



# YOUNG ARCHAEOLOGISTS' CLUB

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## HEALTH AND SAFETY INDUCTION

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

The session plan and risk assessment template should be used for each session and, as each branch is different, a number of resources and templates are available for your use.

### WHAT IS YOUR ROLE IN PLANNING AND DELIVERING SESSIONS SAFELY?

As a leader or volunteer, you are responsible for the safety and wellbeing of yourself, your fellow volunteers and members.

You do this by:

- Planning with safety in mind
- Communicating your plans with volunteers, members and their parents/carers
- Knowing what to do in an emergency
- Knowing where you can get support

These simple steps, combined with Safeguarding, create the framework of successful club activities – this is your Safety Management System and should be part of your branch's **Health & Safety Folder**.

### WHAT SHOULD BE IN YOUR BRANCH'S HEALTH & SAFETY FOLDER?

Every YAC branch is different, and so your branch's Health & Safety Folder should reflect this and bring all your planning into a cohesive and accessible format.

As you plan with safety in mind, you should have the following information.



It should include:

- Important contact details
- Session registers and membership & volunteer forms
- Activity and Session plans and Risk-Benefit Assessments
- Venue assessments
- Use of chemicals and exposure to hazardous materials
- Food Safety
- Emergency Procedures
- Individual Support Plans
- Behavioural management
- Safeguarding

There is guidance and templates for each section available on the website.

## RECORD KEEPING

It's important to consider how this information will be recorded, stored and shared. Keeping up-to-date records of all the young people and adults involved in your club is essential. YAC HQ provides proformas for all the records you need to keep.

Your club records should include:

### For your members:

Document	To be updated	To be kept for
Membership Form	Annually	Until updated / 3 years
Photography Consent Form	Annually	10 years
Any additional & necessary Permission Forms for individual session (e.g. group visits)	When required	3 years
Individual support plan (where required)	If anything changes	3 years

**For your volunteers:**

Document	To be updated	To be kept for
Emergency contact form	Annually	Until updated / End of volunteering
Photography Consent Form	Annually	10 years
Individual support plan (where required)	If anything changes	3 years

**For your club:**

Document	To be updated	To be kept for
A register of who has attended each meeting, including members, volunteers and anyone else present.	Every session	3 years
Club Proforma, which shows who has current disclosure checks and valid First Aid certificates	Annually	3 years
Completed Accident or Incident Forms	When required	3 years
Session plans and risk assessments	Every session	10 years
Current YAC insurance certificate. This will be sent to you each April.	Annually	1 year
Club bank account details and financial record	---	7 years
Previous years' financial and annual reports	Annually	7 years



## WHY DO WE KEEP SESSION REGISTERS AND MEMBERSHIP & VOLUNTEER FORMS?

Knowing who is attending your branch's activities is essential as it helps you plan your sessions, communicate with those present after an event and provides information in a timely manner to the emergency services if the worst happens.

- 1) Membership and volunteer forms – these provide information about each of your members and volunteers, including emergency contact details, any known allergies or medical conditions, etc. These should be updated annually or as information changes.
- 2) Session registers – these provide information about who is present and are important to ensure that everyone is accounted for in an emergency or for communicating with attendees after an event. These should be kept for three years.

## WHAT SHOULD RISK ASSESSMENTS CONTAIN?

The minimum amount of information that you need in a risk assessment is:

- the hazards (things that may cause harm)
- how they may harm people
- what you are already doing to control the risks

YAC Session Plans and Risk-Benefit assessments also look at the learning benefits of an activity.

Managing risk within your YAC activities is about finding the balance between **risk** and **benefit**.

Your risk assessment then uses a comparison of the benefits (e.g. teaching a new skill, developing good practice) and the level of risk to determine if the benefits outweigh the risk.

With **good control measures** in place, you might decide to lead an activity that is of higher risk because the learning from the activity is strong.

We cannot create a completely risk-free environment. Indeed, this would stop us from providing meaningful experiences for our members and is not in our members'



best interests; learning how to take care of yourself is an important part of growing up.

## WHAT'S YOUR ROLE AS AN ASSESSOR IN RISK MANAGEMENT?

The person writing the risk assessment should have sufficient knowledge & experience to:

1. Consider the **welfare** of everyone in your group: adults and children.
2. Take account of children's **changing needs and aptitude** as they grow and develop.
3. Should be **mindful of needs** resulting from disability that may make some children and adults more vulnerable than others.
4. Identify and examine each **hazard** and determine the level of **risk**.
5. Identify and examine the **control measures** and determine whether they are adequate.
6. Where controls are found to be inadequate, recommend **improvement actions**.

## WHY SHOULD WE REVIEW RISK ASSESSMENTS?

All risk assessments should be **dynamic**, by being:

- Reactive to changing situations and conditions.
- Reviewed at least annually or when any changes occur.
- Reviewed after an activity if it's new to you, you noticed some aspects that could be done better or more safely or if an accident/incident occurred.

## SHARING INFORMATION ABOUT YOUR RISK ASSESSMENTS

You should involve your whole group, adults and children, in implementing measures to prevent accidents. There's no point in writing a risk assessment if you don't tell anyone about it!



## FOOD SAFETY

Think about all the ways that you might use food in your sessions. Do you:

- Provide snacks?
- Have members bring a snack or packed lunch?
- Host parties where members or volunteers bring their own food?
- Provide historic food tasting for members?
- Lead historic cooking activities?

If you answered yes to any of these then you need to know about food safety. Separate guidance is provided for this.

## USE OF CHEMICALS AND EXPOSURE TO HAZARDOUS MATERIALS

We use chemicals all the time, whether that's washing up liquid, poster paint, PVA glue, disinfectant cleaning spray, etc. These products are safe to use unless used or stored incorrectly.

There may also be times where you might use, handle, or come across more hazardous chemicals and materials. This might include uncovering asbestos on an archaeological excavation or within artefacts. If you are planning an activity where this could happen, such as an archaeological excavation, then please contact YAC HQ for further guidance.

## VENUE ASSESSMENTS

If you have a regular venue, YAC asks that you write or review your venue risk assessment every year and submit it to YAC HQ.

A template form is available to help you complete your regular venue assessment and asks a series of questions to make the assessment easier for you.



## EMERGENCY PROCEDURES

### IMPORTANT CONTACT DETAILS

Knowing who to call on for additional advice or in an emergency is important. It's worth creating one document that is easily accessible to all YAC volunteers involved in managing your branch and its activities.

Many of these contacts will be local to your branch and, as a minimum, we would recommend the following:

- Your branch's main contact information
- YAC HQ
- Your local Safeguarding Board or Children's Services
- Your local police station

### EVACUATION PLANS

Knowing what to do in an emergency is essential. This includes planning an evacuation plan from your regular venue so you know what to do if the worst happens.

### ACCIDENTS

Accidents happen, and with proper planning and risk management, YAC has a very good track record in limiting the number and severity of accidents. However, all children get occasional bumps and scrapes, and parents/carers generally expect this.

If an accident does occur, there are a few important points to remember:

1. Make sure you keep parents/carers fully informed, giving them accurate, factual information, especially if a child receives a bump to the head.
2. Keep a written, accurate record of all accidents using the Accident Form.

If there is a 'Near Miss' (a potential accident that was narrowly missed/avoided/stopped) then it's important that you record this on an Incident Form and discuss any required changes in the planning of the relevant activity for the future.



## FIRST AID

Every branch should have a minimum of two registered first aiders, with at least one present at each branch meeting. Without this, your session is not covered by YAC insurance.

## INDIVIDUAL SUPPORT PLANS

Where members or volunteers have a known allergy, medical condition or any other support needs, you should have a conversation about how you will support them when attending any of your sessions. These plans provide information about how to support members and volunteers during YAC sessions, help plan for activities to avoid allergens or to provide additional support, and to help them in an emergency.

## OTHER INCIDENTS (NOT SAFEGUARDING)

There are other types of incidents that you may be required to manage and record. These include:

- **Significant damage to YAC or venue property** (e.g. broken large equipment)
- **Criminal activity** (e.g. theft, vandalism, violence)
- **Severe or extreme weather** (e.g. heatwave, flooding)
- **Public health incidents** (e.g. covid-19 pandemic, measles, food poisoning)
- **Lost children**

More details about each of these is available on the website and in your YAC Branch Health & Safety Folder.

## FURTHER INFORMATION

It is important to read the additional information available on the website. This includes short training resources and templates for your use.