



# THE NORFOLK ARCHAEOLOGICAL TRUST

## **Norfolk Archaeological Trust Health and Safety Policy**

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**N.B.** All Trust documents cited in this policy are available to download from the Trust website [www.norfarchtrust.org.uk](http://www.norfarchtrust.org.uk); or can be requested at [info@norfarchtrust.org.uk](mailto:info@norfarchtrust.org.uk)



## HEALTH AND SAFETY POLICY

**AIM:** The Norfolk Archaeological Trust ('the Trust') aims to provide a healthy and safe environment for its staff, contractors, volunteers and visitors to its sites. The Trust recognises that total elimination of risk at its sites is not achievable, but aims to achieve a reasonable balance between safety, conservation and access.

**OBJECTIVES:** The Trust is committed to achieving the following specific health and safety objectives.

The Trust will:

- comply with the *Health and Safety at Work Act (1974)* and the regulations made under it regarding the health and safety of employees, and will take reasonable steps to prevent accidents or harm to employees.
- consult employees and volunteers on health and safety and provide clear channels for them to raise concerns and influence decisions on the management of health and safety.
- ensure that appropriate measures are taken to protect people other than employees (e.g. members of the public, volunteers, contractors) from risks to their health and safety arising out of, or in connection with, Trust activities.
- assess risk and implement identified mitigation measures for all Trust sites, and for activities and events at, or connected with, our sites. At rural sites and at historic monuments, it is not possible to eliminate all risks. The Trust will take reasonable measures to minimise risks in ways that are compatible with our conservation objectives, while at the same time we expect visitors to take some personal responsibility for their own safety.
- monitor and review risk assessment systems and mitigation measures on a regular basis to make sure they are implemented and are effective.
- provide training and appropriate equipment to staff and volunteers to enable safe working practices
- set requirements for and monitor the work of contractors on Trust sites, to ensure that their operations do not create risks to the health and safety of staff, volunteers or the public.
- collect and record appropriate information on accidents, incidents and work-related ill-health; and investigate and take action where practicable to prevent recurrence.
- ensure that adequate resources are available to fulfil the Trust's health and safety responsibilities.

Signed

Date 06.02.2015.

Peter Griffiths, Chairman of the Norfolk Archaeological Trust



# THE NORFOLK ARCHAEOLOGICAL TRUST

## 1.0 BACKGROUND

The Norfolk Archaeological Trust ('the Trust') was founded in 1922 with the purpose of acquiring selected sites within the county of particular archaeological importance which would benefit from sympathetic ownership. The Trust is a registered charity. The Trust manages 11 archaeological sites [including Castle Acre] in the county all of which have open access to the public.

- The Trust is a small membership organisation with a volunteer Council.
- The Director is currently the sole employee and works from home.
- All Trust sites have public open access, all year round.
- All sites are rural, and some are isolated.
- There are no visitor centres at the sites, and none of the sites are staffed.
- Some sites benefit from volunteer activities such as visitor guiding.
- Capital works and site maintenance of Trust sites are let to contractors on a regular basis.

## 2.00 RESPONSIBILITIES

The Trust Council has overall and final responsibility for implementation of the Trust's health and safety policy.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Director, who will:

- ensure that the Chairman and Council members are kept informed on the Trust's health and safety performance and health and safety matters relevant to the safety of staff, volunteers and the public
- set aims and objectives for the Trust's health and safety strategy, and facilitate implementation of objectives
- ensure that this policy is regularly reviewed.

Employees and volunteers:

- have a duty of care, both for their own personal safety, and the safety of others who might be affected by their actions or omissions [for employees, this duty of care is a statutory responsibility]
- must co-operate at all times with their manager/supervisor regarding safe working practices to enable the Trust to meet its own legal duties
- should report any defective equipment or hazardous situations arising in the course of their activities and should stop the activity if the nature of the defect or situation involves risk of serious injury to any person



### **3.0 ARRANGEMENTS**

This section sets out the Trust's key mechanisms for managing safety.

These arrangements will continue to be developed in response to changes in health and safety legislation and the Trust's organisation and work.

#### **3.1 Risk assessment**

- **Site inspections**

Regular inspections of all Trust sites are undertaken, and the outcomes recorded by the Director on a regular basis (at least every three months, or more frequently if identified as necessary in the risk assessment for the site) to check site safety and identify any potential risks arising, using the risk assessment process. These visits are supplemented on some sites by volunteer monitoring and reporting.

All significant safety issues identified through these inspections will be added to the risk assessment document for the site. Evaluation of the risk will be undertaken, and further control measures planned and implemented where appropriate.

Records of these assessments, the decision process, and action taken will be maintained and updated by the Trust in electronic format.

- **Visitor safety**

Risk assessment and decisions on appropriate precautions will take into account the numbers of visitors, the type of visitor, the nature of the property and the Trust's conservation and access objectives. The Trust recognises that visitors carry personal responsibility for their own actions, and we aim to balance management intervention and user self-reliance. The precautions to consider include:

- elimination of the hazard (although this is often not possible)
- physical safeguards which prevent or discourage access to a hazard (although this is often not desirable – e.g. fencing adjacent to a riverbank)
- measures to manage visitor access
- information and education by means of signs, leaflets and similar

The Trust has Visitor Safety plans in place for each of its sites which include risk assessments for the site, and identify short term actions required, and a summary of future management actions to be implemented or developed.

Risk assessments cover general day-to-day public access to Trust sites, but also include specific risk assessments for any extra activities and events open to the public which take place at Trust sites.



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Specific Event Management Plans are produced for all public events held at our sites.

- **School visits**

It is the educational establishment's responsibility to complete their own risk assessment before visiting a Trust site. However, the Trust will provide background information necessary to help schools or local authorities complete their own risk assessment effectively e.g. by providing information on access issues, toilet facilities etc.

- **Volunteer safety**

The Trust is committed to providing healthy and safe conditions for our volunteers when carrying out their tasks. We carry out risk assessments, which we act upon to mitigate risk. This includes risk assessment of:

- the sites at which volunteers operate
- the Trust's activities and events
- the roles carried out by volunteers

The Trust will provide volunteers with the information, training and equipment they need to remain safe whilst carrying out their volunteering tasks.

Volunteers are expected to remember their duty of care towards the people around them, and not act in a way that might endanger those around them.

A number of supplementary information documents have been produced to help volunteers carry out their activities for the Trust safely, including a Volunteer Handbook. These are available to download from the Trust's Volunteering webpage at [www.norfarchtrust.org.uk](http://www.norfarchtrust.org.uk)



### 3.2 Working with contractors

- **Selection**

Contractors will be selected based on relevant qualifications and experience. Selection will comply with the Trust's Equal Opportunities policy (see 3.4 Supplementary Documents).

Where appropriate, contractors will be required as part of the selection process to supply the following:

- Information on qualifications, skills and experience of personnel who will be providing services, including sub-contractors.
  - A copy of the contractor's Public Liability Insurance/ Employers' Liability Insurance
  - Information on membership of relevant trade associations or professional bodies
  - Risk assessments/standard safe working practices for the types of work included in the contract. Self-employed contractors and contractors with less than 5 employees are not required by law to produce written risk assessments. In this case, contractors will be asked to agree in advance with the Trust what work will be done; how it will be planned and carried out so as to minimise any risks to users of the site; whether there are any particular standards required (e.g. for the quality of the work); the timing of the work; and working methods.
- **Managing and monitoring**

The Trust's *General Requirements for Contractors* document, for issue with all contracts, sets out the Trust's general requirements for safe working, environmental compliance (e.g. conditions relating to scheduled monuments), competency, and quality of work, and sets out duties of the Trust and of the Contractor to comply with Health & Safety requirements.

The Trust will identify (in liaison with the appointed Architect/Surveyor or similar where relevant):

- all aspects of the work to be provided by the Contractor
- all relevant information on potential risks to the Contractor and other users of the site (e.g. tenant, visitors, volunteers) during works which should be taken into consideration when planning and tendering for the work.
- Reference must be made to the Trust's 'On-site Hazards' manual as part of this process.

Contractors will be required to:

- Undertake all works in accordance with requirements of *The Construction (Design and Management) Regulations 2015* where appropriate
- Provide appropriate insurance cover for the works with a copy of policy submitted to the Trust for inspection prior to commencement



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- Submit or agree in liaison with the Trust a proposed programme of work and method statement, before commencement, for discussion and approval. This should include how the contractor will deal with accidents, particularly if working alone in areas with limited mobile phone reception

The '*General Requirements for Contractors*' document also sets out requirements for the arrangement of regular meetings between the Contractor and the Trust's representative (e.g. Project Manager) during works to ensure compliance regarding safety and quality of work etc.



### 3.3 Dealing with accidents and incidents

Incident reporting and investigation are important elements of managing safety at Trust sites. The Trust is committed to learning from accidents and near misses in order to improve safety.

The Trust's sites are currently unstaffed. To ensure that accidents or incidents can be reported by visitors and other users:

- all sites are provided with a notice at the main entrance(s) setting out the Trust's contact details for reporting incidents.
- All future commissioned interpretation schemes will incorporate this information in the main text so that separate signs are not necessary.
- A downloadable *Incident Report Form* is available on the Trust's website.

In its response to alleged incidents at its properties the Trust has adopted the procedure as set out in managing *Visitor Safety in the Countryside: Principles and Practice* (Revised edition October 2011) – see reference in the Trust's *Accident & Dangerous Incident Response Policy & Procedure*.

It is a legal requirement to keep a record of any incident reported to an enforcing authority. The Trust will

- keep standard format records of all reported incidents (whether reported to an enforcing authority or not) in order to enable tracking of incidents and to monitor effective mitigation.



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### **3.4 Supplementary documents**

The Trust's Health and Safety Policy includes the following supplementary documents which provide information and guidance for Council members, staff and volunteers:

- Health & Safety Policy
- Incident Reporting Policy
- Volunteer Handbook
- Volunteer Lone Working Procedure
- Volunteer Emergency Procedures (Individual sites)
- Equal Opportunities Policy
- Working with Children, Young People and Vulnerable Adults
- Problem solving procedure for volunteers

These policies and documents are available to view and download at the Trust's website:  
[www.norfarchtrust.org.uk/volunteering](http://www.norfarchtrust.org.uk/volunteering)

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