

TCA Health and Safety Policy for Millhams

The following paragraphs summarise the Health and Safety Policy which The Christchurch Antiquarians have adopted for the Millhams Project. It should be read in conjunction with the TCA Risk Assessment for the Site. The Policy and associated briefings is implemented by the Site Director or as delegated by the Site Director. To assist in the administration of this policy the Site Director will keep a register of visitors and volunteers on site.

1. All first-time volunteers and visitors to the site should receive a health and safety briefing from the Site Director in accordance with our risk assessment.
2. All volunteers should be aware that work on site can be physically-demanding, involving tasks such as digging and moving heavy loads in wheelbarrows and buckets. All volunteers should be certain that the task they elect to perform is within their capability.
3. All volunteers should be aware that any work involving contact with soil does involve the risk of tetanus and volunteers should not elect to do these tasks without up-to date tetanus protection. Any minor cuts or grazes which occur should be cleaned with antibacterial gel and protected by a suitable surgical dressing.
4. No tasks should be carried out by volunteers or visitors to the site without PPE appropriate to the task as identified in the risk assessment. These should include:
 - a. Heavy-duty rigger gloves when using sharp tools,
 - b. Rubber gloves when handling soil,
 - c. Safety footwear for use when excavating particularly when using forks,
 - d. Hard hats for use within trenches or when working in the vicinity of those using pickaxes or mattocks,
 - e. High-viz jackets or tabards.
5. Nobody should work on site alone or remote from all other workers.
6. All volunteers and visitors should familiarise themselves with the location of any open excavation and be particularly mindful of anyone working at the bottom of a pit. Heavy objects should not be left on the edge of trenches where they could be dislodged and fall on those working below.
7. Minimise trip hazards by putting away or stacking unused tools, implements, finds trays, etc.
8. No group should work on site without the availability of a functioning mobile phone with which to summon help in the event of an emergency. In this case, emergency services should be informed that access to the site is via Quartleys in Bridge Street and that the what3words location of the dig area is wheels.loser.fields (this location is in the north garden, opposite the end of Ducking Stool Lane on the east side of the Millstream).
9. Volunteers and visitors need to be aware of the possibility of soil or water-borne contamination and should only consume food on-site after cleaning hands with anti-bacterial gel.
10. It is the responsibility of any group working on site to put in place warning tapes and notices to advise of the location of any excavation left open.

I have read and understood the Health and Safety Policy for working at Millhams.

Signed:

Date:

Print name :