



## General Risk Assessment 2014

The purpose of a risk assessment is to identify possible causes of harm and measures needed to avoid these - before an accident happens.

A hazard is anything with the potential to cause harm. The risk is the likelihood that someone will be harmed by the hazard and the severity of the harm caused. A High Risk is one that is very likely to occur and/or may cause death or serious injury/illness. A Low Risk is extremely unlikely and/or would result in trivial or no injury/illness. A Medium Risk is in between these two. By carrying out a risk assessment, you can direct attention and resources where they are most needed to prevent injuries or ill health.

### 1. Full description of work to be undertaken, frequency and duration

This risk assessment is ongoing until the review date of 20th February 2015. The work being undertaken is mainly the excavation of the site. This involves the digging of trenches in and around Chapelhouse Farm in Poulton, Cheshire. The work will also include the erection and the taking down of tents at various times during the year. The work will involve the use of various tools on site; these include spades, mattocks, shovels and trowels. Mallets will be used for erection of tents. Other tasks include the washing of finds, surveying, drawing, photography and recording. A petrol strimmer will be used throughout the season on the site; it will only be operated by relevantly trained and qualified people. The use of heavy machinery (JCB, Dumper Trucks etc.) may occur from time to time.

### 2. Identified hazards involved in the work

Hazards identified relate to all aspects of the site as described in (1.) above and to all persons involved on the site; be they members of the public, volunteers, C.S.I. officers or students. Identified hazards: falling in trenches, injury from tools like spades, mattocks etc., falling from photo tower, tripping on tent guy ropes, and burns from camping stoves, sunstroke and sunburn.

### 3. All possible staff groups & individuals likely to be affected by the work

Members of the general public visiting the site, students, C.S.I. officers, volunteers and anyone involved in the running and the excavation of the site.

### 4. Controls to be implemented

#### General

Relevant sections of this risk assessment form are to be provided in advance to all persons involved in working on the site. Hard hats, gloves and heavy-duty footwear to be worn where appropriate by all personnel. All tools must be used sensibly and only for what they were intended and must be returned to the tool shed when finished with. Any deep trenches will be clearly marked and fenced off if necessary. All tent pegs in the ground must be clearly marked with orange caps. Personnel wearing protective gloves must remove any broken glass from the tent as soon as possible. All people working on site must protect themselves from strong sunrays to avoid suffering from sunstroke and sunburn. The operator of the petrol strimmer must wear goggles, gloves and protective footwear.

#### Fire

Each portacabin has a fire exit clearly marked with the green fire exit signs.

#### Electrocution

There is a small generator provided power supply on site. There is a risk of electrocution (low). The generator and any equipment attached must only be operated by authorised personnel.

#### Infection

All personnel working on site must:

Be current with their anti-tetanus injections

Be aware of and take precautions against Weil's disease.

Be aware that the fields in which the trenches are located are used as pasture land by cows. Cows can carry the E. Colli bacterium, which can get to people via dirty hands or through chewing grass stems from a pasture field.

**Roundhouse**

The roundhouse must only be entered by authorised personnel. Students and children must be accompanied by adults and only after permission from the Site Director or Supervisor.

**5. Information, instruction, training required**

This risk assessment to be issued to all workers on the site and they must be briefed on the site rules before starting any work.

**6. Monitoring procedure to ensure implementation of (4)**

All personnel must be aware of the need for safe conduct. A facility for monitoring the numbers of persons entering the premises is to be provided and recorded by appropriate personnel. The toilet facilities are to be inspected and cleaned regularly.

**7. Level of residual risk after controls in place**

General: low to medium  
Fire: low  
Electrocution: low  
Infection: low

Signed



Alan Wilmshurst, Senior Site Supervisor &  
First Aid Officer

I, the undersigned, have read and understood the above. I agree to obey all reasonable instructions necessary maintain or reduce the residual level of risk:

Print Name: Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_