

Red River Archaeology Ltd.

Policy and Procedure – Health and Safety

Compiled by: David Gilbert
Date: May 2019
Document Reference: RRAPP001
Version: 1.0



**Red River
Archaeology**

Revisions:						
Rev:	Status:	Amendments:	Author:	Reviewed by:	Approved by:	Issue Date:
1.0	Draft	First Draft	DG	Mark Stallard	-	13/5/19

TABLE OF CONTENTS

1. General Health & Safety Policy	4
2. Safety Management & Control	5
3. Responsibilities	6
3.1 Management: Managing Director	6
3.2 Responsibilities of Other Management Representatives e.g. Foreman	8
3.3 Employees	9
3.4 Subcontractors and Self Employed	10
3.5 Regulatory Authorities	10
3.6 Responsibilities of PSCS / Principal Contractor	11
4. Resources	13
4.1 Consultation	13
5. Training	14
6. Disciplinary Procedure	15
6.1 Examples of Gross Misconduct	17
6.2 Anti-discrimination Policy	18
7. Accidents & Dangerous Occurrences	19
7.1 Recording, Reporting & Investigation	19
7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents	19
7.3 For serious injury or collapse	20
7.4 Accident Report	20
7.5 Emergency Arrangements	20
7.6 First Aid Supplies	21
8. Bullying in the Workplace	22
8.1 Definition of Bullying	23
8.2 Reporting, Recording and Investigation	24
8.3 Confidentiality	25
9. Fire Procedures	26
9.1 Fire Fighting Equipment	27
9.2 Fire / Emergency Equipment & Exit Routes	27
10. Environmental Policy	28
11. Welfare	29
11.1 Hygiene Facilities	30
11.2 Canteen Facilities	30
11.3 Smoking	30
11.4 First Aid	30
12. Personal Protective Equipment	30
13. Asbestos	31
14. Manual Handling	33
14.1 Principles of Lifting	33
15. Safety Audit Procedure	34
16. Hazard & Risk Assessment	35
16.1 Hazard / Risk Controls	35

APPENDIX

Table of Responsibilities	36
Acknowledgement of Safety Statement	37
Personal Protective Equipment Sign Off Sheet	38
Plant & Machinery Reference Guide (inc ESB check list)	39

PART 2

Full Risk Assessment of Works Being Carried Out by Red River Archaeology Ltd.

1. GENERAL HEALTH & SAFETY POLICY

This Safety Statement sets out the general policy of Red River Archaeology Ltd.

The aim of this policy is to ensure the company will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work. Red River Archaeology Ltd. will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with:

- The Health & Safety at Work Act 1974 (UK)

All our works will also endeavour to take account of the SAFETY, HEALTH AND WELFARE AT WORK for the jurisdiction in which we are working which place responsibilities on all persons working in the construction sector.

Safety is everybody's responsibility and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions. Red River Archaeology Ltd. recognises that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees.

SIGNED: 
Ms. Claire Shepherd
Director

DATE: 13-5-2019

SIGNED: 
Mr. David Gilbert
Director

DATE: 13-5-2019

SIGNED: 
Mr. Mark Collard
Director

DATE: 13-5-2019

2. SAFETY MANAGEMENT & CONTROL

INTRODUCTION

Red River Archaeology Ltd. is an experienced archaeological company running projects across Ireland. We offer a broad range of professional archaeological services and training programmes. Much of our work involves providing archaeological advice and support for commercial developers and their agents, local authorities, national heritage organisations and private individuals. We also have an excellent academic profile and maintain considerable involvement in a variety of research-led projects working in partnership with universities, heritage bodies and the wider archaeological community. Many of our staff are recognised experts in their own fields and have strong research and publication records. We endeavour to improve understanding of the past and encourage public participation through publications, lectures, events and the media. Most of the work is carried out within the company but labour & trades are also contracted in as may be required for the purpose of any one project.

WHAT IS THE SAFETY STATEMENT & WHO SHOULD READ IT?

The Safety Statement is the written policy of Red River Archaeology Ltd. detailing how Safety, Health and Welfare at Work, along with all related matters are being managed. Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS:

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION & STANDARDS:

Red River Archaeology Ltd. will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

Management must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary. These changes are to be discussed with the workforce concerned by Management.

ANNUAL REPORT:

Reference shall be made to the Safety Statement in the Annual Report of the Directors. This shall cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It will also report on progress made and accident / incident data for the period covered.

3. RESPONSIBILITIES

It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

The formal welcoming process, or “employee induction,” is conducted by the Human Resources Manager/Project Administrator, and includes a slideshow giving an overview of the company. A tour of the premises in which the employee will be based should follow. Finally, the employee will be issued with their Red River Archaeology employment pack which comprises of a job description, contract, employment manual and appendices.

Personal office space

Always keep your work station and adjoining work space tidy, never leave boxes, files, maps or any other trip hazards lying around. Doing so could ultimately lead to someone getting seriously hurt, especially in the event of a fire alarm sounding.

Stairway

Always keep the stairway free from obstruction, so it can be used safely to exit and enter the building. Leaving any form of trip hazard on the stairs may result in disciplinary action being taken against the individual found responsible.

Manual Handling

As a matter of course, all new employees will be trained in manual handling within the first two weeks of their start date. This training session is run by Jonathan Millar or any other member of staff who becomes appropriately trained according to Health and Safety legislation.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

3.1 MANAGEMENT: Directors

As the persons responsible for the effective management of the Company, the company **Directors** have the ultimate responsibility to represent the company in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement. In accordance with the general duties placed upon them, Red River Archaeology Ltd. shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
4. Ensuring the design, provision and maintenance of plant and machinery or any other articles are safe and without risk to health.

-
5. Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration, ionising/ other radiations or any other physical agent.
 6. Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
 7. Providing and maintaining facilities and arrangements for the welfare of his or her employees at work.
 8. Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.
 9. Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
 10. Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment and ensuring that the measures take account of changing circumstances and the general principles of prevention
 11. Every employer shall ensure that any measures taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees.
 12. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health & Safety is taken into account at the planning stage of all new work.
 13. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
 14. Ensure that all staff are competent for their own individual tasks.
 15. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
 16. Ensure that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Statement. When changes / amendments occur, ensure these are appropriately circulated.
 17. Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.

There are also a number of responsibilities placed on the employer regarding the provision of information to employees:

1. *Ensure that it is given in a form, manner and as appropriate, language that is reasonably likely to be understood by the employees concerned, and includes information such as:*

-
- (i) *The hazards to safety, health and welfare at work and risks identified by the risk assessment.*
 - (ii) *the protective and preventive measures to be taken concerning safety, health, and welfare at work under the relevant statutory provisions in respect of the place of work and each specific task to be performed at the place of work*
 2. *Where an employee of another undertaking is engaged in work activities in an employer's undertaking, that employer shall take measures to ensure that the employee's employer receives adequate information concerning the matters.*

3.2 Responsibilities of Other Management Representatives e.g. Project Managers, Department Managers, Supervisors, Persons in Charge of a Place of Work.

The company will from time to time appoint the above-named individuals to particular jobs as the need arises. The following is an outline of the associated responsibilities:

1. Communicate Health and Safety at work by personal example.
2. Ensure that the Company's Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use. Provide and maintain adequate guarding systems on machinery.
6. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
7. Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing.
8. Ensure that all equipment, installations etc. are fully secured & up to the standard.
9. Where personal protective equipment (P.P.E.) is provided, ensure that it is worn & maintained.
10. Ensure that the adequate safety training is provided (if necessary) and availed of by employees.
11. Ensure that employees are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
12. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
13. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. The Directors must be informed as soon as is reasonably practicable.
14. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee.
15. Considering and supporting any representation about Health and Safety from employees.
16. Provide effective supervision throughout all working practices in this Company.
17. Take direct interest in the Health and Safety of the employees.

3.3 Employees

All employees are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of employees.

All employees have specific statutory responsibilities outlined as follows:

(1) An employee shall, while at work—

-
- (a) *comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,*
 - (b) *ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health, or welfare at work or that of any other person,*
 - (c) *if reasonably required by his or her employer, submit to any appropriate, reasonable, and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,*
 - (d) *co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,*
 - (e) *not engage in improper conduct or other behavior that is likely to endanger his or her own safety, health, and welfare at work or that of any other person,*
 - (f) *attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,*
 - (g) *having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,*
 - (h) *report to his or her employer or to any other appropriate person, as soon as practicable -*
 - (i) *any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,*
 - (ii) *any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health, or welfare at work of the employee or that of any other person, or*
 - (iii) *any contravention of the relevant statutory provisions which may endanger the safety, health, and welfare at work of the employee or that of any other person, of which he or she is aware.*

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

Other statutory employee responsibilities are that every employee has a duty to take into account training and instruction given by their employer in relation to:

- (1) Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
- (2) Where personal protective equipment is provided that the employee:
 - i. Should make full and proper use of this.
 - ii. Uses it in accordance with the information, instruction and training provided by the employer.
 - iii. Take all reasonable steps to ensure that this equipment is returned to storage after its use by the employee.

3.4 Subcontractors and Self Employed

Red River Archaeology Ltd. realise their specific duties as follows

1. Subcontractors and self-employed persons shall submit their safety statements when requested to do so. Each subcontractor must be in possession of an up to date safety statement.
2. Self employed persons must conform generally with the duties and responsibilities as for employees.
3. Subcontractors must produce evidence when requested showing that appropriate Employers Liability and Public Liability Insurance is in place.
4. Subcontractors and self-employed persons have a duty to bring to the attention Red River Archaeology Ltd. and anyone else that may be affected by any process or use of materials that may endanger health and safety while at work.
5. Subcontractors and self-employed persons shall comply with the requirements of this Safety Statement and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
6. Subcontractors must ensure their employees and others under their care are provided with and wear safety helmets.
7. Subcontractors, employees and self-employed persons must attend any safety courses prepared for workers on projects managed by this company.
8. All subcontractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
9. Subcontractors must use competent and suitable persons on site.
10. Subcontractors must get the consent of Red River Archaeology Ltd. to engage persons other than their direct employees on site.
11. Subcontractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
12. It shall be the responsibility of every contractor to ensure that while on site he shall ensure the safe storage of fuel and plant. He will ensure that spill kits are readily available throughout the course of the works

3.5 Regulatory Authorities

1. The Health & Safety Authority (H.S.A.) is the principal statutory body set up to ensure compliance of Health and Safety Legislation in Ireland.
2. The Health & Safety Executive (H.S.E.) is the principal statutory body set up to ensure compliance of Health and Safety Legislation in the UK.
3. The H.S.A. / H.S.E. may visit Red River Archaeology Ltd. at any time for a safety inspection and issue instructions regarding Health and Safety matters. The Authority / Executive may also conduct investigations into accidents that have been officially reported to them.
4. The H.S.A. / H.S.E. has the statutory authority to issue various improvement and prohibition orders which must be complied with.
5. All management and staff, contractors and sub-contractors are required to give their full co- operation to agents of the H.S.A. / H.S.E. and must not hinder their work in any way. Failure to comply with this requirement may lead to instant dismissal from employment.

3.6 PSCS / Principal Contractor responsibilities

The following responsibilities will be placed on Red River Archaeology where we are acting in the capacity as PSCS in Ireland, or Principal Contractor in the UK.

1. To develop a Safety & Health Plan for construction stage, based on the Preliminary Safety & Health Plan at Design Stage, and make adjustments to such plan where required to take account of the progress of the work and any changes which occur.
2. Take account as regards the plan, at all times during the construction stage, of the Applicable Health and Safety at work Act and of other work activities taking place on the site.
3. Specifically ensure that detailed safe methods are developed to ensure control of risks referred to as particular risks.

4. Include in the plan, rules for the execution of the construction work which rules are required for the purposes of the safety, health and welfare of persons at work and ensure that the plan any rules contained in it are in writing and that they are brought to the attention of all contractors and other relevant persons who may be affected by them.
5. Co-ordinate the implementation of the general principles of prevention, when deciding technical or organisational aspects and estimating the time required for completing the work stages.
6. Co-ordinate the implementation of any relevant requirements of applicable regulations in the jurisdiction.
7. Organise the co-operation between contractors (including successive contractors of the same site) and other and the co-ordination of their activities in relation to a project with a view to protecting persons at work and preventing accidents and injury to health and monitor such co-operation and co-ordination.
8. Co-ordinate the implementation by contractors in relation to any accident or dangerous occurrence and keep available for inspection a record of any information provided to the project supervisor under that regulation and monitor such co-ordination and if the Health and Safety Authority / Executive requests information in relation to that record, comply with the request as soon as possible.
9. Provide appropriate information to the site Safety Representative.
10. Take measures to ensure adequate information is provided to all parties to enable the project to be completed.
11. Co-ordinate arrangements, which facilitate the provision and maintenance, in an appropriate condition, of the site welfare facilities for all persons at work on the construction site.
12. Take appropriate corrective action, where contractors or others do not comply with regulations
13. Maintain and keep available for inspection a record of the names of persons at work at the construction site.
14. Co-ordinate arrangements for checking the implementation of safe working practices.
15. Give directions to each person who is a designer, contractor or other relevant person, with directions, if carried out, will assist or enable compliance.
16. Confirm the directions in writing, including a time frame for their execution, if Red River Archaeology considers that the person to whom the directions were given has not carried out the directions, the PSCS / Principal Contractor shall notify the authority / Executive, the client and the person to whom the direction was given and include any correspondence or directions given to the person(s). Any notifications given to the authority / Executive, client or other must be kept alone with the safety and health plan.
17. The PSCS / Principal Contractor of a project shall co-ordinate arrangements among contractors to ensure the provision of the relevant information, in writing, necessary for the PSDP / Principal Designer to complete the safety file. The PSCS / Principal Contractor must provide in writing to the PSDP / Principal Designer all the relevant information necessary for the PSDP / Principal Designer to complete the safe file.
18. Facilitate the appointment of the site safety representative, where applicable
19. Inform the site safety representative when an inspector arrives on site.
20. Co-ordinate measures to ensure that relevant persons have relevant training certification.
21. Co-ordinate measures to permit authorised persons only on to the construction site.
22. Put procedures in place to ensure that all personnel have the correct personal protective equipment to go on to site and that this equipment is worn at all times.
23. Notify the Health and Safety Authority / Executive before work commences in accordance with local requirements.

4. RESOURCES

Red River Archaeology Ltd. shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources to ensure that Health & Safety is taken into account at the planning stage of all new work, where this new work may have effects on employee Health & Safety.
6. The rules set out in the Construction Regulations relating to site safety, informing the Health & Safety Authority of commencing of work, accident reporting, and the preparation or safety files, will be followed.

4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken.

Each employee will be given the opportunity to make representations to management as applicable.

The health and safety at work acts makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- information relating to an individual
- information pertaining to the company taking or defending a legal action
- information which may not be disclosed without contravening a legal prohibition

5. TRAINING

In relation to the training of employees in Ireland we intend to comply with the duties and legislation placed upon us which include:

1. *Safety, Health and Welfare at Work Act, 2005, Section 8 (2)(g) (S.I. No. 10 of 2005);*
2. *Safety Health and Welfare at Work (General Application) Regulation, 2007-2016 (S.I No. 299);*
3. *Safety Health and Welfare at Work (Construction) Regulation, 2013*

It is recognised that ongoing Safety Training is needed to maintain a high standard of service. Safety Training and safe work procedures, such as Manual Handling training, will be built into every training package. All employees will receive induction training on beginning employment to include good housekeeping practices and hygiene. Red River Archaeology Ltd. will ensure that their employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely. A record of all training shall be kept. Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded and progress monitored.

Training requirements in the UK are led by Client requirements Red River Archaeology will confirm with all training requirements as set out by the clients on the projects we are working on, and in accordance with the Health and Safety at Work Act 1974, and the CDM regulations 2015

6. DISCIPLINARY PROCEDURES

Breaches of Health & Safety regulations may be treated as a matter for discipline and depending on the seriousness of the breach may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health & Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right.

All such records will be kept in the Employees Personnel files.

In the event of a breach of Company rules or failure to work to an appropriate standard, the following procedure will be followed.

1.	Verbal Warning / counselling	Record. Copy of form to personnel file.
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
2.	Written Warning / formal	Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
3.	Final Written Warning	Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, the Company may also impose a period of suspension without pay.		
4.	Suspension / Dismissal	Record. Inform the person of the right to appeal. Note to personnel file.

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement. In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, the company may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above. In cases where the company considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the company may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief the company disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for the more serious

Disciplinary Procedure

Red River Archaeology expects good standards of conduct and work performance from all of its Employees. Should Employees fall below these expected standards they will have a fair opportunity to resolve the problem. To this end Red River Archaeology operates a Disciplinary Procedure. This procedure is designed to help and encourage Employees to achieve and maintain standards of conduct, attendance and job performance consistent with the expectations of Red River Archaeology. The aim is to ensure prompt, consistent and fair treatment for all staff and to assist in enabling both the individual and Red River Archaeology to be clear about the expectations of both parties.

The Disciplinary Procedures is a staged procedure. The following principles underpin the procedure:

- Every effort will be made by the Employee's immediate Manager to address shortcomings in work standards, conduct or attendance through informal counselling or mediation without invoking the Disciplinary Procedure
- While the Disciplinary Procedure will normally be operated on a progressive basis, in cases of serious misconduct the Manager may bypass Stages 1, 2 and 3 of the Procedure
- No decision regarding disciplinary action will be made until a formal disciplinary hearing has been convened and the Employee has been afforded an opportunity to respond
- The Employee will be advised of his or her right to be accompanied by a work colleague or representative at any meeting under the formal Disciplinary Procedure
- The Employee will be afforded the opportunity to state his or her case and challenge any evidence that may be relied upon in reaching a decision
- An Employee may appeal the outcome of the disciplinary hearing (see section 4.22 Complaint/Grievance Procedure)

The following are the 4 stages of the procedure:

1. Verbal Warning

An Employee whose work, conduct or attendance falls below required standards will normally be issued with a formal verbal warning by their Manager. The Employee will be advised of the precise nature of the complaint, the improvements required and the timescale for improvement. She/he will be advised that the warning constitutes the first stage of the Disciplinary Procedure and failure to improve may result in further disciplinary action under stage 2 of the Disciplinary Procedure. A record of the warning will be kept on the Employee's personnel file and will be removed after six (6) months, subject to satisfactory improvement during this period. The Employee will have a right to appeal the verbal warning to a level of manager higher than the original decision-maker. The appeal must be made within 7 days of the verbal warning.

2. Written Warning

If the Employee fails to make the necessary improvements or if the poor attendance, work or conduct is more serious, she/he will normally be issued with a formal written warning by his/her Manager. The written warning will give details of the complaint, the improvements required and the timescale for improvement. The Employee will also be advised that failure to improve may result in the issuing of a final written warning under Stage 3 of the Disciplinary Procedure. A record of the warning will be kept on the Employee's personnel file and will be removed after one year, subject to satisfactory improvement during this period. The Employee will have a right to appeal the written

warning to a level of manager higher than the original decision-maker. This appeal must be made within 7 days of the written warning.

3. Final Written Warning

If the Employee fails to make the necessary improvements, she/he will normally be issued with a final written warning by his/her Manager. The warning will give details of the complaint, the improvements required and the timescale for improvement. The Employee will be advised that failure to improve may lead to dismissal or some other sanction short of dismissal under Stage 4 of the Disciplinary Procedure. The warning will be removed after specified period, subject to satisfactory improvement during this period. A record of the warning will be kept on the Employee's personnel file and will be removed after twelve months, subject to satisfactory improvement during this period. The Employee will have a right to appeal the final written warning to a level of manager higher than the original decision-maker. This appeal must be made within 7 days of the final written warning.

4. Dismissal or action short of dismissal

Failure to meet the required standards of work, conduct or attendance following the issuing of a final written warning will lead to a disciplinary hearing under Stage 4. The decision-maker will be the Managing Director of Red River Archaeology Group. The outcome of the disciplinary hearing may be dismissal or action short of dismissal.

6.1 Examples of Gross Misconduct

The following lists examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction / damage to company property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of non-prescription drugs while at work.
4. Wilful neglect or destruction of company property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on company premise, of firearms or arms defined by law.
9. Theft of company or other employee's property.
10. Interference with or theft of First Aid or safety Equipment.
11. Sabotage, attempted sabotage or threatened sabotage of company or employee's property.
12. Deliberately restricting output or quality.
13. Violation of other employee's rights / freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the employees and / or the company.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of Company private information.
17. Disregard the Company Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving a Company vehicle in a reckless manner or under the influence of drink / illegal substances.

All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the Company Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

6.2 Anti-discrimination Policy

Red River Archaeology Ltd. will enforce its disciplinary procedures in the event of any discrimination or events likely to be constructed as discrimination. Discrimination will not be tolerated of any kind against any employee due to but not limited to:

- Age;
- Ancestry;
- Citizenship;
- Colour;
- Creed;
- Ethnic origin;
- Family status;
- Handicap;
- Marital status;
- Place of origin;
- Race;
- Receipt of public assistance;
- Record of offenses; (provincial offenses or pardoned federal offenses)
- Sex

7. ACCIDENTS & DANGEROUS OCCURRENCES

Always keep a mobile phone available on site and check that it is functioning properly. This is especially important if there is not a landline facility available.

7.1 Recording, Reporting & Investigation

The Company is aware that there is a legal onus, placed upon the company to record and investigate all accidents, incidents and dangerous occurrence. Our stimulus to do this onus is, knowing that if we put the information which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again. Completed Accident Report Form will be returned to the Health and Safety Authority / Executive where a person is out of work for more than three consecutive days following the accident.

Where a fatality occurs, this must be reported to the Health & Safety Authority / Executive immediately.

Ultimate responsibility for this recording and investigating process is that of the Management of Red River Archaeology Ltd.

Directors will control this.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded & investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to your immediate superior, who must investigate them.
- Reporting of accidents and dangerous occurrences is a duty of every employee.

7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

- Clear the area of the occurrence immediately, if necessary cordon off the area.
- Preserve the area of the incident immediately until the investigation is completed.
- Your immediate superior must be informed immediately.
- An investigation must take place into the cause of the occurrence to identify the factors involved.
- In this way, the problems may be identified and remedied before any further risk is taken.
- No work should proceed until your immediate superior is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

DANGEROUS OCCURRENCE ONLY:

All recording should be carried out on the Form of Notice of Dangerous Occurrences, and a copy sent to the Health & Safety Authority / Executive

7.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much

as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and help them when they arrive at the scene.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If any personnel on site cannot treat the injury, a Doctor or the Ambulance Services must be called.

If the injured person can be transported, then he may be taken to a Doctor or the local Hospital.

If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a Hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - *Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.* You do not want to become the second casualty.

7.4 Accident Report

The site of the accident or incident must be preserved until the Accident Report has been written. This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of your immediate superior. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Company records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

7.5 Emergency Arrangements

Red River Archaeology Ltd understands that they have a duty to their employees in implementing suitable emergency arrangements.

Red River Archaeology shall, in preparing and revising as necessary adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger –

- (a) provide the necessary measures to be taken appropriate to the place of work for first aid, fire-fighting and the evacuation of employees and any other individual present in the place of work, taking account of the nature of the work being carried on and the size of the place of work,*
- (b) arrange any necessary contacts with the appropriate emergency services, in particular with regard to first aid, emergency medical care, rescue work and fire-fighting,*
- (c) for the purposes of implementing the plans, procedures and measures referred to in this section.*
 - (i) designate employees who are required to implement those plans, procedures, and measures, and*
 - (ii) ensure that the number of those employees, their training and the equipment available to them are adequate, taking into account either or both the size of and specific hazards relating to the place of work.*

(2) *In the event of an emergency or serious and imminent danger, an employer shall –*

(a) as soon as possible inform all employees concerned of the risk involved and of the steps taken or to be taken to protect them from it,

(b) save in exceptional cases for the reasons specified in the plans and procedures referred to in subsection (1), refrain from requiring employees to carry out or resume work where there is still a serious and imminent danger to their safety and health, and

(c) ensure that, in the absence of appropriate guidance or instruction and having regard to the knowledge of the employee and the technical means at his or her disposal, and where the employee's immediate superior responsible cannot be contacted, the employee concerned may take appropriate steps to avoid the consequences of the danger.

(3) *In the event of serious, imminent, and unavoidable danger, an employer shall –*

(a) take action and give instructions to enable employees to either or both stop work and immediately leave the place of work and to proceed to a safe place, and

(b) ensure that an employee who leaves a place of work is not penalised because of such action.

(4) *An employer shall ensure that only employees who have received appropriate instructions have access to the area of the place of work where a serious, specific danger exists.*

7.6 First Aid Supplies

A First Aid kit is provided by the Company on each site in which we work. It shall be stocked and filled as necessary by the Supervisor. The table below is the minimum recommendation by the Health & Safety Authority. The Company will carry out a Risk Assessment to determine the number of, location and contents of the first aid kits provided.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS			
MATERIALS	FIRST AID BOX CONTENTS		
	1 – 5 Persons	6 – 25 Persons	26 – 50 Persons
Adhesive Plasters	12	20	40
Sterile Eye Pads, bandage attached.	-	2	4
Individually wrapped Triangular Bandages.	2	6	6
Safety Pins.	2	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	-	6	8
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	1	2	4
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	-	3	4
Individually wrapped Wipes.	8	8	10
Paramedic Shears.	1	1	1
Pairs of Latex Gloves.	1	2	2
Additionally, where there is no clear running water, Sterile Eye wash.	1	2	2

NOTE:

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken.

Eye bath / eye cups / refillable containers should not be used for eye irrigation.

8. BULLYING

The key objective of our policy is to communicate clearly, so as to avoid any doubt, that instances of bullying will not be tolerated and that precautionary measures are in place both to prevent the occurrence of bullying and to deal appropriately with any cases that might arise. Company Directors will not tolerate bullying in the workplace at any stage or form.

8.1 Definition of Bullying in the Workplace

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

(As defined in the Report of the Task Force on the Prevention of Workplace Bullying – published by the Stationery Office, March 2001 Ireland)

Harassment Policy

Red River Archaeology Ltd. does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual Harassment Policy

Red River Archaeology Ltd. does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favours, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

Violence in the Workplace

Red River Archaeology Ltd. has adopted a policy prohibiting workplace violence. ("Workplace" shall include any place in which the employee or the company shall operate or work from, from time to time) Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Red River Archaeology or which occur on Red River Archaeology or client property, will not be tolerated and will give rise to immediate disciplinary action.

Anti Discrimination Policy

Red River Archaeology Ltd. is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, colour, status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, political affiliation, or any other factor protected by law.

8.2 Reporting, Recording & Investigation

The Company is aware that there is a legal onus upon us to record and investigate all alleged incidents of bullying in the workplace. Our stimulus is to do this properly in knowing that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Ultimate responsibility for this recording and investigating process is that of the Management of Red River Archaeology Ltd.

Informal Procedure

It is company policy that any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she can seek help and advice, on a strictly confidential basis, from a contact person. A contact person could, for example, be one of the following:

- A supervisor.
- Any member of the site management team.
- Human resource/personnel officer.
- Employee/trade union representative.

Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person (supervisor, etc.) will be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner. The complainant may request to bypass the informal procedure in some circumstances and this shall not reflect negatively on the complainant in the formal procedure.

Formal Procedure

If the informal approach is deemed inappropriate or if after the informal procedure, the bullying persists, the following formal procedures shall be invoked:

- The complainant shall make a formal complaint in writing to his/her immediate supervisor.
- The alleged perpetrator(s) shall be notified in writing that an allegation of bullying has been made against him/her. He or she shall be given a copy of the complainant's statement and advised that he or she shall be afforded a fair opportunity to respond to the allegations.
- The complaint shall be subject to an initial examination by a designated member of management who is considered impartial with a view to determining an appropriate course of action i.e. exploring a mediated solution or a view that the issue can be resolved.
- Should this approach be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation.

Investigation

Investigations of all alleged bullying will be conducted by either a designated member(s) of management or, if deemed appropriate, an agreed third party. The investigation shall be conducted thoroughly, objectively, with sensitivity and utmost confidentiality with due respect for the rights of both the complainant and the alleged perpetrator(s). The following will take place:

- The investigator(s) shall meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual and confidential basis with a view to establishing the facts surrounding the allegation(s).
- Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.
- On completion of the investigation(s), the investigator(s) should submit a written report to management containing the findings of the investigation.

- Both parties should be given the opportunity to comment on the findings of the investigation.
- The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.
- Should management decide that the complaint is well founded; the alleged perpetrator(s) shall be given a formal interview to determine an appropriate course of action. Such action could, for example, involve counselling and/or monitoring or progressing the issue through the disciplinary and grievance procedure of the employment.
- If either party is unhappy with the outcome of the investigation, the issue may be processed through the normal industrial relations mechanisms.

8.3 Confidentiality

All individuals involved in the procedures referred to above shall maintain confidentiality on the subject.

9. FIRE PROCEDURES

FIRE
CALLING THE FIRE BRIGADE

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:
FIRE AT:

EXACT LOCATION

NEAREST MAIN ROAD OR LANDMARK:

YOUR PHONE NUMBER IS:

4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, Proceed to the ASSEMBLY POINT.
7. Bring the daily attendance sheet & visitor book to conduct a roll call (if in use).
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

USEFUL PHONE NUMBERS:

Local Doctor
Tel:
Hospital
Tel:
Red River Archaeology Ltd. Cardiff
Tel: 0292 105 0570

FIRE

EVACUATION PROCEDURES

Should you discover a fire or one is reported to you, **IMMEDIATELY** raise the **ALARM** and:

1. **Open the nearest available exit in your area and direct people to this exit.**
2. **Make sure that all areas (i.e. toilets, cloak rooms, store rooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
3. **Evacuate the facility immediately. Do not take anything with you.**
4. **Once evacuated, no person should be allowed back into the building (area) under any circumstances.**
5. **Rescue: If any personnel are discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger.**
6. **Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.**
7. **Carry out any special task or tasks allocated by Management.**
8. **Do not go home. You must wait until you have been given permission to leave.**

9.1 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
Paper, Wood, Textile & Fabric	<input type="checkbox"/>			
Flammable Liquids		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Gases			<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards			<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Protection			<input type="checkbox"/>	<input type="checkbox"/>

9.2 Fire / Emergency Equipment & Exit Routes

- Must always be kept clear and accessible.
- Marked areas must not be obstructed at any time.
- Never use Fire Equipment for other uses besides Fire Fighting.

NEVER smoke in the vicinity of gas cylinders, Petrol or other flammable substances.

NEVER direct water at any electrical installation, machinery or wiring.

10. ENVIRONMENTAL POLICY

The company commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees, sub-contractors, customers and the community. Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our sites / premises and their effects, if any, on the environment and community.
4. Ensure that all of our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.

NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER.

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

Red River Archaeology Ltd. endeavours to support environmental sustainability and all employees should contribute to becoming more energy efficient thus saving energy, the environment and money. Waste should be minimised by reduction, re-use and recycling and energy should be saved by turning off all electric appliances at the end of the working day including sockets and switches. The heating and ventilation system should not be used unnecessarily and use of the company fleet should be organised in a responsible manner.

11. WELFARE FACILITIES

Red River Archaeology Ltd. undertakes to protect the Health and Welfare of its entire staff & others affected by our works such as sub contractors. We intend to comply with current legislation covering this subject; Issues of welfare will always be treated in the strictest confidence.

11.1 Hygiene Facilities

Employees are encouraged to wash hands regularly, particularly before eating. Wash hand basins, towels, toilet facilities, running water are provided.

11.2 Canteen Facilities

These are provided for all staff.

11.3 Smoking Policy

Red River Archaeology Ltd. undertakes to protect the Health and Welfare of its entire staff & others affected by tobacco smoke. We intend to comply with current legislation covering this subject;

Smoking is prohibited in enclosed workplaces.

Any Person who contravenes a provision of the regulations may be subject to prosecution under the regulations. Employees are strictly prohibited from smoking in the workplace and employees found smoking in the workplace will face disciplinary procedure, which may involve:

1. Dismissal - Permanently.
2. Suspension - With or without pay, for a period of time as decided by management.

11.4 First Aid

Adequate First Aid kits are provided and you should report if any item needs to be replaced. Directors are responsible for adequate First Aid supplies.

Responsibilities

Each employee is responsible for keeping these facilities in clean and working condition and for tidying up after themselves after each use. Any items, which are not in working order, should be reported.

12. PERSONAL PROTECTIVE EQUIPMENT

It is Safety Policy that Protective Equipment is issued for your own safety. Following a Hazard / Risk assessment, Personal Protective Equipment (PPE) will be issued and used when the risk cannot be reduced by other means.

The Company recognises the view taken by the Safety, Health and Welfare at Work Act 2005 / 1974, the EC Directive on PPE 89/656/EEC. Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and the Company are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that the Company regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

All Employees Must Wear

- Safety boots with protective guarding and good grip.
- Safety Hard Hat.
- Hi-Visibility vest.

AT ALL TIMES

All protective equipment must be signed for by the individual user.

RESPONSIBILITIES

1. It is the responsibility of the Company to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts.
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard so as not to provide risk.
4. We intend to make provisions for ensuring that where PPE is provided that it is used.

Employees.

1. Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
1. Any defects in this equipment should be reported to the Team Leader, Senior Archaeologist or the Safety & Health Manager and a replacement obtained immediately. The Directors must also be informed of any/all changes to PPE equipment.

13. ASBESTOS

In accordance with the Control of Asbestos Regulations 2012, Prior to any work taking place, Red River Archaeology will liaise with the client to identify whether or not asbestos exists within the building or underground pipework where work will be taking place.

1. A refurbishment/demolition survey is required where the premises, or part of it, needs upgrading, refurbishment or demolition.
2. A competent Surveyor must have industry-specific training and experience.
3. Surveyors should have the following PPE available to them: Hard hats (bump caps), Safety boots, shoes. High visibility jackets, hearing protection. Goggles/ Safety Glasses, gloves. Tight fitting respirator (with P3 filter) and current face-fit test certificate.
4. Any area presumed to contain asbestos must be clearly identified in the survey report and must be managed appropriately, i.e. work should not be carried out in these areas until survey is complete.
5. Surveyors must have a relevant Risk Assessment and Method Statement before survey commences.

Whether or not asbestos is found the following procedure will always be adhered to.

It is possible that, even after every precaution has been taken, employees or contractors may come across 'hidden' asbestos when working in on an existing building or underground pipe work. The emergency procedure to be followed in the event of unexpected exposure/suspected exposure to asbestos material is as follows.

You should:

1. Stop the work immediately.
2. Evacuate the area and prohibit further access. Leave all contaminated material in the area.
A notice should be displayed preventing access to the area. No attempt should be made to clean the area.
3. Report the incident immediately to:
 - (a) Project Supervisors – Principal Designers / Contractors
 - (b) Report the incident to the Client
 - (c) Report the incident to Red River Archaeology safety advisers.
4. Complete an accident investigation report form.

The Client & Client Safety Representatives will arrange for samples of suspect material to be taken for analysis and to undertake appropriate air monitoring. If samples contain asbestos, the area will need to be locked off until a specialist contractor will be employed to remove or seal the asbestos containing materials and undertake an environmental clean. **Note: The area must not be re-occupied until it is confirmed to be safe by the analyst.**

The analyst will report to the Client / Client Representatives who will forward results/ information to the project management team.

Where persons are contaminated with a suspected asbestos material they should be asked to remove their outer garments carefully, wash off any dust contamination to skin carefully, and be supplied with suitable alternative clothing to maintain modesty. Any towels used must be treated as contaminated asbestos waste and bagged up for later disposal. Clothing should be bagged up for disposal as asbestos waste. The room in which the asbestos-contaminated persons stay, and in which they remove clothing is also likely to become contaminated with dust. This will also apply to any areas through which they have passed. It is essential that no attempt be made to clean up using vacuum cleaners etc. The areas must be kept isolated with doors and windows etc. kept closed.

Appropriate health surveillance procedures will be activated in any situations where risk assessments or other exposure evaluations show that employees or building users may have been exposed to dangerous levels of asbestos. The advice of an Occupational Health Unit must be obtained where employees have been exposed to asbestos.

14. MANUAL HANDLING

HAZARDS

Injury can occur from lifting even relatively light loads if proper precautions are not taken.

Factors to be considered as lifting hazards:

- Nature of load e.g. Size & Weight, Bulky etc.
- No proper grip.
- How often is the load lifted?
- Is there enough space to lift safely?
- Is lifting done outside best lifting range (above chest / below hip).
- Is best lifting technique employed?
- Health and build of person lifting.
- How far is item lifted (distance)?
- Are platforms provided?
- Is training given?
- Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

14.1 Principles of Lifting

- 1. Assess the task, the area and the load.**
- 2. Bend the knees.**
- 3. Take a broad stable base.**
- 4. Back straight, (not necessarily vertical).**
- 5. Firm grip with the palm of the hand.**
- 6. Arms in line with the trunk.**
- 7. Load close to the centre of gravity.**
- 8. Turn feet in the direction of movement**

15. SAFETY AUDIT PROCEDURE

We will keep a file of every accident or near miss. We will go through this at set intervals to make sure that accident levels and time lost through them are being reduced. Additionally, near misses will be looked at to ensure that no repeat happens especially in the form of an accident.

In an attempt to identify areas and hazards not identified previously or which are not conforming to previous controls, which had been proposed.

16 HAZARD & RISK ASSESSMENT

A hazard and risk Assessment was carried out and forms the basis on which this Safety Statement was written. The Hazard & Risk Assessment report is intended as a guide, which the Company may use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit. This Hazard & Risk Assessment (copy attached) is to be advisory and the final decisions must be made by the Directors.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: Is taken to mean “anything that can cause harm”.

RISK: Is “the chance, great or small, that someone will be harmed by the hazard”.

SEVERITY: Is the possible outcome of an accident / incident, e.g. broken leg, explosion.

LIKELIHOOD: Is the possibility of the accident / incident occurring. In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows: -

Likelihood (L) Categories	Severity (S) Categories	Risk Acceptability
		A score is derived estimating the severity of the outcome and the likelihood of occurrence e.g. 3 x 3 = (9)
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities	High (H) A score above 8 is deemed to be unsafe and needs action before work can commence
	4 Permanent Total Disability, Single Fatality	Medium (M) Contact Line manager if risk assessment cannot be lowered below 9. Medium risk score between 5 – 8 corrective action to be undertaken to lower risk
	3 Major Injury, Lost Time Injury	
	2 Minor Injury, Restricted Workday Case	Low (L) Low risks 1-4 proceed with project.
	1 Slight Injury, First Aid	

Severity 1= Property damage 2 = Minor injury 3 = Major injury 4 = Single fatality 5 = Multiple fatalities	SEVERITY				
	5	4	3	2	1
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Likelihood	1	2	3	4	5
	Rarely occur	Unlikely to occur	Possibly may occur	Likely to occur	Certain to occur

16.1 Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard / Risk Assessment should be reviewed at least every year.

- Table of Responsibilities
- Safety Statement Acknowledgement Letter

- Drivers Handbook

TABLE OF RESPONSIBILITIES

OPERATION	NAME	TITLE
Overall responsibility / Resources.	Directors	Directors:
Emergency plan / drill.	Directors	Mr. David Gilbert
Purchasing.	Directors	Ms Claire Shepherd
Risk assessments.	Directors	Mr Mark Collard
Employee co-operation.	Directors	
Safety Program Development.	Directors	Project Managers:
Identification of training needs.	Technical Services Manager/Project Manager	Simon Roper
Delivery of training.	Directors/ Technical Services Manager	Rachel Morgan
Accident investigation.	Directors	Louis Stafford
Accident reporting.	Directors	
Remedial / corrective action.	Directors	
PPE identification.	Directors	
First aid.	Directors	
	Directors	
Review process / auditing.	Directors	
Preventative maintenance.		
Statutory inspections.		
Design / new product / plant.		
Supervision to ensure safety		
Safety Representatives		

PLANT AND MACHINERY GUIDE

TRAINING AND INSTRUCTION

- All drivers must be over 18 years and in possession of the relevant CSCS card or other FAS recognised cards in Ireland, and a recognised training card for works in the UK or be under the direct instruction and supervision of a competent person whilst under taking training.
- Use only within limits set by, Employer's rules, Supplier's instructions and **Manufacturers' manuals**

SITE VEHICLES

- Keep people clear or keep clear of people
- Never race machines, all plant operatives and site vehicles to adhere to site safety speed limits
- Keep a safe distinct between moving vehicles
- Handbrake on and dumper out of gear before tipping
- Never corner at speed
- Do not traverse slopes
- Never overload any vehicle or lifting equipment
- Vehicles and plant passengers
- No unauthorized of passengers
- Safety belts to be worn when provided. No persons to be on vehicles being loaded with materials unless is fitted with purpose built overhead guard
- NOTE; Switch off engine and remove key when unattended

RESTRICTED VIEW OR MOVEMENT

- Obtain assistance e.g. use of competent trained Banks-man.
- Have a signalling system that is understood by all and visible to all.
- Plant to have audible reversing devices in place.
- Mobile phones must not be used while operating machinery.
- Note: CCTV and monitors must be used where passable

OPERATING AREA

- Ensure: Ground is clear and stable. Ground bearing is safe for vehicles, etc
- Locations identified for, Overhead power lines. Buried cables. Other services
- Ensure. Trenches and excavations are fenced or guarded
- Tipping operations include, use of balks and stops with adequate edge allowance
- Safe working practices to include instructions and notices to be displayed.