



YOUNG ARCHAEOLOGIST'S CLUB

HEALTH AND SAFETY INDUCTION: OVERVIEW AND INSTRUCTIONS

When a new volunteer is approved to join your branch you must undertake a basic health and safety induction. It is also important that current leaders are kept informed of any changes/updates to current guidance and practice.

You may wish to break this induction into sections, to be undertaken at different times. For example, introducing session planning and risk benefit assessments at the time that the new volunteer starts planning sessions.

The topics to be covered in the basic induction are as follows:

- A leaders/volunteer's role in planning for safety
- Your branch's Health and Safety Folder
- Member and volunteer records, including introducing Individual Support Plans.
- Emergency Procedures
- First Aid procedures
- Lost Child procedures
- Arrival, Collection and Late Collection procedures



Further topics include:

- Session planning and risk benefit assessments
- Writing your risk benefit assessment
- Fire Safety
- Manual Handling
- Control of Substances Hazardous to Health (COSHH) Safety
- Use of Portable Electrical items
- Food Safety

Below we will set out what you should do for each section and where to find additional information.

INTRODUCING HEALTH AND SAFETY WITH A NEW LEADER/VOLUNTEER

The safety of the volunteers and members of Young Archaeologists' Clubs is extremely important.

Each new leader or volunteer should be provided with a copy of the Health & Safety **Induction Sheet**. This is an aide-memoire that the new leader/volunteer can be provided with as an overview of the health and safety considerations. Further information can be found in the relevant sections of the website.

You should also refer to the **Induction Checklist**, which has been created as a training record for each leader and volunteer. It has been designed so that the induction can be carried out in sections, depending on time commitments, level of prior knowledge and experience or the activities undertaken by your branch. Please note that if you cover multiple aspects at one time, you can ask the new volunteer to sign across those boxes, saving them from filling in each line.

Go through your branch's **Health and Safety Folder**, and discuss the different documents held within it, talking through session plans and risk-benefit assessments and emergency procedures.

Ensure that each leader/volunteer understands their role, where to find information and what to do in an emergency.

Discuss additional information or training that might be required for the role.



How you provide this information is up to you, it's amazing how much you can cover over a cuppa, or you might decide to make it more formal or a group activity. The presentation is up to you.

In the following pages, we will share some activity ideas to promote discussion that you might choose to use with the slide decks to support different aspects. These might also be used with older YAC members if that is suitable for your branch's activities.

EMERGENCY PLANNING: WHAT WOULD YOU DO?

After introducing the emergency and other procedures, as outlined on the website and in the Health and Safety Folder, you may wish to lead a discussion using the 'What would you do?' cards.

In small groups, or in a 1:1, use the scenarios provided to discuss what, as leaders and volunteers, you would do in those situations.

You may wish to provide your own scenarios based on any considerations or experiences that you feel are most relevant to your branch.

THE MS POWERPOINT TRAINING MODULES

Under each of the website sections there is a MS PowerPoint training module, designed to help you consider different activities and ensure that each volunteer has basic awareness training.

They can be used by a volunteer to work through individually, or the branch leader can lead a group discussion.



WRITING YOUR RISK BENEFIT ASSESSMENT

This PowerPoint covers the following topics:

- Why we write risk-benefit risk assessments
- What should be in a risk-benefit assessment?
- What is a hazard?
- Deciding on the risk
- What is risk-benefit?
- Identifying control measures
- Where to get help

If the branch leader is leading a discussion with this slide deck then the following activities can also be used.

Use with Slide 12: Deciding on the risk

Provide each participant with a blank risk-benefit template and a risk card.

Introduce the activity by explaining that they should consider some potential hazards (you might like to provide an example of an activity that your group might take part in).

List the potential consequences of each of the hazards and score them using the 1 to 5 scale provided.

Against each potential consequence decide how likely they are to happen (using the other 1 to 5 scale provided).

Multiply the consequence score by the likelihood score, using the grade to decide the level of risk.



If time, consider the types of precautions and safeguards that would reduce the risk for each of the hazards.

Use with Slide 15: What to say instead of 'Be Careful' This activity is to start looking at ways to turn "be careful!", "do this#!and "don't do that#! into constructive instructions, observations or questions that promote safety awareness in our members.

By using phrases in this way, we can help build members problem solve when they are faced with risks.

First, ask the participants to write down a fact or a statement that they might normally include, or think they would want to include (e.g. be careful when you climb that). One fact goes on each card. They can write as many of these as they like; the more the better.

Allow 5 minutes or so for this. Then gather in all the completed cards, shuffle them and put them face down on a table or on the floor.

If you prefer a set of cards have already been prepared with common phrases or situations.

Each participant now takes a card and reads the statement (to themselves). They then have to devise an observation or a question that helps members explore the risk for themselves or explains the risk to them. They share these observations or questions with the group, who may respond as a YAC member or discuss these further.

Use the prompts provided in \$what to say to kids instead of "be careful!"

Proceed around the group in turn until all the cards are exhausted.



Use with Slides 17-23: What can you see?

Using a photograph from a YAC activity, ask each participant to answer the following questions (you may wish to work in small groups for this activity):

1. What hazards are there?
2. What's the risk?
3. What control measures are in place, or would you put in place?
4. Would you change anything next time?

An 'answer' version of these slides is available which shows some of the different hazards in each photograph.

You may like to use a session plan and risk assessment template to record your thoughts.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

This PowerPoint covers the following topics:

- Why we should be aware of chemicals and hazardous materials
- The Ten Golden Rules
- The GHS pictograms
- Where to get more information

If the branch leader is leading a discussion with this slide deck then the following activities can also be used.

Use with Slide 5: Understanding the GHS pictograms

In small groups, encourage the participants to match the Global Hazard Symbol cards to the description. This can be done in one of two ways:

1. Memory Card Game:

- Each card is laid out, face down, in a grid pattern.



- Participants choose two cards at a time and try to find two cards that are matching (symbol with the written description).
- If they find two cards that match, then they remove the cards from the middle and keep them in front of them.
- They continue until they are unable to find a matching pair, with the game then moving on to the next participant to try.
- If participants are unable to match two cards together then they have to turn the cards back over face down.
- The game continues until all the cards have been successfully paired up

2. **Matching Game:** Participants discuss the descriptions and match them to the symbol. This can be done individually or in small groups.

FIRE SAFETY

This PowerPoint covers the following topics:

- General housekeeping
- Potential sources of fuel
- Potential ignition sources
- What to do in a fire emergency

Remember to go through any branch specific information regarding fire exits, assembly points, etc.



FOOD SAFETY

This PowerPoint covers the following topics:

- Why we need to know about food safety
- What is food safety?
- High and low risk foods
- Personal hygiene
- Basic hygiene
- Food preparation
- Means of cooking - additional considerations
- Allergy awareness
- Religious and cultural awareness
- Sharing this information
- Where to get help

If the branch leader is leading a discussion with this slide deck then the following activities can also be used.

Use with Slide 4: High and Low risk foods

Use the High and Low Risk food cards provided and place them on a table, with space available for grouping the other cards.

Provide a card to each participant and ask them to put them into the correct category. Keep going until each food stuff is allocated.

Check the answers and discuss any discrepancies (*answers are on Slide 4*)

Use with Slides 5-9: Create your kitchen rules

Having discussed the contents of slides 5-9, as a group, consider and discuss what kitchen rules you should have for your group.

These will be specific to your branch's needs and activities.



Use with Slides 10 & 11: Allergy symptoms

After you've introduced food allergies, the 14 main allergens and that people can be allergic to any food item, ask participants are asked to write or draw allergy symptoms on a large piece of paper. This can be done in smaller groups.

Discuss the outcome from their work, discuss and check their answers using Slide 11.

MANUAL HANDLING

This PowerPoint covers the following topics:

- Why we need to be aware of good manual procedures
- Considerations for manual handling
- Good handling techniques

Remember to go through any branch specific information regarding lifting aids (e.g. wheelbarrows, etc.) that you might have to help.

USING PORTABLE ELECTRICAL EQUIPMENT

This PowerPoint covers the following topics:

- Checks to make before using portable electrical equipment
- Potential faults that you might see, hear or smell.
- Using portable electrical equipment
- Potential hazards to consider

Remember to go through any branch specific information regarding the types of portable electrical equipment that you might use (e.g. laminator, kettle, etc.).