CAP CULVER ARCHAEOLOGICAL PROJECT

Health and Safety on Site; Some General Principles

CULVER ARCHAEOLOGICAL PROJECT – HEALTH AND SAFETY STATEMENT

It is the policy of CAP to give prime importance to the health and safety of its employees, students and volunteers whilst officially on site. This is 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 own respective responsibilities.

To comply with the Health and Safety at Work Act 1974 and its associated legislation CAP will 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.

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

Please report any Health and Safety issues to an appropriate supervisor 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 about anything specific.

HEALTH AND SAFETY ON SITE – THE BASICS

Most safety issues on archaeological sites come down to common sense – **please use yours!**

Never work on site alone. **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.**

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 the other people on site.

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.

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.

Wash your hands and/or use sanitiser before meal breaks.

The SITE RISK ASSESSMENT & HEALTH AND SAFETY RISK CONTROL AND ACTION PLAN: is prepared annually and 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 unless exempt**.**

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. Lymes is becoming more prevalent in the UK so wear suitable clothing especially in long grass.

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 work close to any machining.

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 suitably trained before potentially injuring yourself, another person or the archaeology.

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.

SUNNY AND WARM WEATHER WORKING PRECAUTIONS

Outdoor workers are often exposed to high temperatures for long periods, and are at a higher-than-average risk of exposure to UV radiation. **This can lead to heat stroke, heat exhaustion and skin damage, which in turn can lead to an increased risk of skin cancer.**

To **protect against these risks:**

Try to stay out of the sun during the hottest part of the day. We know that this is almost impossible when in the field, so try to rotate between indoor/shaded and outdoor tasks to minimise exposure. Perhaps save up less strenuous tasks (like paperwork) for the hottest part of the day and do them in the shade if possible.

Wear sunscreen, especially if it is windy. Ideally this should be of a high factor (30-50) and re-applied regularly. Cover up using lightweight clothing where you can. The best way to avoid being burned by the sun is to keep it away from your skin. **Long sleeves and trousers** might seem like a hassle but may be more pleasant than a mixture of sun cream and dirt.

Stay hydrated by drinking plenty of cool water. Make sure you have sufficient drinking water ideally using your own reusable water bottle. Drink small amounts of water regularly. **If you feel thirsty, you're already dehydrated**. You should wipe down taps and any other surfaces you have touched with appropriate cleaning products after you have filled your vessel.

Heat stroke is more likely during heavy physical work, so pace yourself and vary your tasks.

Heat exhaustion is caused by the loss of salt and water from the body by excessive sweating. Left untreated it can lead to heat stroke so it is important to take care of yourself and others around you.

Signs to look out for include:

• Headache, dizziness and confusion • Loss of appetite and nausea • Sweating, with pale, clammy skin • Cramps in the arms, legs or abdomen

Heat stroke is the most severe form of heat-related conditions, and is caused by the failure of the body to regulate temperature, resulting in the body becoming dangerously overheated. *Symptoms in addition to above include:*

• Hot, flushed and dry skin • Body temperature of above 40°C

Take extra rest breaks, whenever you feel you need one (but this is not an excuse for slacking) and make sure there is shade in rest areas, remove protective clothing when resting to help encourage heat loss, and clothing should ideally not be tight or restricting, it should allow body heat to escape.

Report any symptoms of heat stroke/exhaustion/burning to your supervisor or onsite first aider as soon as noticed.