensure the general public are not put at any risk from the Trust's operations and that security operations are kept in order at all times.

- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Ensure that all employees engaged under your control have a good understanding of the risks associated with their activities. Ensure that Risk Assessments are issued. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Stop any unsafe or potentially unsafe working practices immediately.
- Ensure that a tidy workplace and storage areas, are maintained, heat, light and ventilation are adequate and materials not needed are removed or stored in an orderly fashion.
- Always prevent obstruction of access and egress routes by safe delivery, stacking and storage of materials.
- Ensure that adequate emergency procedures, fire fighting equipment and first aid kit, and a trained First Aider or appointed person where required. If work is undertaken without your presence on site ensure that those requirements which are normally shared are available.
- Work equipment is to be maintained in a fit state and inspected prior to use, ensure that these inspections are undertaken by all staff. Equipment requiring repairs must remain safely out of use until such time as repairs that may be required are completed.

Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.

2.3 THE RESPONSIBILITIES OF THE EMPLOYEES and VOLUNTEERS

All employees and volunteers (**employees**) of the Trust are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2003. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all employees are requested to:

- Read and understand the Trust Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of yourself and others who may be affected by your activities.
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood.
- Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive training on any work or Health and Safety matters you feel unsure about.

- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't and report it to your Manager.
- Ensure that you use the correct equipment for the job and not use equipment for work which it was not intended, or if you are not trained or experienced to use it. Report any damaged equipment. Keep all equipment in good condition, inspect it frequently and do not use them if they are damaged or inadequate for the job.
- Be aware of emergency procedures and understand that they are for your benefit. Find out and establish the location of fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed.
- Do not play dangerous practical jokes or partake in "horseplay".
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others and suggest safer methods of working to ensure that you and others are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular:-

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Trust, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.
- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant / equipment and tools, so that heat, light and ventilation are adequate.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Manager and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- All injuries to yourself must be reported to the competent and / or qualified First Aider immediately. Details are also to be entered into the accident book.
- Above all else understand and accept that you are likely to cause, have or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.
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- **2.4 Risk Assessment**

The control of risks is necessary to secure compliance with the requirements of the Management of Health and Safety at Work Regulations and other health and safety legislation. Hazard identification and implementing a risk assessment shall therefore be a priority. The risk assessments are to establish the risks, who is exposed to those risks and what preventative measures are required to reduce them. This will enable the risks to the health, safety and welfare of our employees and any other persons affected by our working activities, to be reduced. These assessments will be completed by a competent person and will be reviewed annually or when a work activity or work area changes and always if there is an accident.

To conduct a risk assessment we will carry out the following:

- Identify hazards;
- Decide who might be harmed and how;
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done;
- Record the findings;
- Review our assessment and revise it if necessary.

2.5 Information, Instruction and Training

The Board of Trustees shall be responsible for ensuring that their employees receive, adequate information and instruction and are trained to use, any equipment associated with their work and are well versed in the procedures and work instructions.

The Board of Trustees are responsible for ensuring that their employees are aware of all safety hazards relating to their work or working environment. They are further responsible for ensuring that all their employees receive information and instruction about and are fully trained in all necessary safety and health procedures and work instructions relating to their work and environment.

2.6 Health & Safety Legislation, Information and Advice

Mellor Archaeological Trust shall ensure that all matters relating to health and safety are considered according to the legislation which Health and Safety at Work Act embraces. This incorporates the provisions of the Approved Codes of Practice and Guidance for safe procedures etc. issued by the Health and Safety Executive are included in this legislation.

2.7 Workplace Health, Safety & Welfare

The Trust will ensure that it complies with the Workplace (Health, Safety and Welfare) Regulations. The Trust recognises the benefits of a fit and healthy workforce, and therefore seeks to protect the health of employees by reducing risks caused by physical characteristics from the workplace.

2.8

Lifting and Handling

The Company shall assess and regularly review the necessity for and methods used to lift and move goods and materials to ensure that they are as risk free as practicable. They shall also ensure that appropriate training and information is given to employees.

2.9 Work Equipment

All work equipment shall be assessed to ensure that any associated risks are reduced. All precautionary measures are to be implemented. All equipment shall be maintained periodically and records kept. All employees shall be provided with instructions, information, supervision and training appropriate to the task to assist them to use all work equipment safely.

2.10 Visual Display Units

The Trust will assess the each person's workstation and ensure that it complies with the requirements of the Health & Safety (Display Screen Equipment) Regulations. The Company will ensure that the risk assessments are reviewed on a regular basis and when changes happen and shall ensure that appropriate training and information is given to employees.

2.11 First Aid, Accidents, Incidents and Dangerous Occurrences (RIDDOR)

All injuries should receive first aid treatment by trained persons whenever possible and a record of the accident must be made in the Accident Book that is kept in the site cabin. Whenever possible, the injured person must ensure that the entry is adequate and accurate in detail and should sign to state this.

A first aider will complete an accident report form, which details the circumstances leading up to the accident. The details recorded on the accident report form the basis for informing:

- Department of Health and Social Services
- Insurers
- HSE

As appropriate.

Recording the facts at the time can save a lot of confusion and time wasting later on.

The Trust is responsible for ensuring that all appropriate injuries and dangerous occurrences which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). They are also responsible for ensuring that further investigations are carried out to prevent the accident / incident occurring in the future.

It is most important that management is informed as soon as possible of any illness or injury thought to be caused through work related activities.

To ensure workplace accidents and ill health are successfully being reduced, annual monitoring is required at management level. This enables work conditions, safe working practices and systems to be checked to see if they are being followed.

2.12 Stress at Work

A risk control strategy is to be maintained in order to manage workplace and occupational stress and their associated health effects. As a minimum the following job related factors will be considered:

- Physical environment;
- Change;
- Uncertainty;
- Role conflict;
- Role ambiguity;
- Working hours;
- Excessive workload;
- Nature of work;
- Control over work and workload, ie, ability to undertake the work in a competent and safe manner, complete work programmes etc;
- Violence, bullying, aggression from other staff, members of the public, other professionals etc.

2.13 Portable Electric Equipment

All portable electrical equipment shall be assessed to ensure that any associated risks are reduced. All precautionary measures are to be implemented. All equipment shall be maintained periodically and records kept. All employees shall be provided with instructions, information, supervision and training to assist them to use all work equipment safely.

2.14 New and Expectant Mothers

The Trust shall ensure that when any new or expectant mother is working in their employment, they will re-assess their work environment by conducting a risk assessment and make all reasonable adjustments to protect the mother and baby from harm.

2.15 Young Persons at Work

The Trust may employ young persons for the purpose of work experience and as volunteers. The Trust will ensure that adequate precautions are implemented to look after their safety whilst they are at work and suitable risk assessments are carried out.

2.16 Communications

Important decisions on safety matters will be communicated to all personnel via briefing groups and the issue of additional safe system of work.

3 Fire Precautions

3.1 Fire Emergency Plan

It is essential that actions to be taken in the event of a fire be fully understood by all employees. The location and method of operation of fire appliances in the immediate working area should be known. The fire plan shows the location of fire extinguishers and smoke detectors.

3.2 Action to be Taken on Discovering a Fire Situation

On discovering a fire, IMMEDIATELY alert all other staff by shouting "fire, fire, fire".

If the circumstances are such that the fire can be rapidly and safely extinguished then attempt to put it out, **ENSURING THAT YOUR ESCAPE ROUTE CANNOT BE BLOCKED IF THE FIRE SPREADS**. Use only **ONE** extinguisher. If this is not sufficient it is unlikely that a second extinguisher will be enough. Evacuate immediately.

Go to the Fire Assembly Point that is located at the designated place for each site and give details to the responsible manager of the exact location and extent of the fire.

3.3 Action to be taken on Hearing the Alarm Being Raised

3.3.1 Employees

- Shut down equipment if safe to do so.
- Leave the premises/site by the nearest safe route and go to the Fire Assembly Point.
- Do not stop to collect your personal possessions.
- Report to the responsible manager and confirm your attendance.
- Remain at the Fire Assembly Point until instructed otherwise.

3.3.2 Visitors

Visitors must be taken by their supervisor/guide to the Fire Assembly Point and report to the responsible manager who will note their presence. They must then remain with their contact until the incident is closed.

3.3.3 Contractors

- Shut down equipment if it is safe to do so.
- Go by the nearest, safe route to the Fire Assembly Point.
- Do not stop to collect personal possessions.
- Report to the responsible manager.
- Remain at the Fire Assembly Point until instructed otherwise.

3.4 Evacuation Drills

Practice evacuations will be carried out at least once a year and may be unannounced.

3.5 Cigarettes

Smoking is prohibited within The Trust cabins. Persons must only smoke in the designated smoking area outside the cabins.

3.6 Hand Fire Extinguishers

Make sure you know the method of operating the extinguishers in your normal working area and where they are located. Any extinguisher that has been completely or only partially discharged must be reported to the responsible manager. The table below outlines which type should be used in particular circumstances.

Fire	Type of Extinguisher				
	Foam Cream	Carbon Dioxide – Black	Dry Powder – Blue	BCF – Green	Water – Red
Wood, Paper, Cloth	Yes	Yes, if small fire	Yes, if small fire.	Yes	Yes
Petrol, Oil, Solvents	Yes	Yes, if small fire.	Yes, if small fire.	Yes	NO
Electrical Equipment	NO	Yes	Yes	Yes	NO
Instrumentation	NO	Yes	Yes, but CO2 better	NO	NO

NB: On modern extinguishers the colours indicated above take the form of a band across the front of the extinguisher label while the main body of the extinguisher is RED. All extinguishers now have a sign posted above or alongside indicating the extinguisher type. Always take great care when selecting an extinguisher to check that it is of a suitable extinguishing material.

Never use foam or water where high voltage live electrical apparatus is involved.

3.7 Prevent Fire Spreading

Ensure that good housekeeping rules are prepared and obeyed so that waste materials are cleared away at regular intervals.

Ensure that enough fire extinguishers of the correct type are available and properly maintained.

Ensure that staff know how to raise the alarm and how and when to use extinguishers.

4.0 General Arrangement for Health and Safety

It should be noted by all employees that while the Trust has a responsibility to ensure that conditions of work are safe and healthy, individual employees also have a responsibility to perform their tasks in such a manner that they create no unnecessary risks to themselves and others.

This section of the Health and Safety Manual gives guidance on the aspects of health and safety that may normally be encountered by employees while working in buildings and sites controlled by the Trust.

4.1 General Responsibilities

All employees shall:

- Make themselves familiar with and conform to the Trust's Health and Safety Policy ;
- The correct use appropriate safety devices;
- Conform to any instructions given by those with responsibilities for management and control of health and safety;
- Report any accidents and/or damage to property or equipment irrespective of whether persons are injured;
- Report immediately all accidents to themselves whilst at work

4.2 First Aid

First Aider

All first aiders must hold a current First Aid at Work Certificate issued through a HSE approved training body such as Ensure Safety & Training in accordance with the Health and Safety (First Aid) Regulations 1981.

Appointed Persons

Appointed Persons are required to take action where there has been a serious injury and to ensure that emergency treatment is obtained speedily. They do not have to be trained in first aid, i.e., Director, Manager.

First Aid Boxes

A first aid box is located in the Cabins and the site manager's vehicle, it will be suitably stocked and checked on a regular basis

Guidance Notes for First Aiders

Injuries

A trained first aider should treat any injury as soon as possible, but immediate action should also be taken in serious cases (see below)

In the event of serious injury, call an ambulance by dialling 999.

Serious Injuries

Severe Bleeding.

Sit the casualty down, press a pad onto the wound, raise limb above the heart to stop excessive blood loss.

Lack of Normal Breathing

Call for help by any means available. Start CPR doing 30 chest compressions to 2 rescue breaths. Keep going until professional help arrive and takes over, the casualty recovers and regains consciousness or you can't carry on through exhaustion.

Electric Shocks

Make sure that the electric power supply to the equipment involved has been switched off before touching any person 'connected' to the equipment. If this is not possible, move the patient away from the source with anything dry and non-conducting.

Burns and Scalds

Immerse the affected part under cold running water for 10 mins. With chemical burns flush the affected area with cold water for 20 mins.

Falls

In the event of a serious fall, seek help immediately. Do not attempt to move the injured person unless their life is in immediate danger or they stop breathing normally and you need to carry out CPR.

4.3 Injuries and Illness

If you suffer an accident, no matter how small, report it to your Manager. Ensure that a report is entered in the Accident Book (located in the office). It is also a requirement to declare any medical condition or disability that is likely to involve risk to yourself or others when you are doing your job.

4.4 Site Access

On arrival at the premises, all employees must clock in.

4.5 Manual Handling

Improper handling is the greatest single cause of accidents at work and affects people working in all areas.

Do not attempt to move anything which is beyond your capability. If possible leave the material where it is to cut it or get help for the lift.

Plan your move. Check the condition of the floor; make sure the way is clear before starting to move a load. Check that the load is secure and not likely to shift during the lift.

Avoid sharp edges, splinters, projecting nails or wire and take extra care when lifting awkwardly shaped objects.

When lifting or lowering, keep the back straight and bend the knees to avoid back strains.

Do not change your grip whilst carrying a heavy load. Rest the load first if necessary.

Avoid trapping fingers when holding or placing loads down. Slide the load into position.

When more than one person is involved in moving a load, decide on a leader to direct the move and agree clear signals before starting.

Do not overreach, keep the load close to the body.

Avoid overloading shelves or placing loads on the edge of tables, cupboards or benches.

4.6 Housekeeping

All employees are responsible for the general tidiness of their work area and are required to keep it tidy both for reasons of safety and to make the premises a more amicable working environment.

Gangways in the cabins must be kept clear in order to allow free and safe movement of staff and materials.

Floors, under machines and desks must not be used as storage areas.

4.7 Display Screen Equipment (DSE)

Eye and eyesight defects do not result from use of DSE, and it does not make existing defects worse. Temporary fatigue, sore eyes and headaches can be produced by poor positioning of the DSE, poor legibility of screen or source documents, poor lighting and screen flicker. Staying in the same position relative to the screen for long periods can have the same effect.

It is important to change your focal position away from the screen taking use of natural breaks such as filing etc. The screen should be positioned away from reflective light and so that your eye line is within the top third of the screen, this means the screen should be raised to achieve this. The operating of the keyboard should be carried out with the elbows level with the centre of the keyboard raising or lowering the chair will help achieve this; feet should be resting comfortably on the floor, use a foot rest if required. Clutter should be minimised on the desk working area.

The company will carry out risk assessment for each workstation and ensure that they comply with the regulations. Each employee has a responsibility to ensure that they use the DSE in line with the training and guidance given. They should check the equipment for faults or damage on a weekly basis and report any fault immediately.

4.8 Electrical Appliances

Keep an eye on any electrical appliances that you use or are in use near you. If you suspect that any of them may be unsafe because they don't work properly, they are damaged, leads are coming loose or are frayed, do not use them and immediately bring them to the attention of the Director.

4.9 Alcohol and Drugs

You will be required to leave the premises if you are intoxicated or under the influence of drugs, nor are you allowed to consume or take intoxicating liquor or prohibited drugs while on the premises. It is also an offence to drive any vehicle while under the influence of intoxicating liquor or prohibited drugs.

4.10 Working off Site & on a Clients Site

It is the employee's responsibility to take reasonable care of them self and others who may be affected by the actions. You must ensure that you make yourselves familiar with the client site and their procedures.

You Must:

- Make yourself know when arriving to site.
- Sign in where required.
- Make yourself familiar with fire procedures
- Make yourself familiar with fire assembly points
- Make yourself familiar with fire routes
- Make yourself familiar with welfare facilities
- Make yourself familiar with first aid procedures
- Ask about any further information
- Sign out when leaving
- You must report any accident to the client and the Trust

If in doubt ask your onsite contact

5. Arrangements for the Health & Safety of Sub-Contractors

All contractors have a duty to their employees to provide them with a safe place and system of work. They must however, ensure the health, safety and welfare of all others affected by their activities, by effective planning and procedures.

These duties mirror those of the Trust, in which case an effective system and exchange of safety information shall be in place whilst contractors are working on the premises.

The Trust shall be responsible for ensuring all contractors receive relevant safety information before working on the premises.