

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

HEALTH & SAFETY POLICY 2018

With appendices:

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University of Leicester Archaeological Services

Health and Safety Policy

1. STATEMENT

1.1 It is the policy of University of Leicester Archaeological Services (ULAS) that a high standard of safety will be achieved and maintained within all its offices, sites and other places of work. ULAS policy reflects the health and safety policy of the University of Leicester Safety Office. The legislative framework for University of Leicester health and safety policy is based upon:

- Acts of Parliament
- Regulations – these generally expand the General Duties in the Health and Safety at Work Act (HSWA) 1974
- Approved Codes of Practice, guidance
- European directives and regulations
- Law and enforcement policy linked to public concern
- Similarly, University H&S activity reflects current priorities

1.2 The relevant regulations for archaeological fieldwork, laboratory work and office work are given in appendix 1. These shall be complied with as a minimum standard.

1.3 The Company will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees by;

- i) providing and maintaining plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- ii) making arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- iii) maintaining any place of work under the control of ULAS in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- iv) to provide such information, instruction, training and supervision as is considered necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

1.4 All employees are expected to take reasonable care for the health and safety of themselves, employees and the general public and to fully co-operate as far as is necessary with the employer to achieve health and safety standards.

1.5 All risks to the health and safety of all employees, members of the public and other persons affected by work processes and operations shall be assessed and safe systems of work

devised. Appropriate arrangements for putting into effect the health and safety policy will be implemented and safe working procedures followed.

1.6 A copy of this statement will be issued to all employees along with any subsequent revisions or amendments.

2. COMMUNICATION

2.1 Properly appointed Safety Representatives shall be recognised and reasonable facilities will be provided for them to carry out their functions.

2.2 All employees shall be consulted about and kept informed of health and safety developments. Measures will be taken to ensure all employees at all levels of the organisation fully understand the implications of the Health and Safety Policy through a briefing system.

2.3 The ULAS Health & Safety Procedures will be available at all permanent work places showing the arrangements which apply for promoting health and safety at work within ULAS.

This document will contain;

a) The Statement of Health & Safety Policy

b) The responsibilities of managers, health & safety representatives, supervisors, and employees for applying the organisation's safety policy.

c) General guidelines and principals for the prevention of accidents within the work place. This includes individual documents on ULAS Safe Systems of Work:

d) Relevant Acts of Parliament, Regulations Approved Codes of Practice and HSE Guidance and European directives and regulations.

e) Any groups of employees within ULAS for whom special safety training, including induction training and specific training may be required.

f) Details of what individual employees are expected or required to do under the law and practices applying to them.

2.4 A copy of the FAME Manual, *Health and Safety in Field Archaeology 2010* will be available at all permanent work places. A digital copy is also available in the ULAS H&S folder. This is to be replaced by ULAS H&S Manual in 2018-19.

3. RESPONSIBILITY

3.1 All levels of management, supervisor and employees have an active part to play in the attainment of health and safety standards.

Management (Director/Deputy Director)

3.2 Persons under whom the safety function is placed in ULAS and who are responsible to University of Leicester Archaeological Services and under the Act, for ensuring that the organisation's Health and Safety Policy is fully implemented:-

Richard Buckley, ULAS Director
Vicki Score, ULAS Deputy Director
University of Leicester
Archaeological Services
University road
Leicester LE1 7RH

3.3 Their responsibilities are to;

- i) Ensure that adequate resources are allocated to health and safety issues and that all levels of staff receive adequate training in health and safety matters.
- ii) Recognise properly appointed Safety Representatives and allocate them sufficient resources and time to carry out their duties.
- iii) Ensure that all supervisory staff completes as a matter of first priority a project risk assessment, and if appropriate a safe system of work for every project for which they are given responsibility. The risk assessment will identify the risks and hazards involved and the measures required to eliminate or reduce them.
- iv) Ensure that adequate numbers of first aiders are available for each work place. Ensure that the qualified first-aider has all the items of first-aid equipment required, and that proper care is taken of any casualties.
- v) Ensure that all contractors and subcontractors have the relevant certification and requirements necessary for them to carry out their work.
- vi) Ensure that information about health and safety is disseminated to all levels of employees and subcontractors via briefings, inductions, posters, memos and letters.
- vii) Liaise with the Fire Service and the Safety Officers of the University's fire prevention, fire drill and emergency evacuation of premises.
- viii) Know the broad requirements of the relevant legislation, ensure that all registers, records and reports are in order and that accident reports are completed and returned. Ensure that all accidents are promptly investigated to discover their cause and to report them immediately to the relevant authorities. Monitor employees' absence from work to identify trends.

Health & Safety Representatives

3.4 Lynden Cooper and Tim Higgins are the ULAS H&S Officers/Departmental Safety Officers and advise management and staff on all H&S issues, especially relating to fieldwork.

3.5 Vicki Score is an appointed competent person and acts as ULAS H&S representative for the school.

3.6 Richard Thomas is the acting Departmental Safety Officer for the School of Archaeology and Ancient History while Danielle de Carle is the appointed competent person (DSO trained). Danielle is responsible for the day to day management of safety issues and, with Lynden Cooper, undertakes 6-monthly premises inspections.

3.7 A list of non-ULAS H&S university representatives and contacts in the Safety Services Office are produced on the HSAW posters displayed in the entrance to the SAAH building and in the entrance to the Bennett Underpass building.

3.8 ULAS as part of the University of Leicester is a member of the Avetta (formerly PICS Auditing): membership is required by one of ULAS' clients and is audited annually. Membership requires completing a comprehensive questionnaire and uploading relevant documentation including Insurance and Health and Safety documentation on an annual basis, which is then audited by PICS. Examples of Risk Assessments and Training documentation is also submitted. Avetta (who are subscription based) seeks to qualify supply chain partners in every major industry worldwide.

3.9 The main aims of the ULAS Health and Safety Representatives are to;

- i) Co-ordinate the implementation of the Company's Health and Safety Policy.
- ii) Pass on relevant information regarding new legislation, guidelines and changes to the Company's Health and Safety Policy.
- iii) Assist in the Health and Safety training of Company employees.

Supervisory Staff (*Project Officers, Field Officers, Finds Officers, Environmental Officers, Senior Supervisors and Supervisors*)

3.10 All persons who have any responsibility for supervising, managing or controlling others also have a responsibility for their health and safety at the workplace.

3.11 Their responsibilities are to;

- i). Ensure that all legal obligations are met, the relevant safety legislation complied with and be familiar with the ULAS Health and Safety Policy and ensure that it is carried out and that all relevant registers and accident/incident forms are completed.
- ii) Display a full copy of the Health & Safety Policy at the workplace and keep a copy of the FAME 2010 manual within the working area and use it to provide and maintain appropriate health and safety standards. Ensure all persons under their supervision are adequately informed, and fully aware, of any hazards they are likely to encounter in the course of their work.

- iii) Assess and monitor risks at the work place and risks to health in relation to hazardous substances and noise. Complete a risk assessment before work commences on any project, and if necessary shall identify and adopt a safe method of work in areas of special concern.
- iv) Ensure a safe place of work and safe means of access and egress is provided and maintained.
- v) Inform all employees under their supervision who is the qualified first-aider, where that person can be found, and the whereabouts of first-aid facilities.
- vi) Ensure that plant, machinery, equipment and tools used at the workplace are adequate and suitable for the jobs in hand and are maintained, repaired or replaced when necessary, that they meet current legislation and are operated by competent persons.
- vii) Ensure that safety helmets and other necessary personal protective clothing or equipment is provided, fitted and worn correctly and replaced when necessary.
- viii) Ensure that adequate supervision is available at all times especially where new, young and inexperienced workers are concerned and only delegate responsibility to appropriate and suitably trained members of staff
- ix) Identify the safety training or special needs of persons under their control and bring these to the attention of the Directors.
- x) Ensure that all employees under their supervision know what to do in the case of fire, and know the location of, and how to use, fire equipment and extinguishers
- xi) Investigate all accidents promptly to discover their cause and eliminate the possibility of a recurrence. Notify the main office of all accidents and dangerous occurrences at the workplace as soon as possible by telephone.
- xii) Liaise with the Director and the staff safety representative on all matters relating to health and safety

Subcontractors

3.11 Subcontractors shall;

- i) Provide if requested a written statement of Safety Policy
- ii) Provide if requested Method Statements to indicate the procedures for carrying out particular operations safely and identify the numbers of staff, plant and equipment together with situations where persons other than employees will be put at risk.
- iii) Work with a minimum of risk to their own employees and any other persons affected by their work.
- iv) Carry out instructions given by ULAS Supervisors relevant to health and safety matters

- v) Provide any necessary protective clothing and equipment for their employees and ensure that such items are worn and used where necessary.

Employees

3.11 The co-operation of all employees is necessary to maintain high standards of health and safety at the workplace. All employees will;

- i) Work in the proper manner following appropriate procedures and instruction, and use in a safe manner all tools and equipment.
- ii) Co-operate with their supervisors so as not to put themselves or others at risk.
- iii) Wear safety helmets on all construction sites. Wear and use other necessary protective clothing and equipment and request safety clothing or equipment where they feel it will improve safety standards.
- iv) Report to their supervisor any defects in tools, plant, equipment or protective clothing.
- v) Discuss all aspects of their work with their Supervisor where they feel unsure or think that their safety can be improved.

4. POLICY REVIEW

- 3.1 The Health and safety Policy shall be formally reviewed and re-issued annually or sooner if required. The latest review was undertaken in October 2018.

Signed...  ...

R J Buckley

Director, University of Leicester Archaeological Services.

Dated.... 22/10/18.....

Appendix 1: Legislation of relevance to archaeological work

- THE HEALTH AND SAFETY AT WORK ETC. ACT 1974
- MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
- MANUAL HANDLING OPERATIONS REGULATIONS 1992
- HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992
- THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)
- PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (POWER)
- LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998 (LOLER)
- PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992
- WORKPLACE (HEALTH, SAFETY AND WELFARE REGULATIONS) 1992
- CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 1994 (CDM REGULATIONS)
- THE CONSTRUCTION (HEALTH, SAFETY AND WELFARE) REGULATIONS 1996
- THE CONFINED SPACES REGULATIONS 1997
- DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS 2002 (DSEAR.)
- THE CONSTRUCTION (HEAD PROTECTION) REGULATIONS 1989
- HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981
- ELECTRICITY AT WORK REGULATIONS 1987
- NOISE AT WORK REGULATIONS 1989
- WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992
- REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)
- HEALTH AND SAFETY (SAFETY SIGNS AND SIGNALS) REGULATIONS 1996
- REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Appendix 2: University of Leicester Safety Services

<https://uniofleicester.sharepoint.com/sites/staff/health-safety/department-contacts/SitePages/Home.aspx?web=1>

Safety Services Office
LG07, Astley Clark Building,
University of Leicester
University Road
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LE1 7RH

Tel: +44 (0)116 252 2426
E: safetyservices@le.ac.uk

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Appendix 3: Health and Safety Training and Proposals 2018-20

Basic Health and Safety

ULAS expects all site staff to undergo the in-house basic health and safety training. This is a powerpoint presentation and is intended to be refreshed annually in groups and discussed.

Quarry Passports

These are essential qualifications for all staff involved in aggregate extraction sites.

ACTION: ULAS will continue to put all dedicated fieldwork staff through the refresher training programme.

Construction Skills Certification Scheme (CSCS)

CSCS cards are required for many sites, especially where archaeological works occur concurrently with enabling and construction works.

ACTION: Ensure all staff have time to revise for CSCS training.

First Aid

A majority of fieldwork and office-based staff have received FA training.

ACTION: Maintain the present range of staff with refreshment course training. Look into 1 day on site 1st aid training.

Manual Handling

Manual Handling guidelines have been issued as HSE downloads and with selected staff watching the Safety Services training video.

ACTION: Course training for environmental staff now working in the lab.

Asbestos

Formal asbestos awareness training commenced in 2015. ULAS has an in-house asbestos awareness training powerpoint that ALL site staff are required to undertake on an annual basis.

ACTION: Ensure all site staff undertake asbestos awareness training.

Radiation

Andy Hyam has received radiation safety training, allowing him to undertake X-ray analysis of metal artefacts.

ACTION: Undertake refresher training.

Display Screen Equipment Assessments

Lynden Cooper is the trained DSE assessor. There has been assessment of all staff who work for extended periods of time in the office using PCs. Safety Services are moving to a self-assessment system – awaiting implementation.

ACTION: Undertake review.

Fire Safety

Lynden Cooper is the trained Fire Safety Officer for ULAS. He co-ordinates office evacuation when fire alarms are sounded in the School building. Heidi Addison and Nick Cooper have had Fire Safety training and are responsible for correct evacuation of the Bennett Underpass offices and labs. All are trained in usage of fire extinguishers.

ACTION: Undertake refresher courses.

Safety Services website, training videos and courses

ACTION: At appraisals refer staff to the following sites for information on University training courses.

<http://www2.le.ac.uk/offices/safety-services/a-z-of-services#t>

<http://www2.le.ac.uk/offices/lli/staff-development/events/courses/hs>

<http://universityofleicester.safetyhub.com/>

Staff communication

Health and Safety is a permanent agenda item at staff meetings. The HSE Digest eBulletin is circulated to all staff, highlighting any issue/article of direct relevance to ULAS. The Safety Services newsletter is distributed by email. H&S needs and training are part of the staff appraisals programme.

Details of any H&S incidents and near misses are circulated to all ULAS staff for information without attaching any blame along with actions and recommendations.

ACTION: Continue dissemination.