

HEALTH & SAFETY AND ENVIRONMENTAL RISK ASSESSMENT & METHOD STATEMENT

Land at 20 Whitehorse Street, Baldock, Hertfordshire: An Archaeological Evaluation

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Site Code: BAL/20WHS'26

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1 INTRODUCTION

- 1.1.1 To comply with Regulation 11 section (c) of the Management of Health and Safety at Work Regulations 1999, Pre-Construct Archaeology Ltd (PCA) is required to inform Employers on a proposed site of the risks to the Health and Safety of their employees from our operations.
- 1.1.2 The Health and Safety plan takes account of the stipulations outlined in The Construction (Design and Management) Regulations 1994 / 2007 / 2015. The purpose of this plan is to ensure that all-relevant health and safety information is passed on to those who need it. This Health and Safety Method Statement should be reviewed in conjunction with PCA's Health and Safety Policy Statement 2019 (Appendix 1).
- 1.1.3 PCA has been commissioned by Sue Pykerman and Frank Pope, to undertake an archaeological trial trench at 20 Whitehorse Street, Baldock, Hertfordshire SG7 6QN, TL 24516 33949 (Figure 1). The works will follow the methodology set out in the archaeological Written Scheme of Investigation (Minerva Archaeology 2025) and PCA Method Statement (Downham 2026).
- 1.1.4 The intended methodology on the site is defined as an archaeological trial trench, with personnel from PCA identifying, investigating and recording archaeological remains within a single trial trench (10m long x 1.8m wide) providing a 5% sample of the 0.04ha development area.
- 1.1.5 Welfare facilities and plant will be provided by the client.
- 1.1.6 At the time of the archaeological works, PCA will be the only contractor on site aside from the client.
- 1.1.7 The proposed start date for the work is currently **TBC**. The fieldwork is estimated to take 1 day.
- 1.1.8 A site-specific risk assessment has been prepared for the excavation (Section 5 below) which will be reviewed and updated as the site work progresses.

2 DESCRIPTION OF SITE WORKS

2.1 Overview

- 2.1.1 The site is located at 20 Whitehorse Street, Baldock, Hertfordshire SG7 6QN and currently comprises residential garden land and abandoned buildings. It is bounded by other gardens to the NE and SE whilst an area of commercial parking is directly SW of the proposed development. The site is completely encircled by residential land developments.
- 2.1.2 The proposed development includes the construction of a pair of two bed dwellings along with associated parking and services at the rear of the existing 20 Whitehorse Street residency. (Planning reference 22/03296/FP).
- 2.1.3 Following mechanical excavation of the areas to be investigated, PCA staff will clean the areas using hand tools (e.g. hoes and trowels) to define the edges of archaeological features and deposits. Archaeological features will then be excavated by hand (using shovels, mattocks and trowels) to investigate the archaeological remains. Recording and surveying procedures will follow PCA guidelines set out in the Method Statement (Downham 2026) and the Written Scheme of Investigation (Minerva Archaeology 2025). Recovery of artefacts will be accomplished using standard retrieval methods (hand-collection and recovery of bulk soil samples 20–40 litres in volume).

2.2 Stripping

- 2.2.1 Prior to machine excavation, the locations of each trench will be scanned with a CAT (Cable Avoidance Tool) and generator to check for services. Any service plans provided by the client will be reviewed and checked for existing underground and over ground utility apparatus prior to any intrusive works (including pipes, power cables, gas apparatus and data cables).
- 2.2.2 All areas will be stripped under archaeological supervision, using a mechanical excavator fitted with a toothless ditching bucket. All excavation edges of over c. 1.2m in depth will be stepped. Where extensive deposits of made ground are present a phased approach to machining may be required in localised areas.

- 2.2.3 The plant and its operator's certificates will be verified by the PCA supervisor prior to work commencing.

2.3 Spoil Management

- 2.3.1 Topsoil and Subsoil will be stored separately and adjacent to each trench. Spoil heaps will be located at least 1m away from the edges of excavation, allowing backfilling in reverse order once the trenches have been recorded and 'signed off' by the Local Authority Archaeologist. The backfilled trenches will be tracked over by machine to provide a degree of compaction; this does not constitute reinstatement.

3 SITE CONSIDERATIONS

3.1 Site Location, Entrances and Deliveries

- 3.1.1 Site access for plant is via Whitehorse Street (Figure 2). Plant will be offloaded by the client and be ready to begin works at 8am.
- 3.1.2 PCA's crew vans, cars and welfare will access the site via Whitehorse Street. All vehicles will be parked on site.
- 3.1.3 The entrance to the site will be kept clear at all times to allow safe and unhindered access for PCA staff, subcontractors, PCA visitors and anyone authorised to visit the site. There are no Public Rights of Way within the site.
- 3.1.4 Access to the site will be arranged by the client. The client will secure safe access to the site for archaeological personnel.

3.2 Site Security

- 3.2.1 Site security will be the responsibility of the client. It is expected that the site will be suitably clear of vegetation and other obstructions to allow the free movement of plant and to allow the programme of works to be undertaken.
- 3.2.2 No public access will be allowed onto site.

3.3 Excavation Security

- 3.3.1 PCA will use road pins, orange netlon fencing and red/white hazard tape to provide a visual warning around any deep excavations (1.2m+). No road pin will be put in the ground within 1m of a known service. If, in the PCA Supervisor's or Project Manager's judgement, excavations are sufficiently deep or positioned so as to pose a safety risk, the preferred course of action will be to rapidly record these and then backfill them rather than leaving them open overnight; permission from the client and Local Authority Archaeologist will be sought prior to excavation in these circumstances.
- 3.3.2 The client will ensure that all deep excavations are adequately shored and conform to current health and safety regulations.

3.4 Programme

- 3.4.1 The programme of works is scheduled to be undertaken in a single phase over a period of 1 day. The programmed start date is **TBC**.

3.5 Welfare Facilities

- 3.5.1 Appropriate site accommodation and welfare facilities will be provided for PCA staff and their visitors/subcontractors by the client.

3.6 Working Hours

- 3.6.1 A standard PCA working day is 08.00–16.00. A morning tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime. Overtime rates are 150% Monday–Friday and all day Saturday, 200% Sunday.

3.7 PPE

- 3.7.1 Personal Protective Equipment (PPE) will be provided to PCA staff by PCA and must be worn at all times by all PCA staff. The following must be worn at all times by all staff:

- PCA Branded Hi-visibility vests or jackets (EN 340:2003, 342:2004, 343:2003)
- PCA Branded Hard hats (EN 397:2012)
- Steel toe-capped safety boots (EN ISO 20345:2004)

- 3.7.2 The following items will be provided as required and upon request:

- Ear protection (ear plugs or earmuffs as required, EN 352-1:2002, or 352-2:2002)
- Safety goggles (EN 166:2001)
- Disposable overalls (CE 0624, EN1073-2, EN1149-1)
- P3 masks (EN149:2001+A1:2009, EN405:2002 FFA2P3RD, CE 0121. EN 140:1998 / EN 14387:2004 / EN 143:2000 as required)
- Gloves
- Steel toe-capped Wellington safety boots

3.8 Excavation Depths, Supports and Access

- 3.8.1 The machine will excavate under archaeological supervision down to the level of the archaeological horizon, which is anticipated to be either at, or just above, the level of the natural geological strata, estimated to be at 1m below ground level across the majority of the site. Intrusive works will be ramped at appropriate points to facilitate access.
- 3.8.2 The stability of any open excavations will be inspected by the PCA Site Supervisor in advance of any entry to the areas, access by the site team will only be authorised following instruction from the Site Supervisor. The stability of the ground will be monitored on a daily basis and before the start of each shift by the PCA Site Supervisor and appropriate additional mitigation measures organised as necessary.
- 3.8.3 The client will also ensure that all deep excavations are adequately shored, conforming to current health and safety regulations and that the archaeological investigations are enabled through the provision and operation of adequate water extraction/pumping equipment.

3.9 Rescue Plan

- 3.9.1 Access and egress to the site for emergency services personnel will be secured by a safely battered or stepped access ramp, if necessary. The access will be monitored and reviewed by the PCA Site Supervisor to ensure that it is maintained at all times.
- 3.9.2 Vehicle access to the site for emergency services will be maintained at all times. This will be monitored by the PCA Site Supervisor.
- 3.9.3 There will be no lone working within the site at any time.
- 3.9.4 An appropriate emergency muster point will be established on site and communicated to the staff during the induction. Fire extinguishers will typically be situated in the site canteen and PCA vehicles and their location(s) will be communicated to the staff in the Site Induction.
- 3.9.5 The location of the nearest Accident and Emergency department will be clearly

displayed in the site welfare area and communicated to members of staff.

- 3.9.6 The above measures will be coordinated by the PCA Site Supervisor in conjunction with the Principal Contractor/site manager.

3.10 Contamination

- 3.10.1 No contaminants have been identified by the client.
- 3.10.2 Members of PCA will remain vigilant for the presence of ground contaminants. Should suspected contamination be identified, the area(s) will be cordoned-off and immediately reported to the client and PCA Manager for review. Work will be stopped in any area where evidence for contamination is encountered until a full assessment of the risks has been completed. Should any contaminants be found, this Risk Assessment will be revised, or a separate Risk Assessment issued.
- 3.10.3 PCA staff will undertake all reasonable precautions to prevent spreading the contaminants within and outside the site.
- 3.10.4 PCA's Archaeological Supervisor or an individual who is designated by them will supervise the machining, this individual will be trained in asbestos awareness and will be able to visually identify asbestos fragments should they occur and alert the client.
- 3.10.5 If concentrations of asbestos are located, they will be left undisturbed within the trench and reported to the client.
- 3.10.6 The clients plant contractor will utilise a double-bunded bowser for refuelling and employ safe refuelling procedures.
- 3.10.7 Natural biological contaminants, although not necessarily harmful to humans, present an environmental hazard. Such contaminants include Japanese Knotweed, Himalayan Balsam, New Zealand Pygmyweed and Giant Hogweed (photos below).



Japanese Knotweed



Giant Hogweed



Himalayan Balsam



New Zealand Pygmyweed

3.10.8 Weil's Disease (Leptospirosis), a bacterial disease that is spread by infected animal urine, typically rats, and usually enters the body after contact with open wounds, cuts etc., can be a risk if good hygiene is not maintained (handwashing, covering cuts/grazes etc.). Early symptoms are flu-like in appearance i.e. cold, headache, lethargy and blotchy skin. If you suspect that you have become infected, seek medical assistance (your GP) at the earliest opportunity.



3.10.9 Lyme Disease is a debilitating disease transmitted by spirochete bacteria, which are transmitted by deer ticks found throughout the UK. It presents with a wide range of symptoms that are similar to those of many other ailments, making it difficult to diagnose. Typical symptoms include: severe headaches and neck stiffness; a bull's-eye' rash around the bite site; rashes on other areas of the body; arthritis with severe joint pain and swelling, particularly the knees and other large joints; facial palsy (loss of muscle tone or droop on one or both sides of the face). If bitten, seek medical assistance (your GP) at the earliest opportunity.

3.11 Tree Protection Areas

3.11.1 There are no tree protection areas on the site, although the trenches will be set out as to not disturb the trees and avoid unnecessary risks.

3.12 Ecology and Wildlife

3.12.1 No wildlife habitats or ecological constraints have been identified by the client other than the presence of a pond within the site, which may have truncated below ground deposits. A standoff of 10m will be kept from any watercourses.

3.13 Services

3.13.1 Service plans have been provided by the client (Figure 3). Water, gas and electric are located along the street frontage associated with the existing buildings along the street frontage. Foul water continues into the PDA, but no mapped services are expected in the location of the trench.

3.13.2 As the clients are providing the plant it would be within their responsibility to ensure safe delivery of the plant as well as compliance of work within the health and safety regulations.

3.13.3 Proposed trench locations will be adjusted to avoid mapped underground services.

3.13.4 The PCA Supervisor or designated staff member, who will have CAT-scan training, will also scan each trench location with a Cable Avoidance Tool prior to machining. Intrusive works will be adjusted/ relocated to avoid the need for

any work in the vicinity of any previously unidentified services at this stage.

3.14 Unexploded Ordnance

- 3.14.1 PCA staff will be vigilant during all machining and hand excavation. Any suspect objects will not be disturbed and will be reported to the clients representative/ site manager immediately.
- 3.14.2 If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area will be marked and cordoned-off, the site evacuated and the PCA Project Manager and emergency services notified immediately.

3.15 Noise Restrictions

- 3.15.1 Excessive noise should not represent an issue regarding the works within the standard working day specified.

3.16 Mechanical Excavators

- 3.16.1 The areas in question will be excavated using an appropriate size-tonne tracked 360° mechanical excavator provided by the client's plant hire subcontractor.
- 3.16.2 The machine drivers will be made familiar with PCA's procedures and working practices, and their certificates will be presented and inspected to the PCA Supervisor or Project Manager prior to commencement of machining. Their equipment must be provided with the relevant certificates and their operators with the appropriate licences, CITB (or equivalent). The PCA Site Supervisor will inspect and photograph licences and certificates (including maintenance records for the relevant plant) prior to the machine being permitted to operate on site.

3.17 Risk Assessment

- 3.17.1 A site-specific Risk Assessment has been prepared for the works (Section 5 below), which will be reviewed and updated as the site work progresses.

3.18 Site Induction and Rules

- 3.18.1 All PCA staff working at the site will also undergo a Site Induction from the appointed PCA Supervisor.

- 3.18.2 An appropriate fire muster point will be established on site and communicated to the staff during the Induction. Fire extinguishers will be situated in the site canteen/PCA vehicles, and their location(s) will be communicated to staff in the Site Induction.
- 3.18.3 No alcohol consumption or drug-taking will be allowed on site. Smoking will not be permitted on site. Eating will be allowed in designated areas only.
- 3.18.4 Construction Skills Certification Scheme (CSCS) cards are only issued to those in core construction occupations, not those attending site to perform a non-construction occupation. This guidance is in line with Construction Leadership Council (CLC) recommendations, which state that "Cards will be required by those working predominantly on construction sites undertaking a recognised construction occupation. Cards will not be issued in respect of non-construction related occupations." With this in mind and following discussions with the Chartered Institute for Archaeologists (CIfA), CSCS are no longer accepting applications for Archaeological qualifications from 1st May 2024. Archaeologists will be allowed access to site to carry out archaeological work without a CSCS card. It remains the responsibility of site managers to induct non-construction workers and those on short-term work experience before escorting them where appropriate. Site induction and access will continue as normal for archaeologists working on construction sites, who will not experience any changes to the way they go about their work.
- 3.18.5 After all staff have been inducted a RAMS, briefing will be carried out prior to work commencing. This action will be repeated for any member of staff joining the project. Staff will be given a briefing by the PCA Supervisor or Project Officer (who are SSSTS trained). The briefing will include red zone and thumbs up awareness. Staff will be working under an appropriate level of supervision.

3.19 Dewatering

- 3.19.1 It is not expected that the excavation will encounter excessive groundwater, although if water accumulates to any depth following heavy rain, a pump may be used to empty the affected areas prior to backfilling. Unless otherwise agreed, it is the client's responsibility to ensure archaeological investigations

are enabled through the provision and operation of adequate water extraction/pumping equipment.

- 3.19.2 Water will be pumped and dispersed onto the surface near the intrusive works and will not be pumped into ditches or watercourses.

3.20 Designated Visitors

- 3.20.1 Visitors will only be permitted by prior arrangement with the Project Manager, and they will be obliged to comply with all site Health and Safety rules.
- 3.20.2 It is expected that the client and a representative of the Local Planning Authority or their archaeological advisor will wish to visit the site to inspect the works.

3.21 Tools and Equipment

- 3.21.1 Only hand tools provided by PCA are to be used by PCA site staff. The maintenance of these tools is the responsibility of PCA's Logistics Officer, John Joyce.
- 3.21.2 Whenever metal grid pegs are used these must be covered with an appropriate wooden grid peg cover.

3.22 Designated Archaeological Personnel

- 3.22.1 The work will be undertaken from the Cambridge Office of Pre-Construct Archaeology Ltd:

Pre-Construct Archaeology Ltd. (Cambridge), The Granary, Rectory Farm, Brewery Road, Pampisford, Cambridgeshire, CB22 3EN

- 3.22.2 PCA's core project team will consist of the following personnel:

Project Manager:	Thomas Revell
	Tel: 01223 845 522
	Mob: 07718 492 363
Site Supervisor:	Rita Pedro
	Mob: 07548 825657
Archaeologists:	TBC

H&S Manager (HSM): Alistair Douglas (0207 639 9091)

- 3.22.3 Each Project Manager is SMSTS trained and each Supervisor is SSSTS trained.

3.23 First Aid

- 3.23.1 One first aid kit suitable for up to 10 people will be provided by PCA and kept in the main site vehicle.

3.24 Nearest Hospital Facilities (Figure 4)

- 3.24.1 Lister Hospital East Hall Block, Lister Hospital, Coreys Mill Ln, Stevenage SG1 4AB. Tel: 01438314333. Distance from site: 5.6 miles

3.25 Working Procedures

- 3.25.1 Pre-Construct Archaeology staff must work within the constraints of the Pre-Construct Archaeology Health and Safety Policy (Appendix 1). In case of any problems or questions, contact Mark Hinman, H&S Manager, at Pre-Construct Archaeology (07887 530 153). These measures are precautionary and must be followed. It will be the responsibility of the Project Manager, Supervisor, HSM and all Pre-Construct Archaeology personnel to ensure the measures stated are complied with.

4 FIGURES

Figure 1: Site Location

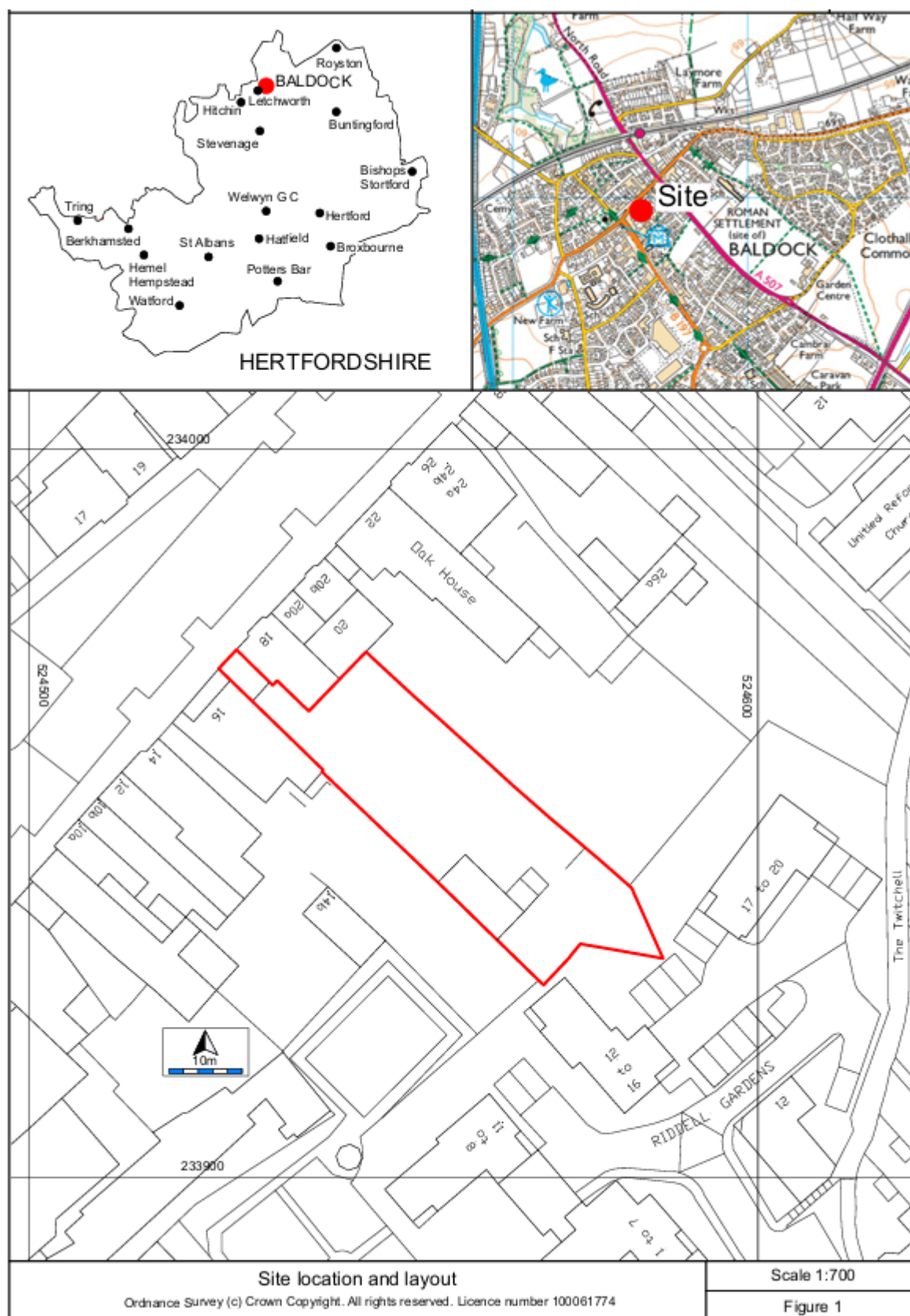
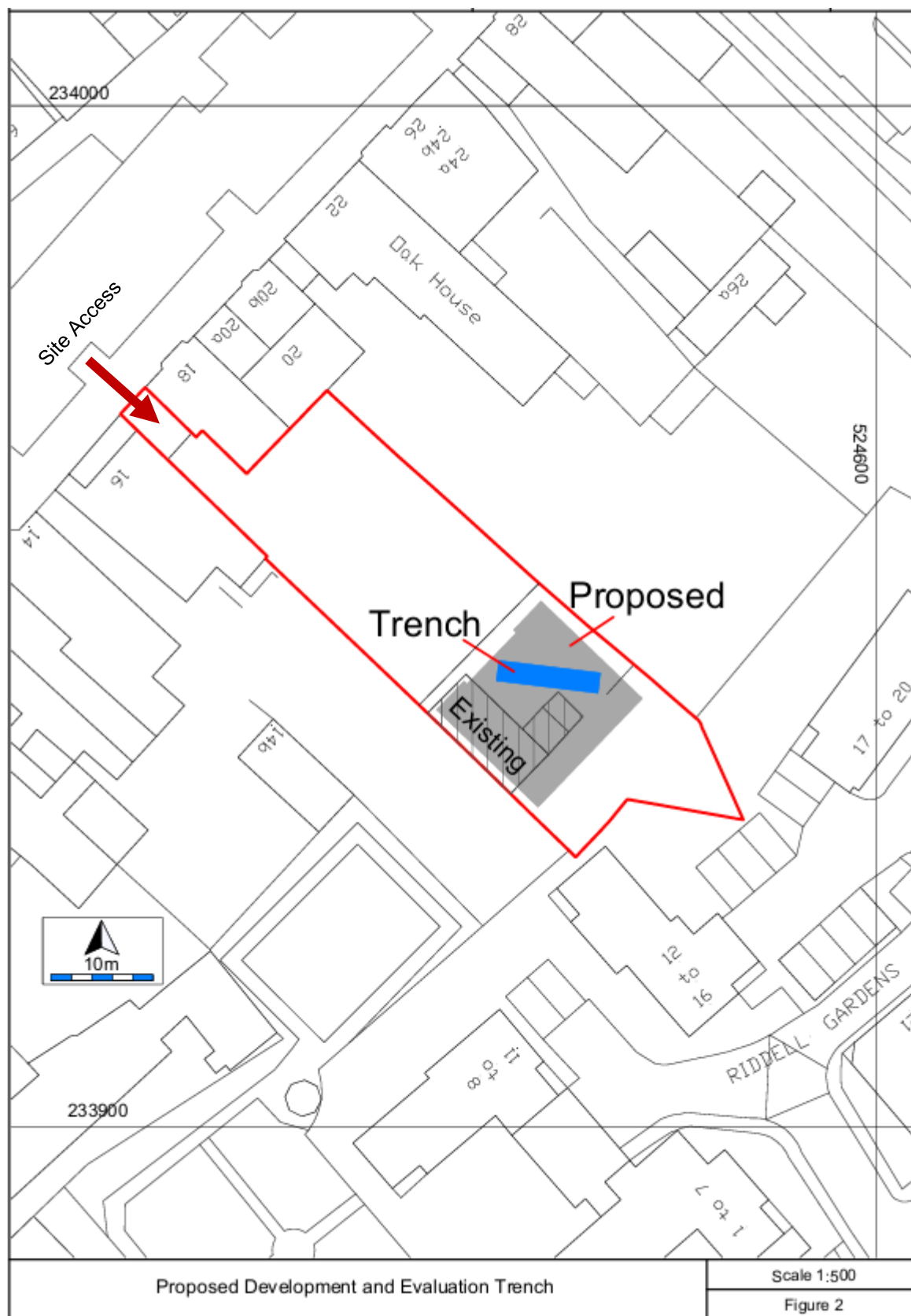
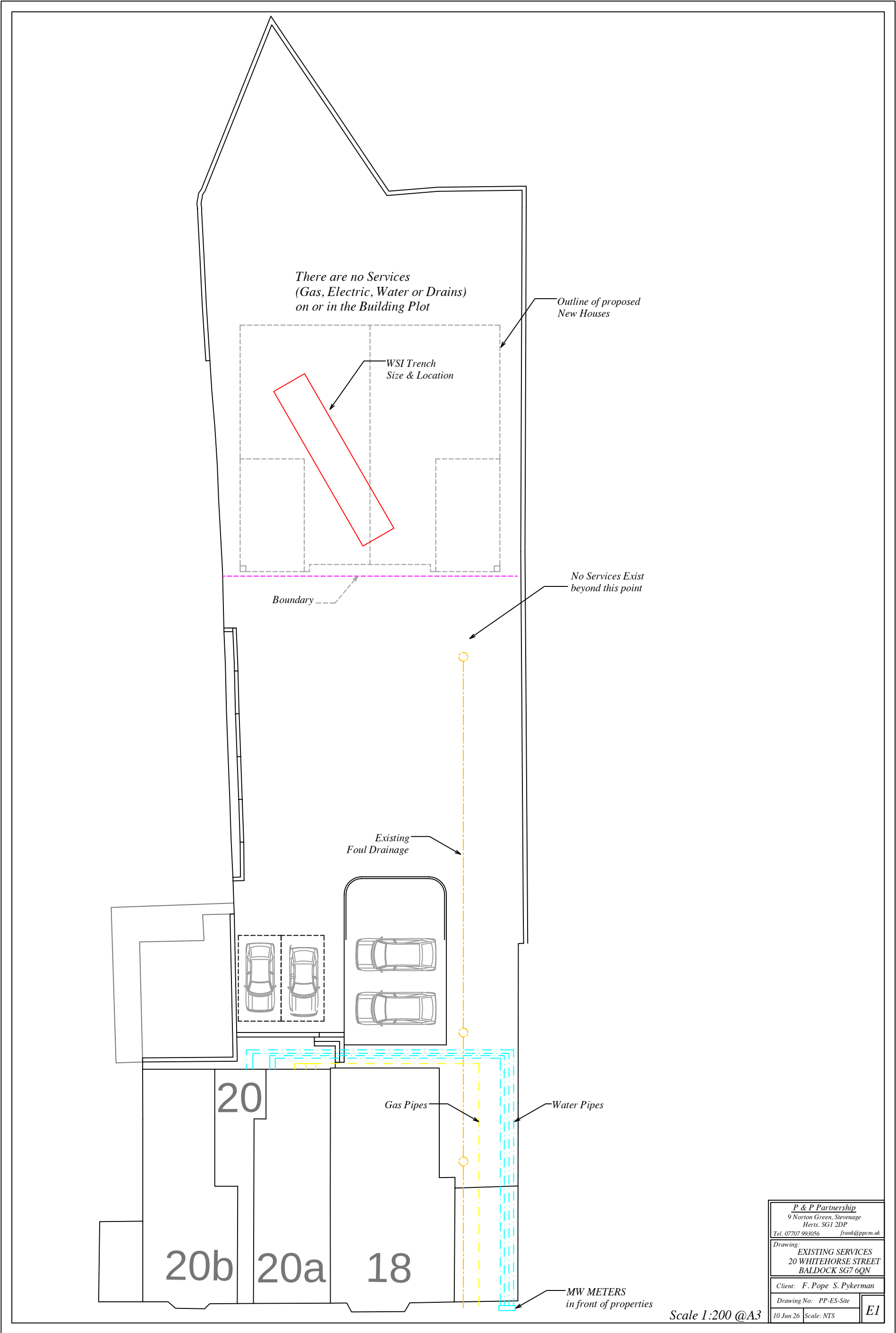


Figure 2: Proposed Trench Location and Site Access





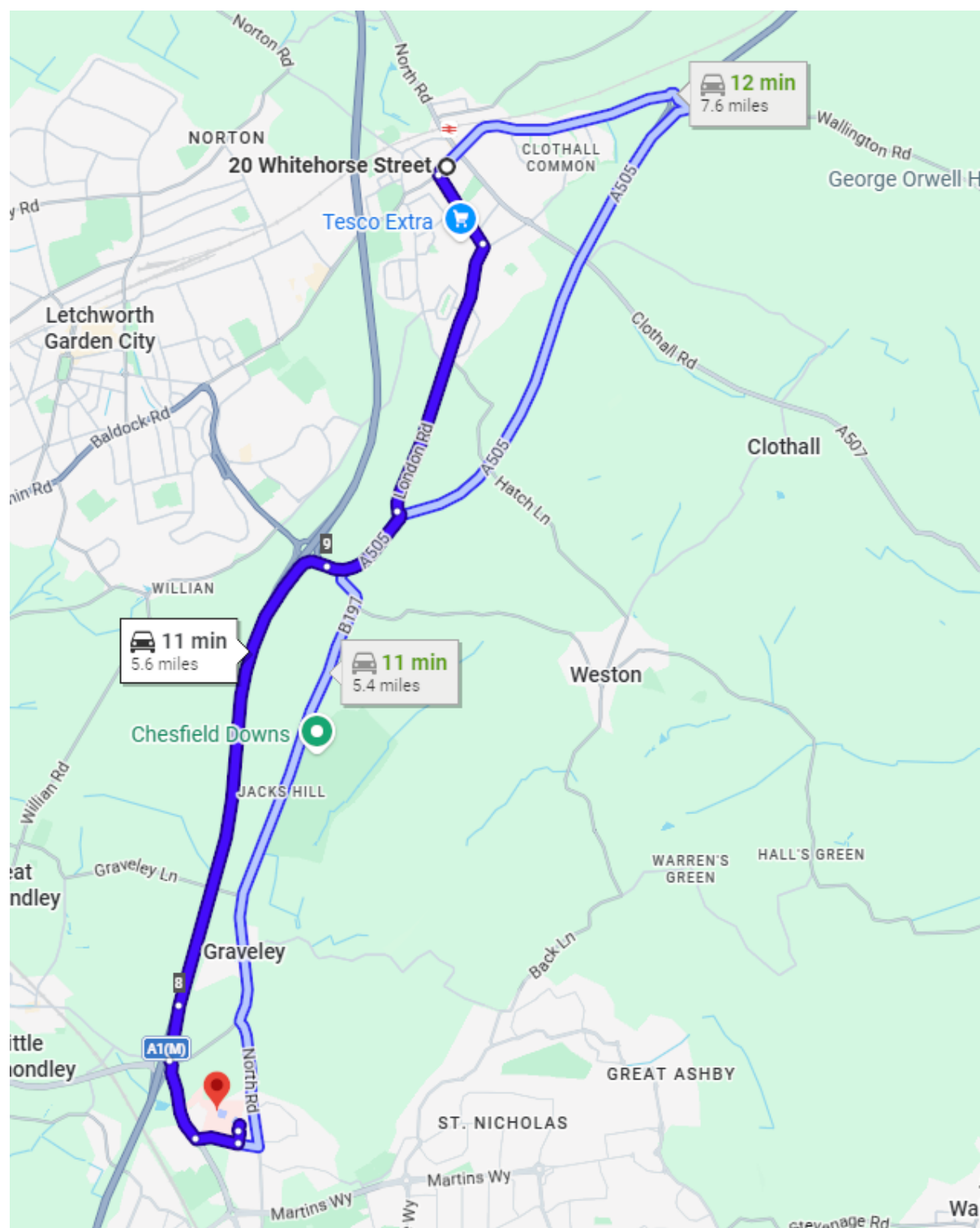
Site Access via Whitehorse Street



<i>P & P Partnership</i> 9 Norton Green, Stevenage Herts. SG1 2DP Tel. 07707 993056 frank@ppcm.uk	
Drawing: EXISTING SERVICES 20 WHITEHORSE STREET BALDOCK SG7 6QN	
Client: F. Pope S. Pykerman	
Drawing No: PP-ES-Site	<i>E1</i>
10 Jun 26 Scale: NTS	

Scale 1:200 @A3

Figure 4: Nearest Hospital and Route from Site



5 HEALTH & SAFETY RISK ASSESSMENT

Site Address: 20 Whitehorse Street, Baldock SG7 6QN

Pre-Construct Archaeology Ltd

Prepared By: Ethan Selby Date: 11/06/2026



FIELDWORK	TYPE:	Archaeological
Evaluation		

This Risk Assessment is designed to identify and devise control measures for all hazards and the risks these pose to employees, sub-contractors, and any other persons working on or visiting excavations. It is the duty of all employees to notify the management of any deficiencies in this Risk Assessment, so that it can be revised accordingly. Any queries should in the first instance be notified to the Site Supervisor, who will endeavour to resolve any immediate concerns. Please refer to the PCA Health and Safety Policy and Procedures (2019) for guidance on general policy.

Nearest A & E hospital: Lister Hospital East Hall Block, Lister Hospital, Coreys Mill Ln, Stevenage SG1 4AB

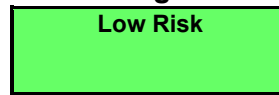
Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken	Date: 11/06/2026
Signed	Ethan Selby

Assessment Review (set a date)	Date:
Signed	

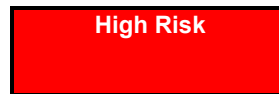
Risk Rating Matrix



May be acceptable; however, review task to see if risk can be reduced further



Task should only proceed with appropriate consultation with specialist personnel and safety advisor. Where possible the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement



Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement

Risk Rating (R)		Hazard Severity (S)				
Likelihood (L) x Severity (S)		Negligible (N)	Slight (S)	Moderate (M)	High (H)	Very High (VH)
Likelihood of Occurrence (L)	Very Unlikely (VU)	Low	Low	Low	Low	Medium
	Unlikely (U)	Low	Low	Low	Medium	Medium
	Possible (P)	Low	Low	Medium	Medium	High
	Likely (L)	Low	Medium	Medium	High	High
	Very Likely (VL)	Medium	Medium	High	High	High

Risk Assessment: Site specific

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Underground and overground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion. Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	Service plans have been provided by the client. Services are located along the street frontage associated with the existing houses. No mapped services are located within the area of the trenching. Where mapped services impact on proposed trench locations, the locations of intrusive works have been adjusted or relocated to avoid them. The PCA Supervisor will also CAT-scan areas prior to excavation. If previously unmapped services are identified by the CAT-scanning, excavation in their vicinity will immediately cease and their positions will be recorded and notified to the client. Trenches will be moved or shortened as appropriate to avoid detected services.	L
				Reliance should not be placed on the locating equipment alone and all services should be assumed to be live, unless proved safe by the relevant utility company, and due care taken if working in their vicinity.	

				Where exposure of cables and pipes is unavoidable, services will then be protected and supported as necessary to prevent damage or collapse. Services are not to be used for access.	

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Plant and vehicle movement	Risk of injury from collision, including trapping or crushing	M	PCA staff, other site personnel, general public	PPE to be worn at all times when in the immediate vicinity of plant and other vehicles.	L
				Ensure driver(s) have seen you and maintain visual contact at all times when within their working areas.	
				All machining to be undertaken under constant archaeological supervision, by experienced members of staff. Machine should remain well clear of all exposed services at all times and should not operate in the immediate vicinity or track over any exposed services. Ensure that driver(s) are fully briefed and clearly	

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				understand the signals to be used during machining and plant movement prior to commencement of machining.	
				Provide site staff with an alternate, designated, route away from plant/vehicle runs wherever possible.	
Traffic movement adjacent to site	Risk of death or injury	L	PCA staff, other site personnel, general public	PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.	L
				PCA staff to wear high-visibility vests or jackets at all times.	

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Deep Excavation	Risk of serious injury or death from partial or total collapse of trench sides. Risk of serious injury or death from falls into deep excavations. Risk of injury or death from materials falling into trench from above. Risk of plant running into excavations. Risk of buildings or structures collapsing due to excavations.	H	PCA staff, other site personnel, general public	If excavations of >1.2m depth, or less if the ground looks unstable, are necessary, excavation edges will be stepped or ramped to allow safe excavation and access. A separate Method Statement and Risk Assessment will be implemented should this become necessary. No deep and unsupported excavations will be entered by archaeological staff from PCA. If excavations proceed to unsafe depths, archaeological recording will proceed only from ground level, assuming that trench edges are safe and that stability is not compromised.	L
				Deep excavations (i.e. those approximately >0.8m in depth) will be cordoned-off by PCA with orange netlon/ hazard tape, supported by road pins, to provide a visual warning. The preferred course of action will be to rapidly record	

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				deep excavations and then backfill them rather than leaving them open overnight. In such instances, permission to backfill will first be sought from the clients representative and the Local Authority Planning Archaeologist.	
				Ensure visitors and members of the public are not put at risk by open trenches. Review daily and consider whether fencing arrangements/ backfilling of deep trenches are adequate.	
Groundwater/Perched water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	Monitor any water ingress and use portable pumps as necessary to control groundwater.	L
Watercourses/deep water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	PCA staff and sub-contractors are to stay away from deep water and are not to attempt to cross such features other than at designed crossing points.	L
Noise Dust Exhaust fumes	Risk of permanent hearing damage. Risk of breathing	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise-generating plant or hire equipment and added to the site Health and Safety	L

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
	difficulties or permanent damage Risk of illness or death from carbon monoxide poisoning			file. If generators are use, place generators away from area of working to limit noise, wherever possible, and use ear defenders. Assess noise levels and duration of exposure. Ventilate confined spaces where generators are being used and, where necessary, use portable fans/extractors to ensure a free flow of air. If in a confined space, use face masks with appropriate filters.	
Fire	Risk of death or injury	M	PCA staff, other site personnel, general public	Staff to be made aware of the fire safety plans and evacuation procedures/assembly points during Site Induction by the PCA Site Supervisor.	L
Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine Needle stick injuries and other blood borne risks	Risk of serious illness, disability or death.	M	PCA staff, other site personnel, general public	Use available welfare facilities to regularly wash hands, particularly prior to eating. If risk is identified, all staff will wear protective gloves on site. All staff to have up to date tetanus inoculations. Waterproof dressings will be used if injuries occur; all wounds will be covered.	L

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Ground contaminants	Risk of irritation or illness from ingestion, inhalation or skin contact with contaminants. Risk of inflammable materials.	H	PCA staff, other site personnel, general public	If required, full PPE for work on the site will be required comprising (as a minimum): Face-masks Disposable or waterproof suits Gloves Goggles Standard PPE in addition to the above will be needed (hardhats; hi vis vests etc.) All staff will require proper induction in site working practices and use of PPE prior to starting work. Any non-compliance on the part of staff will result in their removal from site. Areas identified to contain contaminants (Japanese knotweed, asbestos) will not be entered or worked on. Vehicles wheels and excavator's buckets will be cleaned before leaving the site.	L
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	Check plant delivered to site is in good order and fitted with any necessary safety devices and guards, obtain any hired plant safety certification prior to work commencing. Inspect tools for faults regularly. Use	L

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				only the appropriate tools for the job. Use of all hired equipment will be managed.	
				Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE. Relevant certification of operatives to be photocopied and a copy added to site Health and Safety file.	
Use of hand tools	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate.	L
Cuts/blows				Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off.	
Flying particles/eye injury				Use hand tools appropriately, keeping your safety and that of others in mind.	
Vibration risks from some types of equipment				Only appropriate tools to be used for the task. Staff to be issued with appropriate PPE i.e. protective boots, eye defenders, gloves.	
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance from the edges of excavations.	L
				Ensure tools and other site materials are	

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				placed/stored safely when not in use. Site to be kept in a tidy condition i.e. leads kept out of walkways, walkways kept clear of materials etc.	
				Any additional health and safety issues noted by PCA staff on site should be reported immediately to the PCA Site Supervisor, deputy or Project Manager as practicable.	
Manual handling	Risk of injury	M	PCA staff, other site personnel, general public	Wherever possible, use mechanical means to lift and transport heavy and bulky items. Where use of mechanical means is impracticable, ensure sufficient persons are available to lift the relevant load, considering the size, shape and weight of that load.	L
Unexploded bombs or ammunition	Risk of death or serious injury from explosion	M	PCA staff, other site personnel, general public	PCA staff to be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the Site Supervisor or deputy immediately. If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned-off, the site evacuated and the PCA Project Manager and	L

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				emergency services notified immediately.	
Debris on site – may include sharps, needles, wire, fouled areas, etc	Risk of injury or infection	L	PCA staff, other site personnel, general public	Clean areas prior to working, preferably by machine. Take specialist advice to provide safe disposal.	L
Extremes of temperature	Risk of illness or death from exposure/hypothermia	M	PCA staff, other site personnel, general public	PCA staff to wear warm and waterproof clothing as appropriate. Designated rest breaks to be taken during the course of each day. Heated cabins to be provided.	L
	Risk of illness or death from heat exhaustion or heat stroke	M	PCA staff, other site personnel, general public	PCA staff to carry a sufficient supply of fresh drinking water. Designated rest breaks to be taken during the course of each day. Water will be available	L
	Risk of sunburn	M	PCA staff, other site personnel, general	PCA staff advised to wear appropriate clothing i.e. 'cover-up' or use sunscreen, which is provided by	L

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
			public	PCA.	
Use of mobile telephones on site	Risk of injury due to distraction caused by mobile phone use	M	PCA staff	PCA staff to only use mobile phones for emergency or work-related use while on site during working hours. If necessary to use a mobile telephone, the user will first ensure that their surroundings are safe. The mobile phone will not be used if the user is located within vehicular routes or if the surroundings pose a risk.	L
POINT OF WORK ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT & VARIATIONS TO THE SCHEME OF WORK:					

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L

Risk Assessment: General

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L

Don't forget to sign in Section 6.1.

6 ENVIRONMENTAL IMPACT ASSESSMENT

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
Energy Use & management					
Transport to work	Staff using vehicles to travel to work	Unnecessary carbon emissions	H	Check local public transport and cycling options and advise staff accordingly. PCA is part of the cycle-to-work scheme. Crew vans to be provided where necessary. Encourage car sharing. Use electric cars, if reasonably practical.	M - L
Heating office, changing rooms & mess facilities	Staff leaving generator, lights, heaters etc running when not required	Unnecessary carbon emissions	H	Switch off all generators, lights, heaters etc when not in use. Source eco-friendly cabins using solar power heating.	M-L
Fuel storage area	Accidental fuel spills	Pollution of watercourse	H	Fuel & oil storage facilities should be located on impermeable surfaces with controlled drainage away from storm sewers, surface drains, channels and	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
				watercourse.	
Fuel storage tanks and drums	Accidental fuel spills	Pollution of watercourse	H	Large tanks or bowsters of diesel must be protected by an impermeable or lined bund which has a 110% capacity if the storage contained Steel drums should be stored upright on a spill tray	L
Refuelling diesel	Accidental fuel spills	Pollution of watercourse	H	When fuel pumps are not used to refuel vehicles, funnels should be used to prevent spillage Refuelling and maintenance of plant should not take place within 30m of a watercourse.	L
Emergency response	Fuel spills	Pollution of watercourse, ground surfaces, soils	H	A suitable spill kit should be available. Immediate action should be taken to prevent any spillage from entering drains or watercourses.	L
Water Pollution					
Pumping or drainage of surface and ground water	Discharge of silty water	Damaging to plant & wildlife, water contamination	H	Groundwater should not be discharged into surface water drains,	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
		Unnecessary flooding		foul water sewers or direct into watercourses. Establish cut off drainage ditches or lagoons to capture silty water, for example discharge silty water onto permeable ground surface or into adjacent archaeological trenches. Ground water may be discharged into foul water sewers only if the necessary permit is in place.	
Contaminated ground	Spread of contaminated material	Damaging to human animal & plant life	H	If you uncover unexpected, contaminated material during excavation replace it carefully where it was found and cover. Inform your supervisor and/or project manager. Prevent the spread of contaminated soils. Make use of any decontamination facilities that are provided and follow the Principal Contractor's procedures.	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
				Do not cross contaminated areas. Use wheel washes, if available.	
Dust & dirt	Airborne dust & dirt	A nuisance and a health risk to site staff and members of the public.	H	Dampen down spoil heaps, haul roads & vehicle routes.	L
Noise	Excessive noise	Damages hearing & may be a nuisance to site staff and members of the public	H	Locate plant (where possible) away from site boundaries, Make use of site huts & spoil heaps as noise shields Keep panels on generators and compressors closed Observe noise restrictions. Breaking operations should be restricted to after 8:30am and before 16:00pm (if possible).	L
Spoil management & recycling	Off-site land fill	Increases carbon emissions & damages the environment	H	Keep tarmac separate for removal by a suitably licenced waste carrier and to suitably licensed sites Separate metal and other re-usable	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
				materials for recycling. Where possible backfill excavations with excavated spoil in reverse order. Keep spoil heaps at least 10m away from any water courses. Seal spoil heaps regularly at the end of the day to avoid slippage.	
Site office & canteen waste	Staff generating excessive waste paper	Unnecessary consumption & use of earth's resources	H	Keep printing to a minimum, Only use recycled paper. Use of digital recording system minimises need to paper print outs of sheets.	L
	Single use plastic	Damage to wildlife and environment, landfill increase	H	PCA staff not to use single-use plastic items wherever possible.	L
	Disposal of canteen waste.	Damaging the environment with landfill & unnecessary use of resources because of inefficient recycling	H	Separate food waste, packaging and newspapers etc and keep in black/green bin bags. Keep canteen tidy and all waste secure. Dispose bin bags regularly in the designated bins at each office for later	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
				professional collection & appropriate disposal. Supervisor/PO to always keep a copy of PCA waste carrier licence: CBDL475478. PCA generate no hazardous waste.	
Use of site materials/resources	Use of surveyors' flags, netlon fencing, any tools, PPE, packaging for tools and equipment used by PCA.	Use of resources to manufacture materials.	H	PCA to source recyclable re-usable and recycled materials where possible (for example orange netlon fencing).	L
		Waste of resources through their deposition, landfill increase.	H	PCA to source recyclable and re-usable and recycled materials where possible (PCA is signed up to the recycled hard hat scheme and professional washing/repair of PPE). All staff and supervisors to make sure all flags, netlon fencing, road pins and other materials used during site works	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
				are picked up and removed from site when the site is finished.	
Protected animal species	Disturbance of protected animal species & plant life	Loss of our natural flora & fauna	H	If protected animal or plant are expected there must be a targeted risk assessment. Follow the advice on working procedures and avoidance strategies. If protected animals eg bats amphibians, reptiles, small mammals or nesting birds etc are encountered unexpectedly report to supervisor and project manager immediately	L
Invasive plants	Inadvertent spread of invasive plants	Harmful to native species, reducing bio-diversity. Damaging to local environment	H	The spread of Japanese Knot Weed, giant hogweed and Himalayan balsam must be prevented. You could be fined up to £5 000 or be sent to prison for up to 2 years if you allow contaminated soil or plant material to spread into the wild. Any occurrence of Japanese Knot	L

Environmental Impact Assessment: General					
Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
				Weed, giant hogweed and Himalayan balsam must be reported immediately to the supervisor and project manager. Suspected plants should not be disturbed, fenced off and the client informed.	

6.1 Register of Signatories

I have read this document as part of my site safety and environmental induction and I agree to observe the necessary controls to reduce risks

Signed:

	Name	Signature	Date
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APPENDIX 1: PCA'S HEALTH & SAFETY POLICY

PCA Health & Safety Policy

Quality Control	
Policy Number:	1
Version Number:	22
Written by:	Alistair Douglas and Mark Hinman
Approving Director:	Josephine Brown
Date Approved:	24/04/2025
Next Review Date:	30/04/2026

Version History			
Version No	Author	Comments	Date
1-21	Various	All previous versions.	2003-2024
22	Alistair Douglas	Incorporated previous Policy 22 PPE Policy. PPE Policy deleted.	24/04/2025

HEALTH AND SAFETY POLICY AND PROCEDURES

Managing Director: Josephine Brown, Director

Responsible for Health and Safety: Mark Hinman

Health and Safety Manager: Alistair Douglas

In all we do health and safety comes first

1. Introduction

Pre-Construct Archaeology Limited (PCA) is committed to ensuring the health, safety and well-being of all employees and those who may be affected by our working practices. The Board of Directors understands that health and safety consideration is not a luxury but a foundation to an effective and efficient working environment. Through the way we work and behave, all our staff and stakeholders will be protected from the risks of occupational injury or ill health.

It is our intent to demonstrate an ongoing and determined commitment to improve health and safety at work throughout PCA. This policy sets out how the company can comply with current legislation and best industry practice in order to ensure the health and safety and well-being of all our staff and others who may be affected by our work activities.

To ensure adequate health and safety control PCA will:

- a. provide and maintain safe plant and equipment;
- b. ensure safe handling and use of substances;
- c. provide safe plant and safe systems of work;
- d. provide suitable and sufficient information, instruction, and supervision for employees.
- e. ensure all employees are competent to do their tasks and given adequate training.
- f. consulting with our employees on matters affecting their health and safety;
- g. prevent accidents and cases of work-related ill-health; to review and revise this policy as necessary at regular intervals.

All members of staff, whatever their role within the company, have an absolute duty to:

- a. take reasonable care for their own health and safety;
- b. take reasonable care for the safety of anyone who may be affected by their acts or omissions;

- c. co-operate with the Directors, Management and Supervisory staff and comply with the company's Health and Safety Policies and Rules to enable the company to fulfil their statutory obligations;
- d. not recklessly or intentionally misuse or interfere with anything provided in the interests of health and safety.

Health and safety considerations take precedence in all instances of conflict with regard to working practices. All our staff have an awareness and understanding of health and safety standards and risks that affect our industry.

PCA management are committed to open communication and consultation with all staff and other stakeholders in regard to health and safety matters. All staff are encouraged to report any shortfalls in the management of health and safety to their Line Manager, or Health and Safety Manager, and if no satisfactory resolution is found, to the Management, Directors and Managing Director.

The company's current Health and Safety Policy and relevant Risk Assessments will be brought to the attention of all employees, volunteers, visitors, sub-contractors, customers and partners at all of PCA's places of work. The Health and Safety Executive Health and Safety Law poster (2009) will also be prominently displayed.

The company Directors' are committed to ensuring that the Health and Safety Policy is implemented and its implementation kept up to date, particularly as we change, improve or add to our systems of work. As a framework for this, the contents of this policy and its execution will be reviewed regularly, but at least on a yearly basis.

PCA will identify workplace health and safety hazards. PCA will inform staff, subcontractors and other stakeholders of these work-place hazards. PCA will require our sub-contractors and other stakeholders to identify health and safety hazards that may impact on our work activities.

The information herein contained does not supersede statutory regulations among which are:

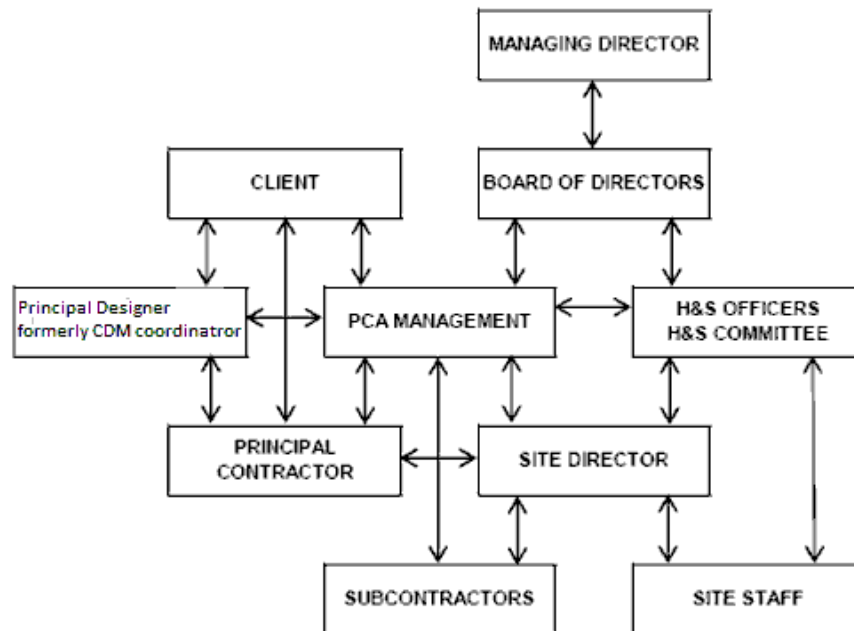
- a. Health and Safety at Work etc Act 1974
- b. The Management of Health and Safety at Work Regulations 1999
- c. The Construction (Design and Management) Regulations 2015
- d. and all other Regulations and Codes of Practice that affect Pre-Construct Archaeology in executing its operations.

2. ORGANISATION

The Managing Director is ultimately responsible for the management and implementation of the company's health and safety policy and procedures. However, all employees of Pre-

Construct Archaeology have a part to play in the successful application of the company's Health and Safety Policy.

PRE-CONSTRUCT ARCHAEOLOGY HEALTH AND SAFETY STRUCTURE



It is the responsibility of the Health and Safety Manager to provide the necessary advice to the Managing Director, Health and Safety Director, other company Directors, Regional Managers and Project Managers to ensure that the company's health and safety policies, procedures and safe systems of working are implemented and adhered to and to ensure that the policies, procedures and safe systems of working are all relevant and comply with health and safety legislation. The application and implementation of the company's Health and Safety system will be the responsibility of the Regional Manager of each office, or, in the absence of such a senior staff member with the relevant training, experience and knowledge, nominated by the Managing Director.

Pre-Construct Archaeology's Directors and Managers will ensure that all members of staff engaged on a project will be competent to carry out their assigned tasks based on their experience, training, instruction and supervision. A personnel file will be held and maintained by the company administration in order that a central record of an individual's experience, training and qualifications is available to ensure suitability for specified tasks. Additional training records are maintained by the company which comprehensively list all relevant training for all staff. The Directors and Managers will ensure that sufficient resources, including time, personnel and funds, are available to deal with all relevant health and safety issues as required for any particular place of work.

During the planning stages of a new project, PCA's Project Managers are responsible for collating all available relevant information relating to health and safety concerns, including consultation with the client or their representative such as Principal Designer and/or Principal Contractor. Based on this information, the Project Manager will, together with the Health and Safety Manager if necessary, identify any specific needs, such as plant, equipment, training and systems of work, and prepare a Health and Safety Method

Statement and Risk Assessment which will be available to the site supervisor or site director in advance of site work commencing.

PCA will only take on the role and responsibility of Principal Contractor with the express approval of the Managing Director and the Board of Directors and only after the appropriate external specialist with appropriate expertise has been contracted in. Where PCA is in the position of Principal Contractor, the Project Manager will be responsible for ensure that any project where the fieldwork takes 20 staff or more, 30 days or more, or 500 person days or more, is notified to the Health and Safety Executive using an F10 form.

The Project Manager will provide the site supervisor or site director with all relevant information, instruction and training for all known health and safety issues regarding the site. Prior to work commencing the site supervisor or site director or nominated competent person, will undertake an inspection of the site and complete the site-based Risk Assessment Form. Any controls necessary to mitigate health and safety concerns not previously identified will be emplaced and the results of the risk assessment shared with all relevant parties. The Risk Assessment will be regularly reviewed and revised during the course of the project and inspected by the Project Manager. Following completion of the fieldwork, a copy of this risk assessment will be retained for archiving.

The site supervisor or site director will establish the necessary Emergency Procedures and display the position of muster points, together with the names of relevant personnel and location details and number of the nearest hospital A&E department, in a prominent place.

It is the responsibility of all site supervisors and site directors to ensure that all staff, volunteers, visitors and sub-contractors are aware of all relevant information regarding health and safety concerns in the form of an induction given prior to beginning work on site.

The Project Manager, together with the site supervisor or site director, is responsible for ensuring compliance with relevant legislation, the company's Health and Safety Policy, the site rules and that the necessary controls are in place to mitigate risks identified in the Risk Assessments. Compliance with any relevant Principal Contractor's Policies, rules and Risk Assessments will also be monitored.

Staff are actively encouraged to discuss health and safety issues in the first instance with their Line Manager and if necessary, with a Health and Safety Manager, Director or the Prospect Safety Representative who represents all the employees in meetings of the Health and Safety Committee. The company Health and Safety Committee is formed of the Health and Safety Manager, the Director responsible for Health and Safety, Safety Representative and a representative from the Project Managers. Regional managers will report any issues for discussion in this forum to PCA's Health and Safety Manager in advance of the next scheduled committee meeting. The Committee meets regularly, nominally on a quarterly basis with the aim to:

- a. review the effectiveness of measures to promote and improve health and safety;
- b. promote co-operation between employer and employees on health and safety matters;
- c. review any health and safety issues arising from fieldwork activities;

- d. facilitate the communication of health and safety information.

3. Arrangements

The following systems and procedures detail how Pre-Construct Archaeology implements this policy to comply with the relevant legislation and achieve best practice.

Risk Assessments

Risk assessments form the cornerstone of modern health and safety management. Pre-Construct Archaeology will ensure that a suitable and sufficient assessment has been made by a competent person for all places of work and for all activities undertaken during the course of our work.

The assessment will endeavour to identify all hazards; assess all who may be affected by the hazard and how; evaluate the risks and action the necessary controls to minimise the risk according to a hierarchy of control; be recorded and reviewed as necessary.

Equipment

The PCA Logistics Team Leader or a person formally deputised by him/her is responsible for the maintenance of and issuing of any and all equipment used by PCA staff on sites managed by PCA London. They will ensure that all equipment is in good working order, and that it is only issued to personnel who have been trained in its use, and where necessary have the appropriate and current certificates. All equipment will be regularly inspected where necessary by qualified independent sub-contractors to ensure its continued safe operation. At the regional offices the regional managers fulfil this role or delegate it to a nominated person whose particulars are registered with PCA's Health and Safety Manager.

All new equipment will be assessed for any associated risks before being used. Any member of staff asked to use new equipment will be instructed in its use and informed in how to operate it safely.

All members of staff must ensure they are familiar with the correct use of tools and equipment involved in the tasks they are performing and not use plant or equipment that they are not trained or authorised to do so.

Personal Protective Equipment

The provision of such equipment is a legal obligation in accordance with 'Personal Protective Equipment at Work (Amendment) Regulations 2022. The provision of PPE will also comply with the guidelines provided in FAME Safe Working for Archaeologists as part of UK construction Projects, Section 6 (June 2024). Furthermore, PCA will ensure that its PPE conforms to nationally recognised standards such as EN ISO/UKCA numbers. Personal Protective Equipment (PPE) is provided to all staff free of charge.

A site and task specific risk assessment will be used to make sure that PPE to be used is fit for purpose, and to make sure that decisions regarding the appropriateness, fitting and use of relevant PPE can be made and planned for in advance of work starting. This so as

to facilitate acquisition and where necessary training or induction of staff in its use prior to staff needing the equipment.

The PCA Health and Safety Site Rules include:-

- All PCA staff, volunteers and visitors must wear footwear with protective toe caps and penetration-resistant mid-soles whilst on site.
- All PCA staff, volunteers and visitors are to wear safety helmets at all times whilst on site, unless the site has been designated a non-hard hat area.
- All PCA staff, volunteers and visitors are to wear high visibility vests or coats at all times whilst on site.

Additional PPE may be required for specific activities and staff will be made aware of its correct use, care and limitations. Cold and wet weather protective clothing are supplied as needed.

To comply with the above all site staff will be issued with:

- a. PCA high-visibility vest
- b. PCA high-visibility rain jacket
- c. PCA hard hat

Rather than being proscriptive with regard to site safety foot wear, the company provides an allowance of up to £60.00 to be spent on a pair of safety boots of the individual's choice.

Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions but it will need to comply with the requirement of having protective toe caps and penetration-resistant mid-soles. Payment for boots is made on submission of the receipt of purchase via the Petty Cash claims form.

In addition, on an as required basis, the company will supply:-

- d. protective gloves.
- e. wellington boots
- f. waterproof clothing
- g. contamination equipment
- h. ear defenders
- i. protective goggles
- j. safety harnesses
- k. flame retardant anti-static coveralls

or other more specialist PPE as the situation requires.

The Logistics Team Leader or a person formally deputised by him/her will be responsible for the issuing and recalling of any and all PPE. Where necessary, in consultation with the Health and Safety Manager, they will identify any special training required in its use and ensure that personnel issued with any specific PPE are qualified in its use. At the regional offices the regional managers will carry out this duty, supported by the Logistics Team Leader who will provide advice and PPE when required. Copies of relevant records will be lodged by regional managers.

Training

In order to comply with the requirement to employ competent persons, PCA's Health and Safety Manager maintains a record of all training received by staff and reviews training and re-training needs with the Health and Safety Director to ensure qualifications are kept current.

PCA's Health and Safety Manager, Directors and Project Managers receive formal training in the legal framework of Health and Safety, Construction Design & Management, Management Health and Safety, Health and Safety Policies, Risk Assessment, Control Measures, Training, and Monitoring Systems. Responsible persons (such as site supervisors, site directors and union representatives) receive formal training in the legal framework of Health and Safety and Risk Assessment Procedures and relevant regulations.

Specific training requirements are established with respect to any plant or equipment, hired or purchased for use by PCA staff or for specific tasks such as work in confined spaces.

Formal courses are organised and given by an officially recognised local Further Education College, recognised and licensed Health and Safety training organisation or by suitably qualified trainers.

Copies of all training certificates issued to staff in the regional offices are provided by the regional managers for registration with PCA's central records and are retained and recorded on the PCA H&S matrix file managed by the Health and Safety Manager.

Personal Behaviour

All PCA employees, volunteers and visitors must conduct themselves so as not to endanger themselves or others through their actions or omissions. Any activity or area that is unsafe must not be entered into or engaged in and concerns must be reported to the Line Manager, supervisor or designated responsible person.

All PCA employees, volunteers and visitors should be aware that some contractors and their personnel might have a lower awareness and practice of health and safety. It is emphasised that if the work cannot be made safe, the area of risk must be vacated, and the conditions reported immediately to the Line Manager or supervisor.

No one shall knowingly be permitted or required to work whilst their ability or alertness is impaired by fatigue, illness, or other causes which might expose the individual or others to injury. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work whilst in that condition and may, depending upon the circumstances have

their employment terminated. Staff are expected to notify their Line Manager if they or individuals working with them or in their vicinity are unfit to carry out their tasks safely.

Fire Risk Procedures

Full details of Pre-Construct Archaeology's fire precautions and the required actions to prevent fire are set out in the Fire Emergency Plan and Fire Risk Assessment compiled by the relevant Regional Office.

All premises operated by Pre-Construct Archaeology will have a Fire Risk Assessment that will be reviewed on a yearly basis and following any alterations to the premises or a significant fluctuation in the numbers of staff working at the premises. Recommendations of the Risk Assessment(s) will be discussed and implemented. Specific account will be taken of fire risk, detection, escape routes, muster points, and scale and serviceability of fire-fighting equipment. All relevant fire-fighting equipment will be in place. A fire-drill system is in place and all

personnel must inform themselves of the fire drill procedure and escape routes. Every site and office building will have at least one designated Fire Warden.

The Assembly Points and names of any Fire Wardens will be displayed in a prominent position for all sites and premises.

Driving for work

PCA has a driving at work policy details of which must be checked by people who drive for work prior to engaging in such activity. The relevant document is 'Pre-Construct Archaeology Limited Driving For Work - Policy and Procedures Version 3 and can be obtained from any PCA Project Manager.

First Aid

It is the responsibility of the relevant Project Manager, that adequate provision of First Aid personnel and equipment is assigned to all projects depending on perceived workplace hazards and risks.

Trained First Aiders will as far as possible be appointed for each place of work and their names will be prominently displayed at the workplace. The Health & Safety Manager will ensure that a sufficiently large pool of First Aid trained staff is available to cover all sites and offices. They will also monitor the timing of follow up courses to ensure that staff certificates are current.

Each site and work location will have a First Aid kit available adequate for the numbers of staff. If treatment is administered by a First Aider, a record of the treatment will be made in the Accident Book. It is the responsibility of the First Aider providing treatment to inform the Health and Safety Manager, the responsible area manager or designated area responsible person of any restocking that is required.

Accident Reporting

All accidents, **including the most minor ones**, must be entered into the Accident Book. This is located in the supervisor's pack issued at the commencement of each site and in locations in each of the company's premises. If in doubt, ask the site supervisor or office manager of its whereabouts. Upon completion of fieldwork, any and all completed incident documentation recorded in the site Accident Book will be copied to, checked and filed by the Logistics Team Leader. The Health and Safety Manager will compile yearly accident statistics and review problems jointly with Regional and Project Manager(s) that might otherwise pass unnoticed.

The Health and Safety Manager and regional managers will be responsible for the investigation and reporting of any accidents, incidents or dangerous occurrences. Report copies are kept on file and are distributed to all parties concerned. Investigation and reporting may also be undertaken by the Prospect Safety Representative.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) sets out the requirements for accident reporting of accidents under the following categories:

- a. fatal
- b. major injuries/conditions
- c. specified dangerous occurrences
- d. "over seven day" accidents.

PCA's designated Health and Safety Managers are responsible for reporting any RIDDOR notifiable accidents, dangerous occurrences and diseases. This must be reported as soon as possible, following dealing with the consequences of the incident and making safe of the affected area, by the person in charge of the work area. Form AR2 must be completed for Fatal Injuries, Major Accidents/Conditions, Specified Dangerous Occurrences and Over Seven Day Accidents. Within 15 days a completed form F2508 must be forwarded to the Enforcing Authority.

Hazardous Substances

This section applies to the purchase, use, storage and emergency measures applying to substances that can be harmful to health. It takes account of the COSHH, CHIP and REACH Regulations.

Hazardous substances are defined as:

- a. substances used directly in work and service user activities (e.g. adhesives, paints, cleaning agents);
- b. substances generated during work activities;
- c. naturally occurring substances (e.g. grain dust);
- d. biological agents such as bacteria and other micro-organisms.

Users must follow the directions on labels or Hazard Data Sheets.

First Aiders and users must be made aware of the procedures to follow in the case of contact with the skin, eyes, inhalation or swallowing. Medical help must be summoned immediately in all cases of exposure to hazardous substances.

All users of the substances identified as harmful must wear the protective clothing provided – gloves, goggles, overalls. If single use, the clothing must be discarded immediately after use. All users must wash hands properly before moving onto other tasks and in particular before food handling.

Hazardous Substances containers must be securely closed and stored in a locked cupboard. Cupboards containing substances must be labeled indicating the hazards and key instructions as to safe use. All spillages must be cleaned up immediately, following any safety instructions. Due regard must be given to the possible additional hazards created from fumes when substances are spilled.

Smoking is not permitted in any indoor area and may also be prohibited on open air sites where smoking is likely to be a fire or other hazard.

Subcontractors

All sub-contractors will be asked to provide Pre-Construct Archaeology with copies of relevant documentation including: their Health and Safety Policy; site specific Risk Assessment and/or Method Statement; Insurance policy documentation; plant operator's licences; maintenance records and COSHH assessments where these may be relevant to PCA's operations. Copies of this documentation will be held retained for archive. A questionnaire is issued to contractors and subcontractors who work with or for Pre-Construct Archaeology, which must be completed by them and be evaluated by PCA Health and Safety Officers to ensure that any contractor we work with is legally compliant.

Any sub-contractor not operating within the standards set by PCA's Health and Safety Policy and/or site specific Risk Assessment, or unwilling to act within them, will have their contract terminated.

All sub-contractors will be provided with relevant copies of the company's documentation including: the Health and Safety Policy; Risk Assessment and/or Method Statements.

Joint Ventures

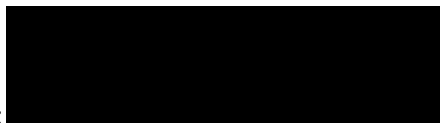
In the event of a joint venture Health and Safety Policies and procedures will be exchanged, considered and ratified by the joint venture management team. Joint venture projects are allocated on a case by case basis to Project Managers of either organisation. It will be usual for each joint venture project to operate under the Health and Safety management system of that Project Manager's parent company. Responsibility for co-ordinating all aspects of Health and Safety related to each project – regardless of the profile of the field team – will similarly rest with the Project Manager and his/her parent company. This responsibility will include preparation and approval of Risk Assessments, Health and Safety plans, Method Statements and any other documentation considered appropriate to the project.

Working with other archaeological companies in joint ventures does not relinquish PCA's Health and Safety responsibilities to its staff and Health and Safety Policy is still applicable to all PCA Staff.

Review

This Policy and procedures will reviewed periodically, as appropriate, to assess its effectiveness and any appropriate changes made.

Signed:



Josephine Brown, Managing Director Date: 24/04/2025