

Salford Archaeology

Centre for Applied Archaeology

University of Salford

Victoria House, Ancoats, Manchester

Archaeological Evaluation Risk Assessment

Version: 2.0

Client: Artal

This Method Statement allows for the archaeological excavation of five evaluation trenches. The work will be carried out by a maximum of five members of staff from Salford Archaeology. Appropriate PPE, comprising hard hats, high-visibility jackets and steel toe-cap footwear will be worn at all times.

SALFORD ARCHAEOLOGY

METHOD STATEMENT AND RISK ASSESSMENT FOR AN ARCHAEOLOGICAL EVALUATION AT VICTORIA HOUSE, ANCOATS, MANCHESTER

ISSUE: 1
STATUS: Version 1
DATE: 22/01/2011

Definitions used in this plan:

'adequate' - ensuring health and safety of employees and other persons so far as is reasonably practicable, and complying with all current, relevant legislation.

'competent' - possessing the training, knowledge and/or experience to carry out the task referred to.

BEFORE GETTING ON SITE

SAFETY ORGANISATION

All Salford Archaeology employees have a responsibility to act so as to ensure their own safety and that of others.

Salford Archaeology and sub-contractors working for Salford Archaeology will comply with all relevant legislation, guidance and codes of practice.

Company Safety Management Structure

The University Council is collectively responsible for overseeing the University's activities, and has overall responsibility for Health and Safety matters under the terms of the Health and Safety at Work (1974) Act. The Council carries ultimate responsibility for ensuring the health and safety of employees, students and other individuals while they are on the University's premises and in other places where they may be affected by its operations.

The Vice Chancellor's Executive Team (VCET) provides advice to the Vice Chancellor in their capacity as Chief Executive. Their responsibilities in relation to health and safety include ensuring the adequate operation of the University's systems of internal control, including the University's risk management policy, register and action plans, and internal audit reports.

The University Management Team (UMT) provides advice to the Executive Team and the Vice Chancellor in their capacity as Chief Executive. In terms of health and safety, the UMT is responsible for ensuring compliance with national legislation as it affects the University's activities.

The Chief Operating Officer is responsible for the administration of the University. They are a member of the Executive Team with the authority delegated by the Vice Chancellor, to ensure that all University staff comply with relevant health and safety legislation and policies approved by the University Council. The Chief Operating Officer, through promotion of a positive health and safety culture, will: ensure that appropriate organisation, policy and safe working arrangements exist, and that they are adhered to; ensure appropriate resources are allocated to support the effective management of health and safety; ensure that there is an effective safety management structure within each School and Professional Services of the University; ensure that consultation takes place with employees, where they may be affected by health and safety matters.

The Health and Safety Committee is a sub-committee of the Vice Chancellor's Executive Team, and is chaired by the Chief Operating Officer as the chief administrative office of the University. The Committee is the principal forum for communication and discussion on significant safety, health and well-being matters and initiatives.

The Director of Salford Archaeology, Adam Thompson, has direct responsibility for the management of health and safety within Salford Archaeology as a Professional Service. Adam is responsible for promoting the development of a culture and management process within Salford Archaeology that is committed to ensuring high standards of health and safety management. He ensures that responsibility for health and safety is properly assigned and accepted at all levels. He ensures that Salford Archaeology projects are visited by a project manager on a monthly basis in order to audit these projects, and immediately order any actions required to rectify shortcomings. He is competent to check and approve Safety Plans, Risk Assessments and Audit Forms. He holds bi-monthly meetings with the Health and Safety Co-ordinator to discuss matters raised by the audits, and arranges for agreed actions to be implemented where shortcomings require rectification (eg change in organisational system, re-assignment of responsibilities). He must listen to representations from any member of staff on Health and Safety matters, and act on them in an appropriate manner.

Graham Mottershead will fulfil the role of Salford Archaeology Project Manager for the Victoria House evaluation, and has prepared the WSI, Method Statement and Risk Assessment. He will be responsible for ensuring the initial and ongoing implementation (including any required changes) to these documents. He will liaise with Artal representative(s) for the project, as appropriate. He must listen to representations from any member of staff on Health and Safety matters, and act on them in an appropriate manner.

The Site Director ensures the Health and Safety of site staff (including sub-contractors) through implementation of the Health and Safety Plan and Risk Assessments. He will thus be the day-to-day safety manager of the site. He inducts all staff by informing them of the

contents of the Health and Safety Plan and Risk Assessments, and maintains Health and Safety awareness through refresher sessions.

Site Assistants implement such parts of the Health and Safety Plan as directed by the Site Director/Supervisor. Individual members of staff each have a personal responsibility to preserve and enhance health and safety. In particular, individual members of staff need to: draw matters of concern to the attention of the appropriate line manager; report accidents, work-related ill-health and near misses to their line managers; to observe safe working arrangements and encourage colleagues to do likewise; to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Salford Archaeology Project Team for the Victoria House evaluation

The Project Manager will be **Graham Mottershead** (0161 295 4862 / 07973 341 297, g.d.mottershead@salford.ac.uk), to whom all correspondence should be addressed. Graham has over 30 years' experience of commercial archaeology, and has extensive experience of the excavation of archaeological remains across England. Graham has an extensive knowledge of the industrial archaeology within Manchester, and has overseen numerous projects within Ancoats. Graham holds current valid certificates in SMSTS, Cable Avoidance and Asbestos Awareness, and is also PRINCE2 qualified. Graham's management role will be to ensure that the Written Scheme of Investigation is implemented within the framework of the Project Objectives. He will be responsible for all aspects of staff and resource logistics, ensuring the smooth running of the project programme.

The role of nominated Site Director will be filled by **Oliver Cook**. Oliver is an experienced field archaeologist with extensive experience in field archaeology, who has undertaken many excavations in the North West, including a recent investigation of workers' housing at Bengal Street, Ancoats. Oliver has a particular interest in the industrial archaeology of Greater Manchester. Oliver is a qualified first aider and holds current valid certificates in SSSTS and Asbestos Awareness.

It is not possible at this stage to specify the individual Salford Archaeology site assistants that will be engaged on the project, although all will be competent archaeologists with sufficient training/experience to deal with the proposed works. All Salford Archaeology staff hold current CSCS cards and have carried out asbestos awareness training as a minimum.

Induction training: All staff new to the project will receive induction training before commencing work. Induction training will consist of:

- Provision and explanation of the Safety Plan;
- Opportunity to ask questions and clarify issues.

Summary of the Proposed Archaeological Works

The programme of archaeological works will be carried out in accordance with the approved Written Scheme of Investigations (*Victoria House, Ancoats, Manchester: Written Scheme of Investigation for an Archaeological Evaluation* Salford Archaeology 2021). This allows for the mechanical excavation of five trenches. The mechanical excavation will

require a 360 degree tracked excavator, provided by the client, operating under the close supervision of the Salford Archaeology Site Director. The mechanical excavation will remove overburden to expose archaeological remains or natural geology, whichever is first encountered. All excavation thereafter will be carried out manually utilising a suite of hand tools; no mechanical plant or equipment will be required to complete the phase of manual excavation. Following completion of the evaluation the trenches will be backfilled with compacted arisings.

A maximum of a four days has been allowed to complete the evaluation. All trenches will be backfilled immediately on completion. The site will be left tidy and secure when not attended by Salford Archaeology staff. All welfare and a tool storage will be provided by the client.

Method Statement

COVID-19 Outbreak – All procedures relating to site work during the current COVID-19 outbreak and set out in the risk assessment below will be adhered to by all members of staff at all times. If any staff members consistently fail to adhere to these procedures they will be required to leave site.

1. ACCESS

Access to the site will be via Epworth Street or Longacre Street. Parking is available on site. Welfare and storage facilities will be situated on site, available for use by Salford Archaeology staff.

All personnel will exercise extreme care when working near or walking along access routes or roads (eg surveying). Personal vehicles will be parked on site in a designated area and no personal vehicles will drive around the site outside the designated area. The minimum PPE to be worn will comprise HI-VIS safety vests, hard hats and safety boots. Surveying staffs and tripods will not be carried while extended. In general, Salford Archaeology staff movements on the site will be limited to access to and from the evaluation trench areas, welfare and site access. A defined pedestrian route may be instituted for some areas if necessary.

2. METHOD OF WORKING

All Salford Archaeology site staff will attend a site induction prior to the commencement of the evaluation. Site staff will be required to attend a daily briefing prior to starting work.

Existing service plans will be provided and these will be consulted before excavation commences. Trenches will be scanned with a cable avoidance tool (CAT) prior to any ground-breaking.

The depth of each trench will be determined by the level of any archaeological remains, or the natural geology, whichever is reached first. Where archaeologically significant remains are found at depths greater than 1m and are determined to be unstable the trench edges will be battered to allow safe access. All machine excavation will be carried out by one 360-degree mechanical excavator. The banksman will be a suitably experienced archaeologist. The excavator will be equipped with a 1.7m wide toothless ditching bucket for the removal of overburden. Excavation will be limited to the locations specified in the approved Written Scheme of Investigation. Where necessary the trench edges will be battered to a shallow angle of repose to facilitate access and egress to and from the trench.

Spoil will be stockpiled alongside each trench at a safe distance from the excavation edge. The stockpiles will be shaped to have a natural fall across the top of the stockpile and will have sides battered to 45 degrees. Stockpiles will be located so as not to suffer any water degradation, even in flood conditions. Salford Archaeology staff are to be aware of the movement of plant, and will exercise due caution. As a basic precaution, staff other than the designated banksman will not approach the area in which plant is operating at any time

and will always ensure that the driver of the plant is aware of their presence before attempting to pass when moving around the site.

At any time during the machine excavation, the Site Director may stop the machine and carry out hand investigation and/or excavation. Spoil removal will initially be by shovelling onto the excavation sides from where it can be removed by machine. A surveyor equipped with a GPS/TST will map the exposed archaeology, as appropriate. The surveyor will be briefed and aware of machine routes at all times. They will wear all designated PPE at all times but it may be necessary to remove gloves and glasses in order to operate survey equipment.

All site works will be monitored by the designated site supervisor (Oliver Cook).

3. METHOD FOR MONITORING OF EXCAVATIONS

The methodology to undertake the investigation will be detailed in the Written Scheme of Investigation. This allows for the excavation of five 10m trenches placed across the footprint of the historic buildings and yards. In the event that features of archaeological significance are identified at a depth in excess of 1.0 m below ground level, appropriate measures will be taken to ensure that archaeological staff can carry out the work safely. In most cases, this will involve stepping out or battering back the trench.

The mechanical excavator may be used to remove any excess spoil, thus eliminating strenuous manual handling incurred when shifting heavy debris and rubble from the excavation. All spoil will be stored at a safe distance from the trench edge, as described above.

Open excavations will be monitored by the Site Director each morning prior to the commencement of works. All open excavations will also be monitored on a weekly basis and the recorded in a weekly site monitoring log. Excavations will be segregated from the public using fencing barriers.

4. SECURITY

All tools will be locked away at night, and machinery will be locked, shuttered and immobilised.

If unauthorised persons are found on site they should be politely asked to leave. Any trespassers or any unauthorised activities, etc. or any breaches to fencing that are observed will be reported directly and immediately to the client.

5. WELFARE AND STORAGE

Suitable welfare will be supplied by the client. The welfare will include toilet and washing facilities. The Site Director will ensure the welfare is used as intended and a high standard of housekeeping is maintained throughout. It is preferable that the welfare only be used for the toilet facilities, washing and heating water/food and that staff take their breaks alone in their vehicle. If the cabin must be used for breaks then breaks will be staggered to allow a

single individual access at a time. Staff will wear masks in the welfare, will maintain social distancing and will sterilise their hands before and after use.

Any waste from the archaeological works will be limited to that generated by site staff during breaks. All such waste will be collected and taken home for disposal.

6. VISITORS

Unless arranged in advance and **absolutely necessary** no visitors will be allowed access to the site during the COVID-19 outbreak. Any necessary visits to the excavation area will be pre-arranged with the Site Director, in consultation with the client. Visitors will be met and issued with PPE as required, and accompanied on site at all times; visitors will be signed in and out, and will be explicitly told not to wander off on their own. Visitors will maintain all precautions relevant to the current COVID-19 outbreak.

7. PLANT AND EQUIPMENT

All plant, including mechanical excavators, will be supplied and operated by the client. Mechanical excavators will be driven by certificated operators, who will be responsible for regular checks of, and safe maintenance of the machines. The operators must immobilise and take all practicable measures to secure plant, which is to be left unattended.

A competent archaeological banksman, the **Machine Supervisor**, will be appointed to direct machine work. While under direction, no other person will signal the machine driver. Members of the project team present on site while a mechanical excavator is working will never enter the swinging radius of the bucket arm. Members of the project team who need to approach the area where a mechanical excavator is working will approach from the front (meaning the excavating side of the machine) so as to be visible to the driver. They should make their presence known to the **Machine Supervisor** and should *not* signal to the machine operator. While the mechanical excavator is operating, all staff will only work in the area behind the machine supervisor, such that the machine supervisor is always between them and the machine. The machine excavator will not work so close to the edges of the excavation as to endanger their stability.

The **Machine Supervisor** will satisfy himself that the machine driver possesses an adequate level of skill for the works in hand. If an operator cannot control a machine in a reasonably smooth and careful manner, work will cease until a replacement operator has been provided.

8. HAND TOOLS

All hand tools must be kept in good condition and checked regularly. Damaged tools will be mended or replaced. When not in use they will be stored under cover so as to prevent deterioration and so as not to cause a tripping hazard by leaving them around the site.

Individual members of staff will have their own set of tools and will not share tools or use other people's tools. Survey equipment will be used by one designated member of staff and not shared with other members of staff.

Buckets: these can fail at the handle attachment point and will be checked regularly. They will be filled to take account of the abilities of the user, and the distance/gradient to be travelled.

Shovels and spades: these will be used from a firm, stable standing position that uses the legs rather than the back to lift the weight. The surrounding area is to be free of obstructions and other personnel.

Picks and mattocks: when using a pick or mattock, the users feet must be placed apart to obtain a firm footing, and the pick wielded so that the point of contact is within easy reach, but not too close to the feet.

Trowels: care is required when carrying trowels, and when putting manual pressure on the trowel when pulling towards the body. In the latter situation the trowel may slip or jump against the user.

9. HAND EXCAVATION

RSI and other injuries/strains from repetitive tasks is a potential danger. Staff tasks will be rotated so that they do not perform very repetitive tasks (eg hand cleaning with trowels) for very long periods. A considerable amount of manual handling will be involved in the archaeological work. This will include loading and unloading equipment, lifting buckets, shovelling, lifting soil samples.

Consideration must always be given to whether the load in question can be lifted by other means, eg the mechanical excavator can be used for large quantities of spoil unless archaeological circumstances dictate otherwise. Members of the excavation team will not be asked to lift loads beyond their capabilities.

Manual lifting will be carried out carefully, and in a manner calculated not to cause injury to the lifter. In general, for the type of loads predicted, this means a lift carried out with the load close to the body. The back of the lifter should be kept upright so that the legs rather than the back provide the lifting force.

If excavation shows hazardous materials to be present, hand excavation will not take place until an adequate risk assessment has been carried out and a safe method of working agreed.

Where a substance is encountered which presents an obvious immediate hazard or potential hazard (as judged by appearance or odour), work will cease and the area will be cordoned off until the substance has been tested, an adequate risk assessment has been carried out and a safe method of working agreed.

Salford Archaeology staff are not expected to encounter any highly toxic materials. Nevertheless, Salford Archaeology staff will maintain a method of working and on-site safeguards commensurate with those levels of contamination as encountered/expected.

The site is anticipated to be low risk for Weill's disease, which is carried and transmitted primarily by rats. Information on the disease will be provided at the induction.

10. PERSONAL PROTECTIVE EQUIPMENT

Hard hats, hi-vis vests and steel toe-capped safety boots with mid-sole protection will be worn by all Salford Archaeology staff on site. Visitors will be asked to wear appropriate sturdy footwear, HI-VIS vests and hard hats. A supply of masks with an Assigned Protection Factor of 20 or more, gloves and safety glasses will be available.

Personnel working with the mechanical excavator will have access to adequate ear defenders, of a type that can be worn with safety helmets.

11. ENVIRONMENT

Weather: Outdoor work will not continue under weather conditions which constitute a risk to health and safety, eg very wet weather or extreme cold. Work should not continue if wet weather, snow or frost make the site dangerous (eg slippery surfaces or poor visibility). Work will only take place during daylight hours.

Exhaust gases: DERV fumes given off by a machine excavators or other plant are toxic if inhaled, containing partly burnt hydrocarbons, oxides of nitrogen, carbon monoxide and other chemicals. The risk is greater if the engine is badly adjusted. Carbon monoxide is particularly dangerous, as it is colourless, odourless and de-oxygenates the blood when inhaled.

The machine supervisor will take account of the positioning of the exhaust on the mechanical excavator, relative to himself and to other members of the team. He will position himself so as to minimise the risk of inhaling exhaust fumes. The machine supervisor will also watch for signs that the engines are badly adjusted, such as blue or black colouring in the exhaust fumes. If this is the case, arrangements must be made for the engine to be adjusted or the plant to be replaced.

12. FIRST AID

The excavation team will include an appointed first-aider (Oliver Cook). The Site Director will be responsible for the maintenance of the first aid kit, and calling the emergency services when required. A clearly-marked First Aid kit will be kept on site, and in each vehicle. All members of the excavation team will be made aware of where first aid kits are kept. The first aid kit will contain:

1 guidance card; 20 (minimum) individually-wrapped plasters; 2 sterile eye pads; 6 triangular bandages; 6 safety pins; 11 sterile, un-medicated wound dressings (6 medium, 2 large, 3 extra-large); 3 containers of saline or sterile water (300 ml minimum); 2 pairs disposable plastic gloves; 1 packet wet wipes.

All accidents will be recorded in the site Accident Book and reported as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Disease and dangerous occurrences will also be reported as set out in these regulations. All accidents, diseases and dangerous occurrences will also be reported as soon as is practicable to the Project Manager, and then to the Salford Archaeology Health and Safety Co-ordinator.

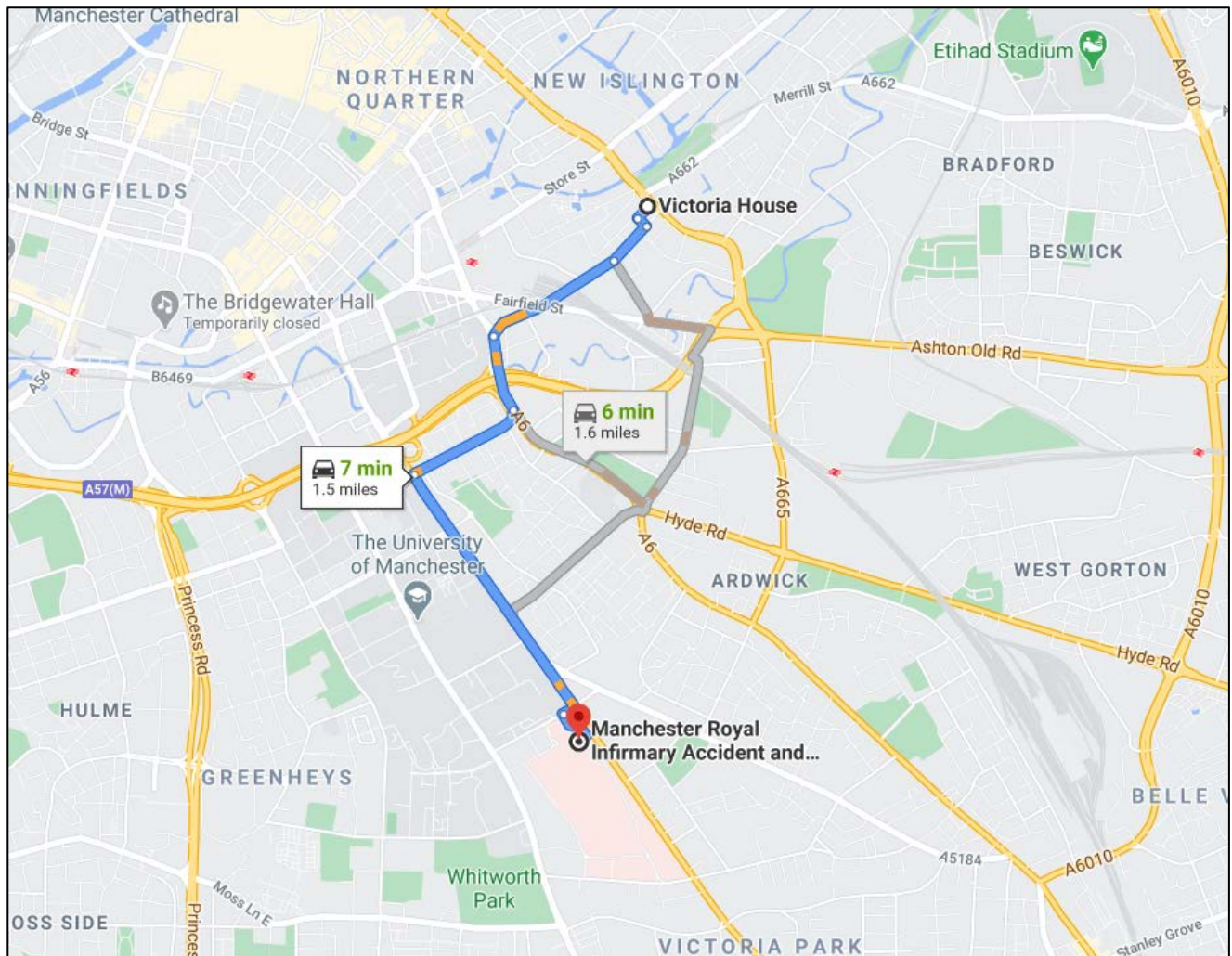


13. NEAREST HOSPITAL

The nearest hospital with A&E facilities:

Manchester Royal Infirmary, Upper Brook St, Manchester M13 9NZ

+441612764147





Risk Assessment

Task/Activity: Driving to and from site	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Road traffic accident	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Personal Injury	
Existing Precautions: All drivers, either of SA or of hired vehicles, must be qualified and competent to drive. Each driver must have their licence checked by the University of Salford. On long journeys it is particularly important that drivers take breaks, or that driving is shared by more than one driver. The Project Manager (Graham Mottershead) is responsible for the safety of the site staff once they have left the office (University of Salford), although this does not affect the legal responsibilities that drivers assume each time they drive for SA.		Risk level with existing precautions: I/L
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling	Risk Level	Action Required
Almost impossible	I	I	I	I	I	I	I=Insignificant	No action
Very unlikely	I	I	L	L	L	L	L=Low	Review controls to ensure they remain effective
Unlikely <50/50 chance	I	L	L	M	M	M	<i>If greater than low, identify additional controls to reduce risk further</i>	
Likely >50/50 chance	I	L	M	M	M	M	M=Medium	Identify additional actions to reduce risk further
Very likely	I	L	M	M	M	H	H=High	Seek further advice
Virtually certain	I	L	M	M	H	C	C=Critical	STOP seek further advice



Task/Activity: Driving on site	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, sub-contractors	Hazards Identified: Injury to staff, other contractors and members of the public.	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Crushing, Personal Injury	
Existing Precautions: Access to site is via Epworth Street/Longacre Street. Vehicles may be parked on site in a designated parking area. When leaving site drivers should be aware that Great Ancoats Street is a major public thoroughfare and may be busy.		Risk level with existing precautions: I
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling	Risk Level	Action Required
Almost impossible	I	I	I	I	I	I	I=Insignificant	No action
Very unlikely	I	I	L	L	L	L	L=Low	Review controls to ensure they remain effective
Unlikely <50/50 chance	I	L	L	M	M	M	<i>If greater than low, identify additional controls to reduce risk further</i>	
Likely >50/50 chance	I	L	M	M	M	M	M=Medium	Identify additional actions to reduce risk further
Very likely	I	L	M	M	M	H	H=High	Seek further advice
Virtually certain	I	L	M	M	H	C	C=Critical	STOP seek further advice



Task/Activity: Manual Handling of Tools	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Cutting, Tripping, Crushing, Musculo-Skeletal Injury, Eye Damage, Impact Injury, Injury from Falling Objects, RSI, Puncture Wound.	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: See Above	
Existing Precautions: All staff to be trained in proper use of tools (e.g. shovels, mattocks, tripods, ranging rods, survey prism pole. Tools to be kept clean, to be regularly checked and maintained in good working order, and safely and securely stored away from non-staff when not in use. Faulty tools to be replaced immediately and stored separately. Only tools appropriate to the job at hand to be used. Tools and equipment to be carried and moved in a safe and appropriate manner and number with regular breaks required if carrying for long distances. Regular rest breaks to be taken whilst carrying out physically demanding work Guidelines in 'Getting to grips with manual handling – a short guide' (HSE) to be followed and MHOR (1992) to be observed at all times. All equipment to meet PUWER (1998) requirements.		Risk level with existing precautions: I/L
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		

Other Comments:

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling	Risk Level	Action Required
Almost impossible	I	I	I	I	I	I	I=Insignificant	No action
Very unlikely	I	I	L	L	L	L	L=Low	Review controls to ensure they remain effective
Unlikely <50/50 chance	I	L	L	M	M	M	<i>If greater than low, identify additional controls to reduce risk further</i>	
Likely >50/50 chance	I	L	M	M	M	M	M=Medium	Identify additional actions to reduce risk further
Very likely	I	L	M	M	M	H	H=High	Seek further advice
Virtually certain	I	L	M	M	H	C	C=Critical	STOP seek further advice



Task/Activity: General activities	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Used Syringes/sharp objects	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Cut, puncture wound, infection	
Existing Precautions: Appropriate gloves conforming to BS EN 420 to be worn when needed. If syringes or shaArtal are uncovered, report to supervisor and all work will cease until appropriate containment and control measures are implemented. Report to client for syringes and sharps to be removed by qualified persons and deposited in appropriate containers.		Risk level with existing precautions: I/L
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: General activities	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Rat, pigeon and other vermin infestation	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Animal borne diseases and fleas ticks etc.	
Existing Precautions: Avoid contact with areas which may have been frequented by animals (birds, rats etc.). Avoid areas contaminated by faeces or areas of settled standing water. Wash hands thoroughly as often as possible particularly before eating or drinking.		Risk level with existing precautions: I/L
Additional Precautions: Washing facilities provided with site welfare		Risk level with additional precautions: I
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Excavation	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Asbestos	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Long-term breathing disorder	
Existing Precautions: Asbestos has not been identified on site but remains a possibility during any ground intrusive works. All staff will be briefed on the possibility of ACMs being present within infill deposits. Suitable PP3 RSI masks, suits and nitrile gloves can be provided if requested by staff. All staff engaged on the project will have carried out asbestos awareness training. In the event of identifying any asbestos, it will be covered, its position marked, and the Client will be informed so that an appropriate course of action can be taken.		Risk level with existing precautions: L
Additional Precautions: Washing facilities provided with site welfare		Risk level with additional precautions: L
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Excavation	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Unsafe masonry / structures within trenches	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Personal injury, cutting, impact injury resulting from masonry, etc., falling or collapsing, either under or on worker.	
Existing Precautions: Wear appropriate protective headgear at all times. Assess condition before entering trench (either by your own assessment or consulting the supervisor). Do not enter or approach any unsafe structure. Any structure considered to be in an unsafe state will be reduced to foundation level and the excavation edges battered to make safe.		Risk level with existing precautions: M
Additional Precautions: Presume all structures to be in a dangerous state. Any area that has been deemed to be unsafe will not be entered by SA staff until it has been made safe.		Risk level with additional precautions: L
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: General Access and Movement Around Site	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Slipping, Tripping, Falling, Crushing	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Musculo- Skeletal Injury,	
Existing Precautions: Staff to wear rubber grip soled boots with ankle protection, steel toe caps and sole plate conforming to BS EN 345 and use all handrails, steps, bridges, stiles and ladders in a safe and careful manner, and to assess sturdiness prior to use. Staff to wear safety helmets conforming to BS EN 397 and high visibility clothing conforming to BS EN 471 Class 3 when in proximity to machine excavators. Staff to take care moving around the site around site. Extra care to be taken on wet or slippery surfaces, and weather conditions to be monitored. All equipment and materials to be kept clear of tracks and pathways so as not to endanger other persons. Staff to visit http://www.hse.gov.uk/construction/slips/index.htm for information and guidelines on slipping and falling.		Risk level with existing precautions: I/L
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Excavation	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Contamination	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Poisoning, long term illness	
Existing Precautions: Always wear suitable PPE including work gloves. Wash hands after accidental contact. If contaminated material is encountered within excavations the works will be stopped and the client informed.		Risk level with existing precautions: I/L
Additional Precautions: Washing facilities provided with site welfare		Risk level with additional precautions: I
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Movement and working around site	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Bites and stings	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Allergic reaction, inflammation.	
Existing Precautions: Staff and visitors advised to wear long sleeved tops, trousers and hats Staff and visitors informed that no medicated creams, sprays or tablets are kept in the First Aid Kit.		Risk level with existing precautions: I/L
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Excavation	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Working with plant	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Severe injury from being struck by plant	
Existing Precautions: Staff on site will exercise extreme caution when working with plant. Designated banksmen will be solely responsible for signalling the machine operators. No staff are to walk within the swinging distance of a machine. All plant will be provided by the client and will be operated by their designated trained qualified operators.		Risk level with existing precautions: I/L
Additional Precautions:		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Excavation	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Underground services	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Electrocution or explosion	
Existing Precautions: The client will provide survey drawings showing all known services. No excavation will be carried out until the service drawings have been inspected and the excavation areas have been scanned with a Cable Avoidance Tool. Excavations will be scanned regularly throughout. Suspected services will not be excavated, a baulk will be left within the trench and the trench then continued beyond the baulk.		Risk level with existing precautions: I
Additional Precautions: 		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments: 		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Working alongside plant	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: Noise levels	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Hearing damage; tinnitus	
Existing Precautions: Hearing protection in the form of ear plugs, or preferably ear defenders compatible with hard hats, must be available for sites where noise is likely to be a hazard. As a general rule of thumb, if you have to raise your voice to make yourself heard by someone less than 2 m away, the noise level is likely to be higher than 80 decibels. At this level it is advisable although not compulsory to wear ear defenders or earplugs. This advice must be passed on to all staff by the person responsible for monitoring sound levels (usually the Supervisor or Project Officer). If you have to shout to be heard, the level is likely to be in excess of 85dB. At this level the wearing of ear defenders or plugs is mandatory, and must be enforced by the Site Director. Hearing protection zones must be established on sites where noise is a problem, and appropriate PPE worn within them. In most cases this zone will be the area around a working mechanical excavator.		Risk level with existing precautions: I/L
Additional Precautions: No plant will be started before 8:00 AM		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Excavation	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Confined space hazard	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Severe injury from trench collapse	
Existing Precautions: All excavations will be properly battered-back to a safe angle of repose to prevent material from falling into the excavation and ensure an effective mode of entry and egress to the working area. Wherever possible, remains exposed in the base of sections of deep excavations will be recorded from the top of the trench using a reflectorless survey instrument.		Risk level with existing precautions: I/L
Additional Precautions: None		Risk level with additional precautions:
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
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M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: Working around edge of excavations	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff	Hazards Identified: Fall from height	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Severe injury from fall.	
Existing Precautions: No work should be carried out on the edge of trenches. Due care and attention to be exercised at all times. Do not sit on the edge of the trench or sit or climb upon any extant walls or foundations. All cleaning and excavating should take place while standing upon a firm, level surface, and walls and foundations should not be used as platforms.		Risk level with existing precautions: I/L
Additional Precautions: Any unstable trench edges will be demarcated with barrier tape as a minimum and, where necessary, segregated using fencing/pedestrian barriers.		Risk level with additional precautions: I
Who is responsible for implementing the precautions: Senior Supervisor		
Other Comments:		

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
Virtually certain	I	L	M	M	H	C

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L=Low	Review controls to ensure they remain effective
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M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	STOP seek further advice



Task/Activity: General work on site	Location: Victoria House	Date of Assessment: 15/03/2021
People affected: SA staff, Sub-contractors	Hazards Identified: COVID-19 Exposure	Site Client: Artal
No. of people involved: Maximum 5	Resultant Injury: Moderate to fatal illness	
Existing Precautions: During the current COVID-19 outbreak fieldwork may be carried out but is subject to special procedures to avoid exposure to the virus. Travel to and from site will be in individual vehicles. If staff need to use public transport they must wear face masks, maintain a 2m distance from others and sanitise their hands before and after each journey. Cars must be parked on site within the designated area. Sites will utilise the minimum number of staff. Only Salford Archaeology staff and a single machine operator provided by the client will be present on site. Staff will avoid unnecessary contact. The site will be segregated from the general public. Whilst on site, contact with others will be kept to an absolute minimum and all staff will remain a minimum of 2m from each other. It has been shown that disposable suits are NOT necessary. Face masks will be worn where appropriate but are not required when individual staff are working separately from other staff. Minimal contact procedures will be utilised (I.E. digital recording rather than hand drawing, personal notebooks rather than files of context sheets, etc). Staff will remain within the site area during their work time and will leave only to make the journey home. Staff must bring packed lunches and drinks from home rather than leave site to visit local shops for lunch. Salford Archaeology will provide a toilet and washing facilities. Staff will wash their hands before and after every shift. Staff will utilise the welfare facilities for the washing and toilet facilities but will take lunch breaks alone in their own vehicle. If the welfare has to be used for breaks then breaks will be staggered, one person will use the cabin at a time, staff will wear masks and maintain social distancing and will sanitise their hands before and after use. Welfare will be kept clean and surfaces, taps, door handles sterilised after every break. Any necessary purchase of cleaning products will be reimbursed if not provided. Staff will bring their own rubbish home with them for disposal. Plant operators will be asked to remain in their cab with the windows closed. Site meetings can occur where absolutely necessary but it is preferable to not allow visitors on site if at all possible. If site meetings are deemed necessary then individuals will adhere to this risk assessment. Anyone refusing to follow these procedures will be asked to leave. If equipment is to be used (GPS, total station, level, scanner, etc) then this must only be used by a single designated individual and must be sterilised after use. Staff are to use their own set of tools carried in their own vehicle. Where this is not possible tools can be cleaned and used with gloves/masks. Staff must monitor themselves and must not attend site if they feel ill or show any symptoms of COVID-19. If other contractors are on site and do not adhere to the relevant procedures, or have staff that seem ill or show COVID-19 symptoms, then Salford Archaeology staff must leave site immediately and inform their line manager.		Risk level with existing precautions: L



Additional Precautions:

Staff are to email their whereabouts and status (working or ill) to the Director and to the Line Manager every morning. Where email is not possible staff can notify their supervisor to inform the line manager.

Risk level with additional precautions:

L

Who is responsible for implementing the precautions:

All site staff and managers

Other Comments:

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	M	H
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C=Critical	STOP seek further advice

Contact Details

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Contact Details

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Nominated contact

Graham Mottershead
Excavations Manager

Personnel Declaration

I confirm that I have read and understood the above Risk Assessment and associated Written Scheme of Investigation/Method Statement for this project.

Name

Signature and Date