

Date of Assessment: 07.02.2016	Assessment No: 012/00
Assessed by: Robert Wallace, CAP Director	SITE: BRIDGE FARM
Nature of activity: Archaeological Fieldwork including excavation	Dates of activity: 01.06.2016 to 30.11.2016
Location: Bridge Farm, Wellingham, E. Sussex	Review by: 01.03.2017



CAP HEALTH AND SAFETY – RISK

Risk assessments are a statutory requirement. The aim of this document is to identify any Health and Safety risk that may arise from undertaking archaeological works on the site. The assessment is designed to identify and highlight both the general and site-specific hazards inherent in the fieldwork which is to be undertaken. For those hazards identified a safety plan is then prepared and implemented. Particular responsibilities are assigned to specific individuals but all participants are responsible for each other's safety, as well as their own. A copy of this document will be kept on-site and will be available on request to supervisors, students, volunteers or visitors.

By using the 5 x 5 matrix below the Culver Archaeological Project assesses the hazards and risks involved in the required task. We allocate each task an outcome and likelihood ranking, from those two scores we calculate the level of risk that the task carries to our workers and any others that may be affected by our actions.

Outcome	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Key	17-25 Unacceptable, stop the activity and make immediate improvement
	10-16 tolerable, look to improve within specified timescale
	5-9 Adequate, look to improve where possible
	1-4 Acceptable, no further action but ensure controls are maintained

Likelihood ranking: 1=Very Unlikely 2=Unlikely 3=Fairly Likely 4=Likely 5=Very Likely

Outcome ranking: 1=Insignificant, no injury 2=Minor, minor injuries requiring first aid
3=Moderate, up to 3 days absence 4=Major, over 3 day absence 5=Catastrophic, death/disablement

Safety Management Structure

The Project Director, Rob Wallace, is ultimately responsible for the Health and Safety of all those working on the project. He is required to understand the broad requirements of relevant legislation and ensure that responsibility for health and safety matters is properly assigned and accepted at all levels.

The Site-Supervisors are responsible for health and safety matters on site, and for those members or their immediate team. In their absence they are also responsible for nominating an appropriate person to be responsible for safety matters. Site supervisors will be introduced at site induction sessions. All site workers are responsible for ensuring that the project is safe for themselves, their fellow workers (archaeological and non-archaeological) and the public at large.

Risk assessment table follows:

Hazard, hazardous event	Expected consequence	People Affected	Assessment of risk $L \times O = R$			Acceptance of risk level	Controls required
			Likelihood	Outcome	Risk		
Risk of striking existing services:	Catastrophic, death / disablement	Staff, volunteers, students,	1	5	5	Adequate	Pre-Project Check
Proximity of Structures: buildings, farm roads & public footpaths	Minor, minor injuries requiring first aid	Staff, volunteers, students, visitors	2	2	4	Acceptable	Limited access, caution on farm roads, safety fencing
Site Occupation	Minor, minor injuries requiring first aid	Staff, volunteers, students, visitors	3	2	6	Adequate	Induction session. Exclusion of livestock. 1m exclusion zone for visitors on site
Public Liability	Major, over 3 day absence	Staff, volunteers, students, visitors and others	1	4	4	Acceptable	Safety fencing, barriers, warning signs, stock fencing. Site well away from public access.
Presence of contaminated soil, unexploded bombs and ammunition. Waterlogging of site	Catastrophic, death / disablement	Staff, volunteers, students, visitors	1	5	5	Adequate	Farmland under regular cultivation. Work will cease if any hazardous substances are encountered. Shoring against collapse of any trench over 2m
Sources of Vibration	Moderate, up to 3 days absence	Staff, volunteers, students, visitors	2	3	6	Adequate	No sources close to site. Portable generator to be positioned away from working areas
Geology	Major, over 3 day absence	Staff, volunteers, students, visitors	1	4	4	Acceptable	Soil stability has been tested in location over previous 3 years and will be monitored. Pumps supplied for waterlogged areas.
Delivery of plant	Insignificant, no injury	Staff	1	1	1	Acceptable	Plant will be delivered and removed by specialist contractor and will not involve CAP staff.

Type of excavation: large open area with deeper sections in features	Moderate, up to 3 days absence	Staff, volunteers, students, visitors	2	3	6	Adequate	Induction session. Trenches deeper than 2m will be stepped or shored. Visitors kept 1m away from edges of excavation trenches and slots.
Site Accommodation: camp site and farm traffic	Minor, minor injuries requiring first aid	Staff, volunteers, students	2	2	4	Acceptable	Campsite will be cleared of any scrub and grass will be topped. Ditch fenced and/or marked. Signage warning of farm traffic.
Hand tools	Minor, minor injuries requiring first aid	Staff, volunteers, students	2	2	4	Acceptable	Induction session for novice workers, equipment checks, good working practices listed in <i>Risk Control</i>
Ladders	Moderate, up to 3 days absence	Staff, volunteers, students	1	3	3	Acceptable	Ladders are not usually used on site other than by staff for maintenance issues
Manual Handling	Minor, minor injuries requiring first aid	Staff, volunteers, students	2	2	4	Acceptable	Induction session for novice workers, correct equipment supplied, good working practices listed in <i>Risk Control</i>
Machining	Catastrophic, death / disablement	Staff	1	5	5	Acceptable	Only essential staff to be in proximity when machining is taking place. Strict guidelines to be followed and personal safety protection to be worn.
Fuel storage and exhaust gases	Moderate, up to 3 days absence	Staff	1	3	3	Acceptable	Contractor to apply correct procedures. CAP staff to wear appropriate protective equipment. Only essential staff to be in vicinity.
Noise	Moderate, up to 3 days absence	Staff, volunteers, students, visitors	2	3	6	Adequate	Potential of noise from generator if required. Position away from main working area. Monitor and if necessary cease operation.

Walking and driving in farm area	Major, over 3 day absence	Staff, volunteers, students, visitors	2	4	8	Adequate	Site is on a working farm where staff may not expect people walking or driving. Be vigilant and patient.
Slip, trip or fall on slippery surface	Moderate, up to 3 days absence	Staff, volunteers, students, visitors	2	3	6	Adequate	Induction session for novice workers, correct equipment supplied, good working practices listed in <i>Risk Control</i>
Falling objects (from trees)	Major, over 3 day absence	Staff, volunteers, students, visitors	2	4	8	Adequate	The few trees in vicinity to be avoided
Protruding branches (from trees etc)	Minor, minor injuries requiring first aid	Staff, volunteers, students, visitors	3	2	6	Adequate	The few trees in vicinity to be avoided and care taken in vicinity of large hedging.
Temperature	Moderate, up to 3 days absence	Staff, volunteers, students, visitors	2	3	6	Adequate	Wear suitable clothing and protection against temperature extremes and strong sun.
Fire	Major, over 3 day absence	Staff, volunteers, students, visitors	1	4	4	Acceptable	No naked flames allowed on site. No smoking on site.
Alcohol, drug and substance abuse	Moderate, up to 3 days absence	Staff, volunteers, students, visitors	2	2	4	Acceptable	No alcohol to be consumed on site. No possession or use of recreational drugs or abusive substances to be tolerated anywhere under CAP control. Anyone found to be intoxicated or under the influence of drugs will be excluded from the site and CAP offices.
Tiredness	Moderate, up to 3 days absence	Staff, volunteers, students	2	2	4	Acceptable	All personnel should self-monitor for tiredness. Take regular break periods and in extreme tiredness inform a supervisor and stop work until recovered. Tired people are more likely to make mistakes.