

Risk Assessment for the FSARG projects: 1 Excavation and other site activities.

Hazard		Who/what affected n/a – not applicable	Controls for managed risk	Further action n/r – not required	Level of risk without management	Managed risk to be: As Low As Reasonably Possible (ALARP)
H – high, M – medium, L – low, n/a – not applicable						
Excavation	Shoring	Volunteers	Max depth of pits 1.2m so no shoring needed.	n/r or single assessment.	n/a	n/a
	Scaffolding	Volunteers	Max height not to exceed 10m	Scaffolding to be erected by qualified personnel. H&S officer to supervise the use of any structure.	H	M
	Falling in excavation trench.	The general public	Hazard tape around at 2m. Excavations will be left open overnight only with householder's permission and backfilled as soon as excavation is completed.	No open excavation left unattended in a public area unless clearly marked as a hazard and not a clear danger, and any pits fully covered in.	H	L specifically ALARP
		Volunteers	Generally, education for awareness, but in addition no steps down needed so no step linked hazard.	Advice regarding working in and beside specific pits given when training pit excavated.	H	M but ALARP. Note: that this hazard cannot be wholly avoided
	Nearby standing structures.	Volunteers	In general, not closer than 2m to standing buildings	Where closer proximity is desired, H & S officer and supervisor to agree work based on height, condition and material of structure.	M	L
	Spoil removal – lifting and tripping.	Volunteers	Spoil lifted to groundsheet /'builders sack' using buckets (soil) and two people (turf).	n/r	M	L
	Ground water.	Volunteers	Excavation not below water table.	n/r or single assessment.	M	L
	Sharp edges on finds and stones.	Volunteers	Robust, covering footwear required. Gloves available.	n/r	H	L

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Electricity (mains power) (see also hazards specific to particular locations)		n/a	No mains powered tools to be used.	n/r, or single assessment if specific tools required.	n/a	n/a
Hygiene. This includes handling of low-level contaminants, such as animal excrement, metallic lead and its by-products etc., during excavation and finds processing work.		Volunteers in all tasks	Toilet/washing facilities within reach during project period. Hand washing available at work base with disinfectant and obvious washing prior to eating advised during training. Protective clothing generally not applicable but latex gloves are available. Volunteers may take their own additional precautions.	n/r Note: Toilet/washing facilities may be available at individual site locations.	M	L
Emergencies	On site	Volunteers	No fire risk from archaeology but others may exist. The site supervisor will identify and discuss an escape route prior to work commencing at each site, and establishes an assembly point.	Supervisor available to be contacted by mobile phone.	M	L
	At base	All volunteers	Supervisor will explain requirements to FSARG team as appropriate. Supervisors always present.	Supervisor available to be contacted by mobile phone.	L	L
Incidents requiring First Aid		All volunteers	First aid kits at sites and base. Supervisor to assess and call 111 or 999 as appropriate.	Transport to Faversham Cottage Hospital – Minor Injuries Unit or Doctors surgery as required. (Less than five minutes, 7 days a week.) Also, Canterbury Minor Injuries Unit (20-30 minutes). Ambulance station local.	M	L

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Effects of weather Slipping in heavy rain etc. Sunburn in hot sun	Volunteers	Suitable protection in place for inclement weather by use of gazebos etc. In hot sun, head and back protection required, and sunscreen to be used (all self-supplied.) Emergency drinking water always available on site.	House residents may be willing to help with water, but emergency bottled water is always available on site. Individuals are responsible for their own sunscreen and water.	H in heavy rain. H in hot weather.	L L
Tools and machinery	Volunteers	Appropriate tools are available. All tools will be checked for condition by H&S officer. Any specialised machinery to be used by trained operator.	n/r	M	L
Public access to dangerous areas	Members of the general public (all ages), property owners and fellow residents.	All pits to be marked off with hazard tape at least 2m from pit edges where appropriate. No members of the public will be allowed into taped-off zone unless escorted by a supervisor. This includes house owner and fellow residents.	n/r	H	L specifically ALARP
Prior knowledge of possible health problems.	All volunteers	Documentation for each volunteer includes notification of any health problems.	n/r	M	L

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Disability hazards (The term disability in this context is taken to have the widest possible meaning and is not intended to be an excluding term.)	All disabled volunteers and other volunteers who may be working with the disabled person.	Much depends on the actual disability but although in many cases this may prevent active participation in actual digging some support work such as sieving soil for finds may be possible at site where the Director, H&S Officer, supervisor and volunteers agree there is no, or an acceptable minimal, risk to all FSARG team members at that site.	There is extensive scope with work at the base location on a variety of tasks. Consideration of an assisting carer may be appropriate.	M	L (specifically ALARP)
	Volunteers with a specific problem not previously notified	It is the responsibility of each person with a specific problem to notify the supervisor of the nature of such limitation/s. The supervisor may stop work where a hazard or danger exists as a result of non declaration.	Consideration of the use of a colleague volunteer or specific carer may be appropriate.	H	M but ALARP

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Specific to individual gardens or sites	General	All volunteers	All offered sites to be visited beforehand and assessed for potential hazards: underground utilities, wells, steps, dead trees, limited access, greenhouses, etc The records will be included in the document pack taken to site and reviewed prior to excavation.	n/r	H	L
	Pets and children	All volunteers	Free roaming dogs and other similar hazardous animals and children will be restrained to outside the work area by the house resident or animal owner.	n/r as such situations will be clarified beforehand and prior to work commencing. Work shall be stopped if necessary.	H	L

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Specific to individual gardens or sites	Hazardous substances such as white or blue asbestos, chemicals, munitions, etc.	All volunteers and householder	The supervisor will identify the hazard, notify the H&S Officer and they will seek knowledgeable advice as necessary. Based on this the supervisor or H&S Officer as appropriate will either: a). stop the excavation and notify the owner and appropriate authorities or, b). remove and safely contain the substance and then arrange through the site owner for its safe disposal.	During the training exercises the likely potentially hazardous substances will be discussed and where possible samples or photos will be shown to aid this. In addition, the inherent risks of excavation of the unknown will be pointed out.	H	M but ALARP

Note: Basic training on Health and Safety is given to new volunteers as part of the FSARG Induction Training Sessions.

Nick Wilkinson
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Updated: 21st May 2019
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