

Health and safety policy statement

This is the Health and Safety Policy Statement of

Yatton, Congresbury, Claverham and Cleeve Archaeological Research Team

Our statement of general policy is:

- to carry out risk assessments and to provide adequate control of the health and safety risks arising from our activities;
- to consult with all members on matters affecting their health and safety;
- to provide and maintain machinery and equipment;
- to ensure safe handling and use of equipment;
- to provide information, instruction and supervision to new members/volunteers;
- to ensure all members/volunteers are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of ill health caused as a result of the groups activities;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

Chairman, on behalf of the YCCCART Management Committee and the Health and Safety Officer.

Date

Review date

Responsibilities

1. Week to week responsibility for ensuring this policy is put into practice is delegated to:

The YCCCART Committee members who are in attendance when health and safety issues need to be considered.

2. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name	Responsibility
P English	Chairman, management of YCCCART and promulgation of Health and Safety policy and Risk Assessments
C Short	Secretary to YCCCART, liaison with County Archaeologist and issue of Health and Safety Policy and Risk Assessments to members
P Wright	Treasurer to YCCCART, Tools and equipment maintenance and sourcing and replacing worn, damaged equipment and consumables
J Dickson	Assistant Secretary to YCCCART,
A Langley	Health and Safety Officer, Health and Safety Policy review and carrying out major risk assessments.
P Wright	Deputy Health and Safety Officer and Risk Assessment.

3. All members have to:

- co-operate with Committee Member responsible for health and safety and other members and volunteers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the Health and Safety Officer or their deputy.

Health and safety risks arising from our work activities

1. Risk assessments will be undertaken by:

The Health and Safety Officer or their deputy and other nominated committee members

The findings of the risk assessments will be reported to the members who will agree any action to remove or control the risk.

2. The following persons are responsible for ensuring the action required is implemented.

YCCCART Management Committee

3. Assessments will be reviewed every ...

12 months or when the work activity changes, whichever is soonest

Safe machinery and equipment

- 1. The person(s) named below will be responsible for identifying all equipment/machinery needing maintenance and be responsible for ensuring effective maintenance procedures are drawn up.

P Wright or other nominated members

- 2. The person(s) named below will be responsible for ensuring that all identified maintenance is implemented.

P English, A Langley or P Wright

- 3. Any problems found with machinery/equipment should be reported to:

P Wright or the H & S Officer or any other committee member.

A log will be maintained by the Secretary to record on any particular day any health and safety concerns members/volunteers may have. This log will be made available on the members section of the YCCCART website and maintained up to date by the YCCCART site webmaster.

- 4. The persons named below will check the log and take responsibility for making sure that any necessary action is taken.

N.B. This does not mean that they have to take the action themselves

Chairman, H & S Officer or deputy.

Safe handling and use of substances

1. The persons named below are responsible for identifying all substances that could be hazardous to health or are inflammable.

Chairman, H & S Officer and deputy

2. The person(s) below will be responsible for ensuring that all necessary actions to reduce or control the risk posed by these hazardous substances are carried out.

N.B. This does not mean that they have to take the action themselves

Chairman, H & S Officer and deputy

3. Assessments will be reviewed every

12 months or when the work activity changes whichever is soonest.

Information, instruction and supervision

1. Health and safety advice is provided to new volunteers by:

Team Leaders of each YCCART group or other members as appropriate.

2. Training of new volunteers will be arranged by:

Team Leaders of each YCCART group or other members as appropriate.

Competency for tasks and training

- Induction training will be provided for new members will be carried out by:
N.B This can be more than one person

Team Leaders of each YCCCART group or other members as appropriate.

- Specific jobs requiring special training are

Use of Chain Saw, slashers, brush cutter and other implements used for scrub clearance.

Use of RM15 equipment.

Use of Grad 601 equipment

Use of Fred equipment.

Use of YCCCART Computers

Accidents and first aid

- The first aid box(es) is/are kept:

In each team's on-site equipment bags

- All accidents and cases of ill health resulting from members activities are to be recorded in an accident book to be maintained by the::

Secretary

Monitoring

-

Chairman, H & S Officer and Deputy are responsible for investigating accidents and ensuring any changes agreed by the group volunteers to prevent reoccurrence of the accident

Emergency procedures – fire and evacuation

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Not applicable except when meetings held in public halls/rooms

- Escape routes are checked by/every

Not applicable

- Fire extinguishers are maintained and checked by/every

Not applicable