



## Sudeley Castle Community Excavation 2019

### Project Health and Safety Risk Assessment

	Doc. ref. no.	Status	Approval	Date	Comments
Original	Sud_19 Risk Assessment	Final	Chris Casswell	1/5/19	Completed following walk over assessment by Brendon Wilkins
Revisions					

<b>Site Address:</b>	Sudeley Castle & Gardens Gloucestershire, Winchcombe GL54 5JD	<b>RA completed by:</b>	Chris Casswell
		<b>Date:</b>	1 <sup>st</sup> May 2019
		<b>Site visit:</b>	12 <sup>th</sup> October 2018
<b>Monitors:</b>	Brendon Wilkins, DigVentures Ltd	<b>Documentation:</b>	MoRPHE Project Design
<b>Operation/Task:</b>	Archaeological Excavation, comprising (for example): <ul style="list-style-type: none"> <li>• Trial trenches</li> </ul>		

**Notes:**

All field school staff and participants to read this document (in conjunction with the MoRPHE Project Design) before entry on to site, and sign-off the Briefing Log once induction from the Health & Safety Supervisor is completed.

All dig for a day participants be briefed on the contents of this document

**Remember – Please report anything that is or seems to be unsafe to DigVentures Staff immediately.**

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*Severity:* 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site  
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## 1 RISK ASSESSMENT

Hazard/Risk	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitor
	F	S	RR		F	S	RR		
				Fuel will not be stored on site overnight.				DV	Client
<b>1.1 Deep excavation</b>									
1.1.1 Injury to DV staff, visitors or other contractors due to trench collapse	<b>3</b>	<b>4</b>	<b>12</b>	No unsupported sections greater than 1.2m depth.	<b>1</b>	<b>4</b>	<b>4</b>	DV	DV/Client
				Trench sides to be stepped as ground conditions demand, regardless of depth.				DV	DV/Client
				Trenches to be enclosed within anti-climb fencing during excavation and recording.				DV	DV/Client
				No persons other than DV, Client or curatorial staff to enter deep excavations at any time.				DV	DV/Client
				Access/ egress to be provided either via a battered ramp with steps at opposite ends of the trench, or a ladder of suitable length secured at top and bottom.				DV	DV/Client
				Groundwater seepage to be removed either using a water pump, or if flow is insufficient, by using plant to bail water onto ground surface downslope from the trench.				DV	DV/Client
1.1.2 Injury to DV staff, visitors or other contractors due to fall into excavations	<b>2</b>	<b>3</b>	<b>6</b>	All deep excavations (i.e. over 1.2m) to be fenced.	<b>1</b>	<b>3</b>	<b>3</b>	DV	DV/Client
				Appropriate hazard signs to be erected adjacent to excavations.				DV	DV/Client
				Excavated spoil, tools, equipment etc. to be stockpiled/stored at least 1 m beyond the edge of the excavations to minimise trip hazards.				DV	DV/Client
				All visitors to the site to be made aware of the location of any deep excavations.				DV	DV/Client

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				Trenches will be taped to prevent visitors from falling in.				DV	DV
<b>2 UTILITIES/ BURIED HAZARDS</b>									
<b>2.1 Pre-groundwork</b>									
2.1.1 Identification of services.	<b>2</b>	<b>4</b>	<b>8</b>	All utility mapping possessed by Client will be consulted.	<b>1</b>	<b>4</b>	<b>4</b>	DV	DV/Client
				Site and surrounding area will be visually inspected in detail for any clues to indicate buried services in the area.				DV/Client	DV/Client
				Site and surrounding area will be swept by trained staff with a proprietary cable detector (i.e. CAT).				DV	DV/Client
<b>2.2 Groundwork</b>									
2.2.1 Injury to DV staff, other contractors and plant (including utilities) due to rupturing of or contact with utilities (buried or overhead).	<b>2</b>	<b>5</b>	<b>10</b>	If buried services are suspected or anticipated then hand-excavation will initially establish the location and alignment of such services.	<b>1</b>	<b>5</b>	<b>5</b>	DV	DV/Client
				Machine stripping to be carried out in discrete 0.1 m spits under constant supervision, and periodically re-checked using the CAT.				DV	DV/Client
				Any cable or pipe encountered will be considered live at all times, and will be protected from any subsequent damage.				DV	DV/Client
				Plant will not operate beneath overhead utilities. If necessary, goalposts will be erected in accordance with GS6 for plant travelling beneath overhead power lines.				DV	DV/Client

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<b>3 ENVIRONMENT</b>									
<b>3.1 Contamination</b>									
3.1.1 Injury to DV staff, visitors and other contractors, and damage to the local environment through contamination	<b>2</b>	<b>4</b>	<b>8</b>	There are no indications of any ground contamination. Should there be a contamination threat, work will progress in line with <i>Health &amp; Safety Guidance Note 66 – Contaminated Land</i> .	<b>1</b>	<b>4</b>	<b>4</b>	DV/Client	DV/Client
				Groundwater removed from deep excavations (if necessary) will be discharged downslope from the trench directly onto the adjacent surface to facilitate the removal of all material carried in solution, suspension or traction.				DV	DV/Client
				Appropriate PPE (overalls, gloves, respirators etc.) to be worn at all times where contaminated ground is anticipated or suspected.				DV	DV/Client
				washing facilities to be provided in accordance with H&S requirements. All staff to use such prior to eating.				DV	DV
				Smoking will not be allowed on site or in site accommodation.				DV	DV
3.1.2 Damage to ecosystem through soil degradation	<b>2</b>	<b>2</b>	<b>4</b>	Stripped topsoil will be neatly bundled in a work person like manner to a maximum height of 3m, and capped off to facilitate run-off and minimise water-logging.	<b>1</b>	<b>2</b>	<b>2</b>	Client	DV/Client
				DV will follow a like-on-like policy; topsoil will be stored on topsoil, subsoil stored on subsoil.				DV	Client

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	F	S	RR		F	S	RR		
3.1.3 Rough Ground, slippery/muddy paths and trip hazards e.g. survey lines	4	2	8	Volunteers advised to wear appropriate footwear.	1	2	2	DV	DV
				Volunteers advised never to go out alone.				DV	DV
				Volunteers advised to work within their physical limits.				DV	DV
				Volunteers advised the needs of the survey is not so great that they need to risk their safety.				DV	DV
3.1.4 Contact with hazardous plants e.g. nettles, thorns, poisonous plants	3	2	6	Warn participants about the presence of hazardous plants.	1	2	2	DV	DV
				Where possible, site activities away from brambles/nettles.				DV	DV
				Warn not to lick fingers, wash hands before eating.				DV	DV
3.1.5 Contact with biting or stinging insects / peacocks / other animals	3	4	12	Volunteers advised to take appropriate care when on site and to notify survey leaders of any allergies.	1	4	4	DV	DV
				Where possible avoid the peacock				DV	DV
3.1.6 Confrontation with member of the public	2	2	4	Volunteers advised to alert landowners when they are coming, negotiate access, and advise when they are leaving, to ensure they have permission to be on site.	1	2	2	DV	DV
				Volunteers advised that the need of the survey is not greater than their safety and that it's ok for them to leave a site if someone is being threatening.				DV	DV
				Volunteers to wear AFL hi-viz with logo to identify their negotiated right to be on site.				DV	DV
				Volunteers advised not to work alone.				DV	DV
				Volunteers advised only to survey the fields which we have clear permission to enter.				DV	DV

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3.1.7 Conflict between dogs and public/dogs / horses	3	3	9	Avoid contact with loose dogs where possible.				DV	DV
				Avoid approaching horses, reschedule if animals are found to be in a planned survey area.				DV	DV
				Horses are separated from the trenches by an electric fence, which will be taped of to prevent ventures from coming into contact with the fence.				DV	DV
3.1.8 Conflict with farm animals	3	3	9	Volunteers advised to check with landowner/famers if they should avoid any fields and to follow the advice they receive.	1	3	3	DV	DV
				Volunteers advised not to go into fields that have animals in them if they do not feel it is safe to do so.				DV	DV
				Reschedule survey if animals are found to be in a planned survey area.				DV	DV
<b>4 FIELDWORK</b>									
<b>4.1 Hand-excavation</b>									
4.1.1 Injury to DV staff, visitors and other contractors whilst using hand tools	3	3	9	All tools will be inspected prior to use by DigVentures staff. All damaged, broken or otherwise unusable hand tools to be marked as such and put to one side.	1	3	3	DV	DV
				All on-site grid pegs will be fitted with safety caps				DV	DV/Client
				Heavy lifting to be avoided where possible. If unavoidable then all staff to receive appropriate training.				DV	DV/Client
				All tools will be used for the purpose for which they were intended.				DV	DV
				At all times DV staff shall be made aware of other persons working in the vicinity.				DV/Client	DV/Client
				All team members to be trained in proper use of tools					

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<b>4.2 Extreme weather conditions</b>									
4.2.1 Exposure to wet, cold and/ or storm conditions, risk of lightning strike, hypothermia	2	4	8	Appropriate waterproof clothing to be carried, and worn when necessary.	1	4	4	DV	DV
				No fieldwork to be undertaken during electric storms.				DV	DV
				Dry clothing to be available, as necessary.				DV	DV
				Mobile phone (and preferably emergency whistle) to be carried at all time. If employees possess a second mobile phone (i.e. a personal phone), then this must be carried too, and all numbers made available to Head Office, colleagues, line manager etc.				DV	DV
				Shelter will be provided (Memorial Hall)				DV	DV
<b>4.3 Driving</b>									
4.3.1 Injury to DV staff, DV equipment, plant and members of the public resulting from road traffic accidents.	3	6	18	Where feasible, all DV projects will have three nominated and approved drivers.	1	6	6	DV	DV
				Nominated drivers must familiarise themselves in advance with routes for all journeys, as well as routes to local A&E services and any other destinations considered likely/ necessary as part of project work. If roadmaps are unavailable, or the nominated driver does not have access to internet-based route-planners (e.g. <a href="http://maps.google.co.uk/">http://maps.google.co.uk/</a> ) then the project manager must obtain route details and attach below.				DV	DV

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				All equipment will be securely stowed during transit, with a fixed bulkhead separating equipment and passengers.				DV	DV/Client	
				All vehicle manoeuvring will only occur with the assistance of appropriately located 'banksmen'.				DV	DV/Client	
				Tyres, water, oil and petrol will be checked daily.				DV	DV	
				Extreme caution will be exercised when entering or leaving public highways.				DV	DV	
				Mobile phones will be turned off before commencing any journey, and will not be used at all whilst driving.				DV	DV	
				Access to site will via local roads only.				DV	DV	
				If minibuses are deployed, each will be equipped with a securely stowed but readily accessible fire extinguisher.				DV	DV	
<b>5</b>	<b>GENERAL MEASURES</b>									
5.1.1	General measures for implementation to maximise any reduction in risk rating.	-	-	-	A mobile phone will be available at all times for use in emergencies.	-	-	-	DV	DV/Client
					Anything that is or seems to be unsafe will be reported to the DV project officer immediately.				DV/Client	DV/Client
					A first aid kit will be available to DV staff and others at all times (i.e. in the messing area and vehicles).				DV	DV/Client
					Directions to the first aid kit, a copy of DV Health & Safety policy, a HSE guidance poster, a valid insurance certificate and a copy of this Risk Assessment will be on display within the messing area.				DV	DV/Client
					A fire extinguisher will be located in each welfare unit deployed on site.				DV	DV/Client

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				A qualified First aider will be on site at all times and the team will be aware who this individual is.				DV	DV/Client

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## 2 RISK ASSESSMENT BRIEFING LOG

All field school staff and participants must read the accompanying Risk Assessment prior to entering site. Dig for a day participants should be briefed on its contents. Please sign below to indicate compliance. Any queries or concerns should, in the first instance, be addressed to the Site Director and First Aider **Chris Casswell (07931562050)** or Head of Community **Maiya Pina-Dacier (07969774960)**. Major issues of concern should be addressed to the project executive (Lisa Westcott Wilkins – DigVentures Ltd, if they cannot be adequately addressed by the project team.

Name	Signature	Date







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Name	Signature	Date

**3 CONTACTS**

<b>Name</b>	<b>Role</b>	<b>Telephone</b>	<b>Address</b>
Lisa Westcott Wilkins	Project Executive	07787 188184	C/o DigVentures
Brendon Wilkins	Project Director	0333 011 3990 (office) 07581 562490	C/o DigVentures
Chris Casswell	Site Director <b>First Aider</b>	07931562050	C/o DigVentures
Mayia Pina - Dacier	Head of Community	07969774960	C/o DigVentures
Hospital <b>A&amp;E</b>	<b>Cheltenham General Hospital</b>	0300 422 2222	Sandford Rd, Cheltenham GL53 7AN
Emergency Services		999 112	



**25 min** (8.5 miles)



via B4632

Fastest route, despite the usual traffic

**⚠** This route has restricted usage or includes private roads.

### Sudeley Castle

Winchcombe, Cheltenham GL54 5JD

> **Continue to Castle St**

1 min (0.2 mi)

> **Drive from B4632 to Cheltenham**

20 min (8.3 mi)

↶ **Turn left**

**i** Destination will be on the left

51 s (161 ft)

### Cheltenham General Hospital

Sandford Rd, Cheltenham GL53 7AN

