

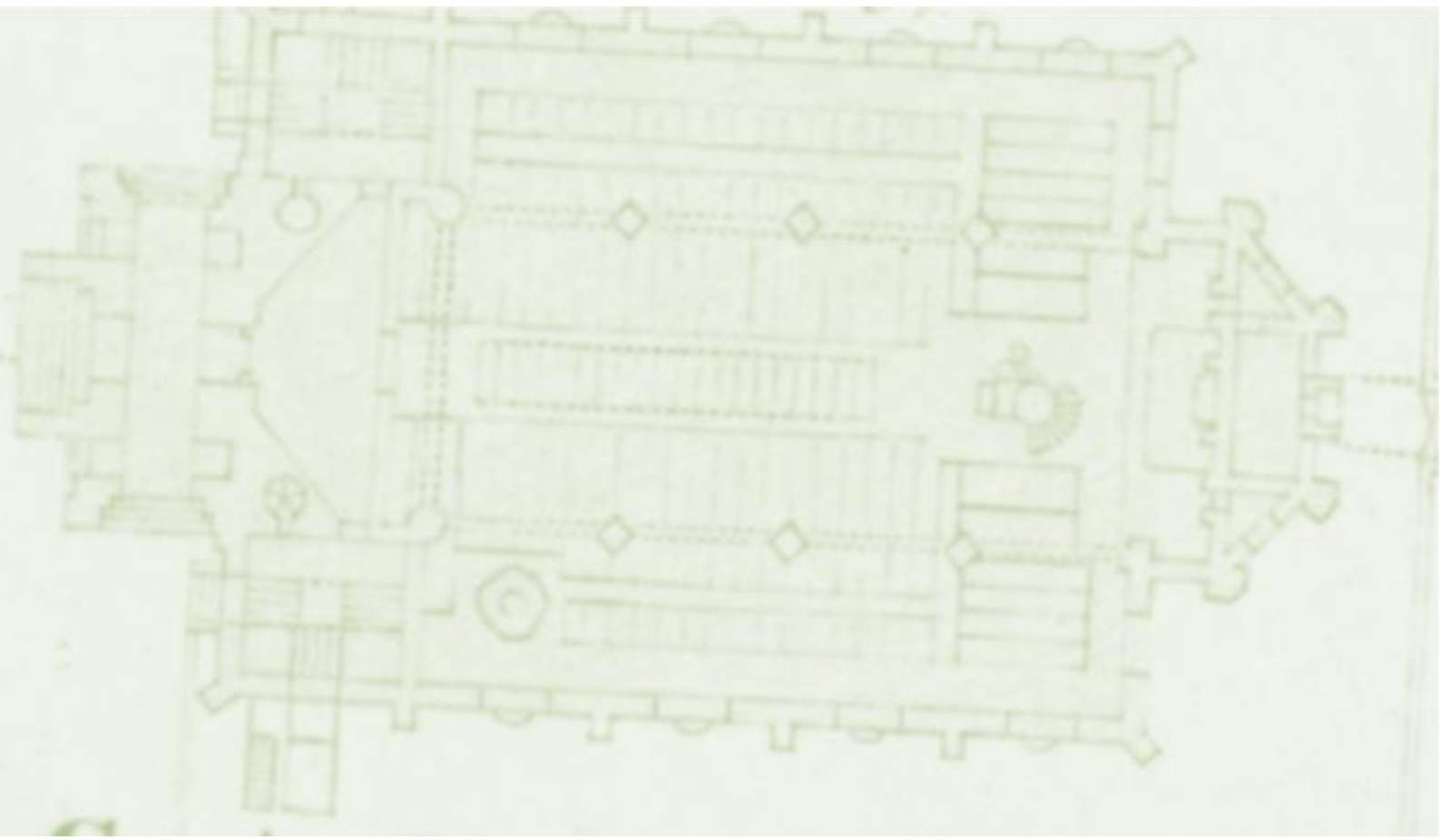
Castlefield House, Manchester

Risk and Method Statement: Watching Brief

February 2025

PREPARED FOR

Castlefield House Properties Limited



Risk Assessment and Method Statement

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1. Introduction

1.1. Purpose and Organisation of this Document

This document sets out a detailed method statement for a safe system of work for all individuals involved in work for or on behalf of Civic Heritage. The first part of the document outlines the site-specific information and requirements. The second part of the document comprises a method statement for completing the work safely and responsibly. The third section is a Risk Assessment. All personnel working on this project must have read and understood the contents of this document.

1.2. Scope of the Archaeological Fieldwork

The archaeological fieldwork will comprise an archaeological watching brief to be conducted at Castlefield House on Liverpool Road, Manchester.

This RAMS covers a programme of archaeological fieldwork agreed with the Greater Manchester Archaeological Advisory Service (GMAAS) and detailed in a Project Design prepared by Civic Heritage (Civic Heritage, Castlefield House, Manchester (Watching Brief) Project Design).

The main aim of the archaeological watching brief will be to undertake a programme of archaeological watching brief, to accurately record the location, extent and character of any surviving archaeological features. More specific aims of the investigation are to:

- to establish, as far as is reasonably possible, the location, extent, condition, significance and quality of any surviving archaeological remains observed;
- to ensure preservation by record of any archaeological remains encountered;
- to make available the results of the work



Plate 1: Recent satellite image of the site, showing the red line development boundary

All archaeological work shall be conducted following the Standards for Archaeological Monitoring and Recording (ClfA 2023a) and Guidance for Archaeological Monitoring and Recording (ClfA 2023b). Before commencement all interested parties will agree an acceptable method of proceeding. Prior to the commencement of any works, the location of the trial pits to be monitored archaeologically will be laid out accurately with respect to the Ordnance Survey national grid. The implementation of this is in accordance with the approved Project Design (formerly referred to as a 'Written Scheme of Investigation').

1.3. Key Personnel and Contacts

1.3.1. Personnel

The watching brief will be conducted by a suitably qualified archaeologist (Civic Heritage). They will fulfil the role of Site Lead and will be responsible for the overall running of the project on-site and day-to-day matters of health and safety. Overall responsibility of the project lies with Oliver Cook, to whom all correspondence should be addressed.

Name	Position	Telephone	Email
Oliver Cook	Director	07588814038	ollie.cook@civicheritage.com
TBC			

Civic Heritage is aware of all health and safety legislation and will comply with them when relevant. These include:

- The Health and Safety at Work Act 1974

- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015 (CDM)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- RIDDOR- Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The health and safety (First Aid) Regulations 1981
- The Personal Protective Equipment at Work Regulations 2002
- Manual Handling Operations Regulations 1992
- The Health and Safety (Consultation with Employees) Regulations 1996

1.4. Site Location

1.4.1. Recommended Activity

Castlefield House is located on Liverpool Road, in Manchester (centred on: NGR SD 54039 29556; Plate 1; Fig. 1). The approximate postcode for the site is **M3 4SB**. The red line development boundary encompasses the footprint of Castlefield House, inclusive of an enclosed courtyard to its rear. The site is bounded by Tonman Street to the north, Liverpool Road to the south, and Byrom Street to the west.

Site Address: Castlefield House, Liverpool Road, City Centre, Manchester, M3 4SB

1.5. Accident and Emergency

The nearest hospital with accident and emergency (A&E) services is located at **Manchester Royal Infirmary** on Oxford Rd (Plate 2):

Address: Oxford Road, Manchester, Greater Manchester, M13 9WL

Tel: 0161 276 1234

1.6. Programme

Civic Heritage will commence activities on-site on a date mutually agreed between the Client and Civic Heritage. The timing and length of the monitoring will be dependent on the duration of the groundworks and overall construction programme, however archaeological attendance is likely to be required towards the start of the programme. The working day will be 8 hours long and will normally take place between the hours of 7am and 5pm. A typical start time on-site (to be agreed with the Client) will be 8am and work will normally finish each day at 4pm.

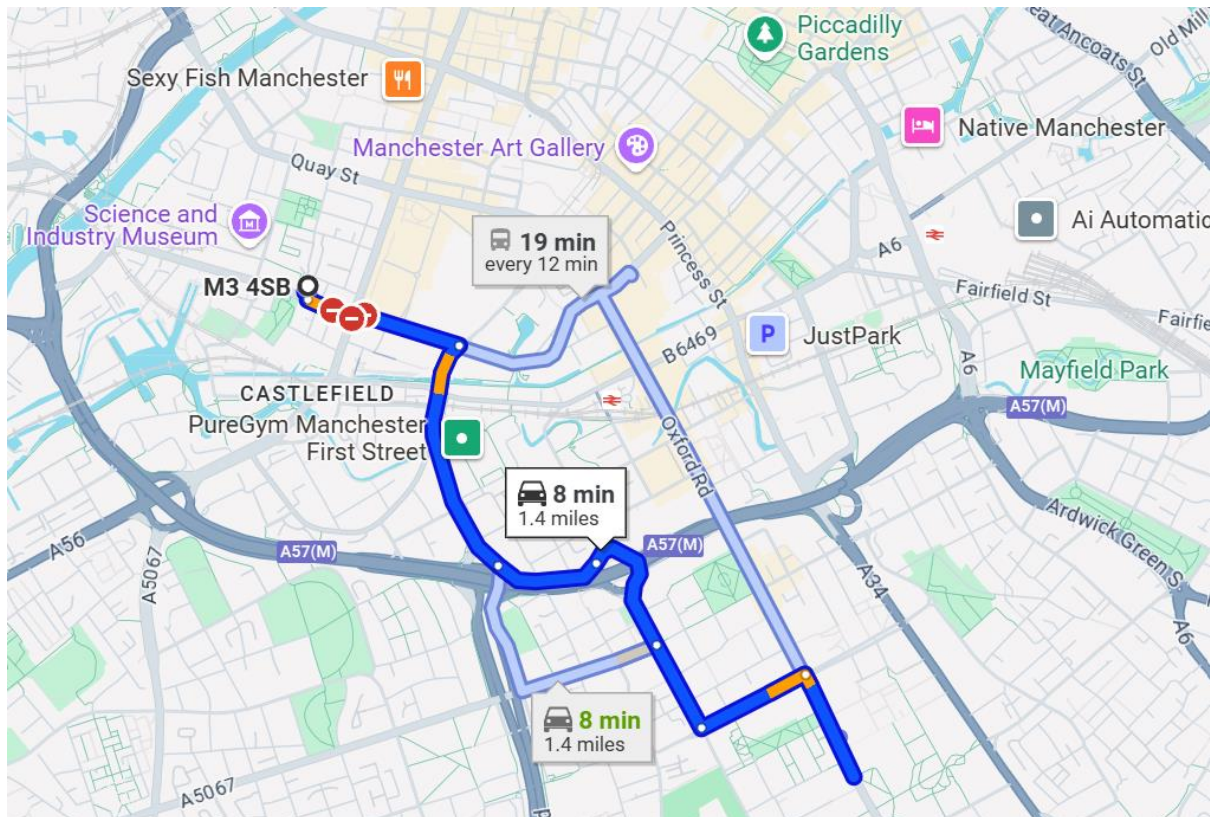


Plate 2: Street map showing the directions from the site (Castlefield House) to Manchester Royal Infirmary

1.7. PPE

All personnel involved in the project will wear the following items of PPE as dictated by the Site Lead or Principal Contractor:

- Safety Helmets (EN397)
- Safety footwear - steel toecap & mid-sole boots / wellingtons (EN345-47)
- Hi-visibility vests (EN471)
- Gloves (EN 388)

Additional items of specialist PPE may be required depending on the site conditions:

- Ear Defenders (EN 352-3);
- Safety spectacles (EN166);

Any other PPE required by the client and/or Principal Contractor must be provided or funded by them, if not otherwise agreed in advance.

2. Method Statement

2.1. Aims

All archaeological work shall be conducted following the Standards for Archaeological Monitoring and Recording (ClfA 2023a) and Guidance for Archaeological Monitoring and Recording (ClfA 2023b). Before commencement all interested parties will agree an acceptable method of proceeding. The implementation of this is in accordance with the approved Project Design (formerly referred to as a 'Written Scheme of Investigation').

The principal aim of the archaeological monitoring and recording will be to establish the presence or absence of any buried remains of archaeological interest and, if present, record the remains. The watching brief zone will encompass the external space around Castlefield House, which will be subject to landscaping, the implementation of new drainage and planting and with the construction of a cycle shed. Groundworks (machine or hand-dug excavations) associated with the redevelopment will be subject to archaeological monitor.

2.1.1. Pre-commencement

The following tasks, pertinent to H&S, will be carried out prior to commencement on site:

- Obtain background information necessary for the project
- Oversee the production of relevant documentation such as Risk Assessments and Method Statements (RAMS).
- Ensure adequate staffing and resources (e.g. plant and welfare) are programmed.

2.1.2. Site Access and Security

Pedestrian access to the site will be via Liverpool Road. The site will be secure and bounded by a timber hoarding. Vehicle site access will be limited, however as a minimum Civic Heritage staff should be allowed time to park their vehicle to unload/load tools and offload surveying equipment at the beginning and end of the working day.

Site access will only occur with the express permission of the client and or owner if different. Site visits will be prearranged at least 3 working days in advance.

Civic Heritage will inform the client if any non-Civic Heritage staff are required to attend site. In the eventuality that archaeological remains are encountered specialists or inspection by the curatorial archaeologist may be required. Civic Heritage will follow client requirements regarding the onsite security arrangements. No tools or equipment will be left onsite overnight.

All visits to the site will be pre-arranged with the Site Lead, 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.

If unauthorised persons are found within the redevelopment site they will be politely asked to leave. If any staff member feels at risk of abuse/and or injury, they should leave site. Any trespassers or any unauthorised activities, etc. will be reported directly and immediately to the client.

2.1.3. Welfare

Welfare will be provided by the client and will include toilet and washing facilities and a canteen/rest area with facilities for making hot drinks and heating food. Staff working on behalf of Civic Heritage will take responsibility to ensure the welfare facilities are used appropriately and kept as clean as reasonably possible.

2.1.4. Mechanical

All mechanical plant will be provided by the client and will be operated by one of their qualified and certificated drivers. All certificates will be checked in advance.

All machine excavation will be carried out by a mechanical excavator of appropriate size and power. The banksman will be a suitably experienced archaeologist. The excavator will be equipped with a toothless ditching bucket for the removal of overburden. Excavation will be limited to the locations specified in the approved Project Design. Where necessary the edges may be stepped or battered to a shallow angle of repose to facilitate access and egress to and from the excavation. A breaker may be used to remove obstructions.

Spoil will be stockpiled at a safe distance from the excavation edge. It is anticipated that spoil management will be overseen by the Principal Contractor. 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.

Civic Heritage are to be aware of the movement of plant and will exercise due caution. As a basic precaution, staff other than the designated banksman (typically the Site Lead) 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 Lead 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; it may be necessary to remove gloves and glasses in order to operate survey equipment.

2.1.5. Manual Tasks

In respect to repetitive strain injury (RSI) and other injuries/strains from repetitive tasks, staff will be rotated so that they do not perform very repetitive tasks (e.g. 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. Members of the excavation team will not be asked to lift loads beyond their capabilities. The mechanical excavator will be used where appropriate to mitigate against lifting heavy loads.

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 this will be undertaken by the client under The Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Civic Heritage staff are not expected to encounter any highly toxic materials. The site is anticipated to be low risk for Weill's disease, which is carried and transmitted primarily by rats. The site is not located near to a watercourse. Information on the disease will be covered in the induction.

All members of Civic Heritage staff have received training on the correct methods of excavation, manual handling, and use of appropriate tools.

2.1.6. PPE

All staff will wear hard hats, hi-vis vests, gloves, and steel toe-capped safety boots with mid-sole protection. Visitors and volunteers will be asked to wear appropriate sturdy footwear, HI-VIS vests, and hard hats.

2.1.7. Equipment

All hand tools and equipment 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.

Hand tools will be supplied and used by the archaeologists on site. All hand tools must be kept in good working condition. 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.

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.

Wheelbarrows: these can fail at the points where the frame and handles attach to the main barrow. Other possible failure points include tyres going flat and plastic handle covers

becoming loose. Barrows will only be filled to the user's ability and the weight will be positioned over the wheel. Staff will take into account the ground and gradient that will have to be traversed.

2.1.8. Environment / Weather

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

2.1.9. First Aid

The Site lead will be responsible for the maintenance of the first aid kit belonging to Civic Heritage and calling the emergency services when required. Staff should be told of any other first aid kits by the client/principal contractor at the induction.

The site lead will be made aware of where any first aid kits are kept by the client/principal contractor. 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 2013 (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.

2.1.10. Photographic Survey

The watching brief will be recorded using a high-resolution digital camera with a sensor size of at least 15 megapixels. All frames excepting general working shots and contextual photographs will incorporate a graduated metric scale. All equipment chargers have passed electronic PAT testing, and are labelled accordingly, with the Civic Heritage maintaining a rigorous PAT testing regime throughout all departments. Should any electrical equipment/cables look damaged or worn, these should not be used and should be replaced.

2.1.11. Measured Survey

One member of Civic Heritage, if needed, will carry out the required measured survey recording within the watching brief zone. The survey may involve the use of GPS, total station, drone or laser-scanning instruments, all equipment chargers have passed electronic PAT testing, and are labelled accordingly, with Civic Heritage maintaining a rigorous PAT testing regime throughout all departments. Should any electrical equipment/cables look damaged or worn, these should not be used and should be replaced.

2.1.12. Utilities

The utilities for the site, including the electricity, should have been either disconnected or have been mapped out previously by the client/principal contractor. Should services be uncovered during the watching brief, they will be treated as live until the principal contractor/client has determined it has been disconnected. No Civic Heritage staff member should undertake this decision themselves. If services are to be live all Civic Heritage staff should not touch it in any circumstances.

2.1.13. Asbestos

Some areas within the watching brief zone may contain asbestos. All Civic Heritage staff will be Asbestos Aware trained and will fully understand the risks and dangers associated with asbestos. If any suspected material is thought to be asbestos staff should not touch it and should report the sighting to the site manager.

2.1.14. Fire

Fires on site can occur and are a potential danger to the member of staff who is undertaking the archaeological watching brief, other contractors and members of the public. Fire safety and what to do in the event of a fire will be explained by the client during the site induction. If a fire happens on site, the member of staff should follow these procedures and should not tackle the incident themselves. They should exit the watching brief zone via the nearest and safest fire exit route and will make their way to the designated muster point as indicated in the site induction. If the staff member knows anything about the fire e.g. the location or how it might have started, they should tell the site manager immediately which will assist them on their fire safety procedures.

Should a fire start within the welfare unit, the staff member should follow the instructions they were given during the site induction and exit the cabins via the nearest fire exit and should make their way to the designated muster point.

No member of Civic Heritage's staff should attempt to put out the fire by themselves and will follow all on site procedures that was detailed within the site induction undertaken by the client.

2.1.15. Mental Health

Civic Heritage forms part of the wider Civic Plus Ltd who are committed to promoting a culture of mental health wellness and support the team which includes employees or officers of Civic Plus Ltd (which includes Civic Heritage) and other individuals who undertake work for the company, such as agency workers and contractors. Mental health issues in the workplace can affect anyone's state of mind and conditions may include depression, stress and anxiety which may result in burnout and breakdowns. Substance abuse could also perpetuate mental health issues. Civic provide Mental First Aiders who can recognise the signs and symptoms for a range of mental health conditions. They provide supportive conversations about mental health and if the member of staff requires a mental health first aid action plan, they will continue to listen non-judgementally and signpost people to professional help. The role of the mental health first aider does not replace the need for ongoing professional help.

If a member of staff believes that their work is putting their mental health or wellbeing at risk, they should speak to their line manager or mental health first aider. All such concerns will be

treated with respect and dignity and the team members will be provided with the necessary information to make an informed decision.

2.1.16. Harassment/bullying

Civic Heritage and the entire Civic Plus Ltd take harassment and bullying very seriously. And is covered within the Dignity at Work policy. The company believes it is essential that employees are able to work in a comfortable, friendly environment without fear. If a member of staff feels they are being harassed or bullied in either way they should talk to their line manager who will take steps to discuss this with the perpetrator. If the behaviour continues the staff member should raise a formal grievance following the company's grievance procedure. Civic will deal with all allegations of harassment or bullying seriously and confidentially and where necessary following a full investigation, disciplinary action against the perpetrator may be taken.

If the member of staff feels they are being harassed or bullied by a contractor, they should in the first instance raise this with their line manager who will then inform the contractors line manager. They will then raise this matter with Civic Plus Ltd who will then deal with the complaint in the same manner.

3. Risk Assessment

3.1. Risk Matrix

Severity - S	
1	Insignificant: no injury, minor first aid, no lost time
2	Minor: lost time, recoverable, (strain, sprain, laceration, dermatitis) up to 3 days absence
3	Moderate: temporary disability, recoverable (minor fracture, asthma, deafness, concussion) more than 3 days absence
4	Catastrophic: permanent disability, survivable (major fractures, amputation, head injuries, eye injuries, poisoning)
5	Fatal: causing death to one or more people (fatal injuries, occupational cancer, fatal disease/fire)

Likelihood - L	
1	Improbable (1 in a million chance of it happening)
2	Low (1 in 100,000 chance of it happening)
3	Medium (1 in 10,000 chance of it happening)
4	High (1 in 1,000 chance of it happening)
5	Almost certain (1 in 100 chance of it happening)

Risk Level - R	
Low	1 – 4
Moderate	5 – 9
Considerable	10 – 14
High	15 – 19
Critical	20 – 25

Evaluation Matrix						
Severity of Consequence (S)	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

3.2. Assessment

Site-specific Risk	Hazard	Persons at Risk	Risks Before Control			Risk Control Measures	Risk After Control		
			S	L	R		S	L	R
Travel to / from site	Traffic	Staff/ Public/ Other Contractors. Road traffic incident causing injury or death.	5	3	15	Staff should follow the highway code.	5	1	5
	Tiredness	Staff/ Public/ Other Contractors. Road traffic incident causing injury or death.	5	2	10	Time allocated to ensure breaks are available during driving long distances and encouraging drivers to take them. Staff should take regular breaks and stop if they feel tired.	5	1	5
	Poor Light	Staff/ Public/ Other Contractors. Road traffic incident causing injury or death.	5	3	15	Project manager awareness of hours staff are undertaking on site – with commuting distance taken into consideration.	5	1	5
	Poorly maintained vehicle	The lack of maintenance could cause injury or death to Staff/ Public/ Other Contractors.	5	3	15	Staff should understand and carryout basic car maintenance and should have the vehicle MOT'ed and Serviced each year.	5	1	5
	Unfamiliar Vehicle	Staff unfamiliar with the vehicle if it is a hire vehicle potentially causing injury or death to staff, the public or other contractors.	5	3	15	Staff should familiarise themselves with the vehicle before setting off. If unsure of how the vehicle operates ask a member of staff from the hire company.	5	1	5

	Poor Weather Conditions	Poor weather conditions can inhibit staff's ability to drive safely. This could cause injury or death to staff, the public or other contractors.	5	2	10	Staff should drive in a manner appropriate to the weather conditions and stop if the conditions become dangerous.	5	1	5
Staff Accessing & Leaving site	Traffic	Staff/ Public/ Other Contractors. Road traffic incident causing injury or death.	5	3	15	Staff made aware of local traffic situation, safe method established and shared at induction.	5	1	5
	Material Debris	Staff/ other contractors. Material debris may be dislodged from vehicles (soil, chippings etc) causing damage to objects the impact.	4	3	12	Staff to park vehicles on areas with reduced debris i.e. tarmac or compacted clear ground and to visually inspect vehicle for accumulation of debris prior to leaving site.	4	1	4
	Vehicle on site	Staff/ other contractors. Contact between vehicles and individuals likely to result in significant crush related injuries or death.	4	3	12	No vehicles to be take on site. Staff will only be permitted to parking their vehicle within the designated car parking area.	4	1	4
Site Set Up	Lack of access to appropriate information	Staff are unable to access key documentation relating to the site which may result in incorrect undertaking of tasks or mitigation of risks, resulting in injury or death.	4	3	12	All site related documentation including the Risk Assessment and Method Statement, Project Design, Asbestos Report and if required the services drawings will be made all Civic Heritage Staff.	4	1	4

						Documentation to be electronically accessible to all staff on the general central server.			
	Utilities	Staff are unable to identify location of services which may result in incorrect undertaking of tasks or mitigation of risks, resulting in personal injury or death.	5	3	15	If Utilities are uncovered, these should be treated as live and should not be touched by staff. All staff made aware of the risks and associated mitigation measures at mandatory site induction.	5	1	5
	Site contains hazardous material we were unaware of.	Staff are exposed to hazardous material without the appropriate mitigation measures in place which may result in exposure to hazardous substances.	5	3	15	All staff made aware of the risks and associated mitigation measures by reading and signing this RAMS document at site induction and reading the associated asbestos report.	5	1	5
	Site security/fencing is not as we expect it.	Insecure sites may increase the likelihood of accidents for members of the public potentially resulting in personal injury or death to staff, other contractors or the public.	5	3	15	Fencing should be inspected daily. If any damage to the fencing is identified work should stop and appropriate measures should be undertaken. Any defects or replacement of panels will be under the clients/principal contractor control. Civic Heritage staff	5	1	5

						should liaise with the clients/principal contractor.			
	Operational space on site is insufficient to undertake the intended works.	Reduction of expected operational space can result in compromised activity relating to movement and spoil which may increase the likelihood of accidents resulting in injury or death to staff/other contractors.	4	3	12	Spoil heaps should be managed according to the client/principal contractors spoil management policy which should be detailed within the site induction. All spoil heaps should be sealed each day to form a water runoff.	4	1	4

Vehicular movement	Movement of plant on site	Contact between plant and staff/ other contractors is likely to result in significant crush related injuries or death.	5	3	15	Site manager to liaise with client to ascertain if specific traffic management systems are in place on the site and how to meet those requirements.	5	1	5
	Movement of personal or company vehicles	Contact with existing static fabric (buildings, wires, fences) may cause crush injuries or secondary actions such as structural collapse leading to injuries or death to staff/other contractors.	5	2	10	Designated operating areas for plant identified.	5	1	5
		Car movement in close proximity to excavations could result in collapse of the trench resulting in injury/death to staff/other contractors, in the excavations or those operating plant.	5	3	15	Designated areas for vehicular parking (to be established on site) and movement on/off site identified. (Site entrance and designated parking area only). All	5	1	5

						staff/visitors to wear appropriately visible PPE at all times.			
		Car movement in conjunction with other vehicular movement could result in crush related injuries or death.	5	3	15	Plant operators to be inducted, shown around the site and introduced to relevant staff. All staff/visitors to wear appropriately visible PPE at all times.	5	1	5

Accessing Excavations		Staff or other contractors can slip or trip on uneven or wet surfaces causing muscular injuries, bruising from impact etc.							
	Slips & Trips and Falling	Individuals may land on equipment they are carrying leading to muscular injuries, bruising, puncture wounds etc.	3	4	12	Staff should conduct good housekeeping to keep routes clear, they should also wear appropriate footwear. Staff should also not enter areas of low lighting.	3	1	3
	Collapse of excavations	Staff/other contractors entering excavations may come into contact with tools, recording material, structural remains, excavated features or wet and slippery ground conditions which could lead to muscular or bruising injury.	3	3	9	Visual inspection of floors before standing on them for signs of wear/damage. Individuals must not walk in flooring areas which appear unsafe/unstable or close to voids.	3	1	3

	Dislodgement of loose material	Staff/other contractors. Failure to use designated access/egress point could result in individuals falling into excavations which may result in injury or death.	5	3	15	Site routeways monitored for water and appropriate action taken if this causes additional slip hazards. This can include, closing routeway, addition of boards etc.	5	1	5
	Movement in restricted areas	Staff or other contractors. Failure to adhere to the restriction of restricted areas could result in injury or death.	5	3	15	Staff should not enter restricted areas. These areas should be clearly defined by signage and staff should be made aware by the client prior to work commencing.	5	1	5
	Contaminated material	Staff or other contractors entering buildings may come into contact with contaminated material (asbestos, bird and animal faeces, chemicals etc which could lead to respiratory or skin damage and injury.	5	3	15	Individuals to wear appropriate PPE. The buildings possibly contain asbestos, including the roofing material. All staff will have at a minimum have asbestos awareness training to help identify and understand the dangers of asbestos. Staff should have access to the asbestos report for consultation and should not touch asbestos containing material.	5	1	5
	Diseases/infections	Staff or other contractors are at risk from diseases/infections from birds (Psittacosis), animals such as rats or mice	4	4	16	The member of staff should wash their hands before eating and should wear gloves to reduce the	4	2	8

		(leptospirosis) or tetanus that is found in soil and animal faeces. Contact with any may result in injury or death.				risk if infection. If appropriate further PPE, including masks and disposable suits should be supplied if an area is deemed to dangerous without this control measure.			
	Contact with non-approved Individuals	Staff or other contractors may come into contact with individuals who they were not expecting which may lead to verbal/physical confrontation.	4	4	16	The site is secured by the client but individuals should call out when entering the building and make themselves known.	4	1	4
	Discarded syringes/sharps	Staff or other contractors. may come into contact with discarded syringes or sharps result in injury or death.	4	4	16	The member of staff should be aware of the potential dangers these poses and should never be touched. Staff should not climb into unknown spoils of debris or run hands along non-visible areas.	4	2	8
	Fire	A fire poses a serious risk to the site staff member, other contractors and members of the public.	4	4	16	All flammable material should be stored correctly. This should be done by the client, as no such material should be brought on to site by Civic Heritage staff. If a fire starts on site, the member of staff should vacate the working by the nearest exit and should make their way to the	4	2	8

						<p>designated muster point. This information will be provided by the client during a site induction.</p> <p>If the fire should start within the welfare cabin, exit through the nearest fire escape and they should make their way to the designated muster point. If the staff member has any information about where the fire is they should report this to the site manager immediately.</p>			
	First Aid Assistance	Staff and other contractors may be unable to access first aid	2	3	6	First Aid kits clearly identified within the space and contact methods in place for access to first responders (Office Manager, Line manager, Security).	2	2	4

Spoil stockpiling	Loose material	Unstable material has to potential to fall (masonry, bricks etc) off the spoil stockpile and cause injury to staff/other contractors.	4	3	12	Designated spoil areas identified prior to commencement of activity.	4	1	4
	Weather	Small particulate matter can be 'picked up' off the	3	3	9	Spoil stockpiles to be located an appropriate	3	1	3

		spoil stockpile and blown significant distances causing eye and skin injuries to staff/other contractors.				distance away from excavated edges.			
		Extreme wet weather can cause spoil stockpiles to become unstable and material can dislodge and slip away from the main pile, putting individuals at risk of crushing injuries to staff/other contractors.	4	3	12	Spoil stockpiles to be monitored at the start and end of each day for instability.	4	1	4
	Instability	Extreme dry weather can cause spoil stockpiles to become unstable and crack, material can dislodge and move away from the main pile, putting individuals at risk of crushing injuries to staff/other contractors.	4	4	16	Spoil stockpiles to be low in height, compacted with flat tops and battered edges.	4	1	4
	Limitations of movement	Loose stockpiles have the potential to be unstable, enabling material to dislodge and move away from the main pile, putting individuals at risk of crushing injuries to staff/other contractors.	4	3	12	Spoil stockpiles to be located an appropriate distance away from existing structures i.e. temporary fencing, boundary walls, buildings.	4	2	8

Digital Recording	Movement with equipment	Incorrect handling and movement of heavy/awkward equipment may cause muscular injury	3	3	9	All equipment should be carried in a sensible manner and if this is in your personal ability.	3	1	3
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		to staff and other contractors.							
		Incorrect handling and movement of long/sharp equipment may cause muscular injury to staff and other contractors.	3	2	6	Ranging rods should be carried at a sensible height. Tripod legs should be shortened and should not be extended to their full capacity when moving.	3	1	3
	Positioning of Equipment	Incorrect positioning of equipment could lead to equipment falling over causing muscular injury to staff and other contractors.	3	3	9	Equipment should be placed on stable ground and not stored at an angle.	3	1	3
		Staff and other contractors. Incorrect positioning of equipment could cause an obstruction to existing routeways causing individuals to divert or use non designed routes.	2	3	6	Equipment should not be placed anywhere for an obstruction can occur. Equipment should be placed away from any doorways and walkways and should be ideally placed next to a wall.	2	1	2
	Adverse weather	Increased wind and or rain can cause equipment to fall causing muscular injury to staff and other contractors.	3	3	9	Equipment should not be used in adverse weather. Work should stop until weather conditions improve.	3	1	3
		Staff /other contractors. Increased wind and or rain can cause equipment to become difficult to carry and cause injury through poor manual handling activities.	3	3	9	Gloves should be worn to increase grip if equipment is wet. If the conditions are to bad, do not attempt to carry equipment until conditions improve.	3	1	3

	Electrocution	Inappropriate use of equipment in wet weather may lead to electrocution to staff or other contractors.	5	2	10	Do not use electrical equipment in wet weather. This phase of the works is the historical building investigation and no electrical equipment should be used.	5	1	5
	Laser	Looking into the equipment or in the path of the instrument may cause burning of the eye by lasers within the equipment resulting in temporary or permanent blindness to staff or other contractors.	4	3	12	Staff should not look into or at the laser of an instrument, this includes a total station, automatic level, laser scanner or digital disto. Staff should be aware of the dangers prior to using the equipment.	4	1	4

Manual Recording	Repetitive use of recording equipment	Repetitive and or use of recording equipment over a prolonged period may lead to a Repetitive Strain Injury (RSI) to staff and other contractors.	2	4	8	Staff to take regular breaks or avoid over use of similar activities over a prolonged time by changing tasks to avoid RSI and or fatigue.	2	1	2
	Use of hand tools	Use of damaged tools may lead to personal injury to staff.	3	4	12	Staff to take regular breaks or avoid overuse of similar activities over a prolonged time by changing tasks to avoid RSI and or fatigue.	3	1	3
	Loose debris	Improper usage may of tools could result in	3	3	9	Tools to be regularly inspected to ensure	3	1	3

		manual handling injury, muscular injury, bruising from impact etc to staff.				suitability for the task, broken or damaged tools taken out of circulation and reported to the site director.			
	Unstable exposed edges	Movement of others close to use of tools may result in handling injury, muscular injury, bruising from impact etc to staff/other contractors.	3	4	12	Onsite loose material kept to a minimum with regular cleaning.	3	1	3
	Slips and trips	Staff/other contractors moving around buildings may come into contact with tools, recording material, structural remains, which could lead to muscular or bruising injury.	2	4	8	Staff to keep recording equipment around them in a centralised place whilst undertaking work	2	1	2
	Sun exposure	Prolonged sun exposure could result in short term burns or longer-term health condition such as skin cancer to staff and other contractors.	4	3	12	Weather reports checked daily, sun cream and appropriate clothing supplied and regular breaks during extreme weather.	4	1	4
	Extreme weather conditions	Adverse or extreme weather could result in hypothermia or heat stroke to staff and other contractors.	4	3	12	Weather reports checked daily, sun cream and appropriate clothing supplied and regular breaks during extreme weather.	4	1	4
	Discarded syringes/sharps	Staff or other contractors. may come into contact with discarded syringes or	4	4	16	The member of staff should be aware of the potential dangers these poses and	4	2	8

		sharps result in injury or death.				should never be touched. Staff should not climb into unknown spoils of debris or run hands along non-visible areas.			
	Contaminated material	Staff or other contractors entering buildings may come into contact with contaminated material (asbestos, bird and animal faeces, chemicals etc which could lead to respiratory or skin damage and injury.	5	3	15	Individuals to wear appropriate PPE. The buildings possibly contain asbestos, including the roofing material. All staff will have at a minimum have asbestos awareness training to help identify and understand the dangers of asbestos. Staff should have access to the asbestos report for consultation and should not touch asbestos containing material.	5	1	5
	Diseases/infections	Staff or other contractors are at risk from diseases/infections from birds (Psittacosis), animals such as rats or mice (leptospirosis) or tetanus that is found in soil and animal faeces. Contact with any may result in injury or death.	4	4	16	The member of staff should wash their hands before eating and should wear gloves to reduce the risk of infection. If appropriate further PPE, including masks and disposable suits should be supplied if an area is deemed to be dangerous without this control measure.	4	2	8

Sample Collection	Contamination	Exposure to contamination within samples may occur during excavation and collection, leading to increased risk of infection to staff.	4	3	12	Removal of samples to be undertaken once confirmation of safe area/material has been received from the site director	4	1	4
	Movement of samples	Staff/other contractors may be vulnerable from manual handling injury, muscular injury, bruising from impact if undertaking alone. Examples include lifting samples bags/boxes and placing/removing material from shelving.	3	3	9	Removal of samples to be undertaken using appropriate tools and PPE.	3	1	3
	Transportation of samples	Movement of large volumes of weight at one time can lead to movement of the samples and or affect the performance of the vehicle, leading to an increased risk of accidents.	3	3	9	Storage of samples is within appropriately labelled 30L Storage buckets only. Individuals to lift one sample bucket at a time within manual handling guidance practice.	3	1	3
	Storage of samples	Inappropriately stored samples may lead to collapse of material and lead to crush and or muscular injuries.	3	3	9	A safe zone for storage should be identified on site for sample storage, in an area which is easily accessible and easy for transportation pick up.	3	1	3

Finds Collection	Contamination	Exposure to contamination within finds deposits may occur during excavation and collection, leading to increased risk of infection.	4	2	8	Removal of finds to be undertaken once confirmation of safe area/material has been received from the site director	4	1	4
		Individuals may be vulnerable from manual handling injury, muscular injury, bruising from impact if undertaking alone. Examples include lifting finds bags/boxes and placing/removing material from shelving.	3	3	9	Removal of finds to be undertaken using appropriate tools and PPE.	3	1	3
	Movement of finds	Movement of large volumes of weight at one time can lead to movement of the samples and or affect the performance of the vehicle, leading to an increased risk of accidents.	4	3	12	Storage of finds is within appropriately labelled finds trays or appropriately sized finds bags.	4	1	4
		Inappropriately stored finds may lead to collapse of material and lead to crush and or muscular injuries.	4	2	8	Individuals to lift one heavy bag at a time within manual handling guidance practice.	4	1	4
	Transportation of finds	Cuts and or infection may occur if contact is made with sharp edges of finds (i.e. glass, metal, ceramics)	3	2	6	Finds bags to be stored in appropriate sturdy boxes prior to transportation.	3	1	3
	Storage of finds	Inappropriately stored samples may lead to collapse of material and lead to crush and or muscular injuries.	3	2	6	A safe zone for storage should be identified on site for finds storage, in an area which is easily accessible and easy for transportation pick up.	3	1	3

	Sharp Objects	Stored sharp objects could result in injury to staff/other contractors or the public.	3	2	6	Bags to be appropriately labelled and sealed prior to transportation and storage.	3	1	3
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Appendix 1 – Briefing Sheet

Please sign below to indicate you have read and understood the following Risk and Method Statement:

Name (BLOCK CAPITALS)	Signature	Date	Company / Organisation

Appendix 2 – Figures

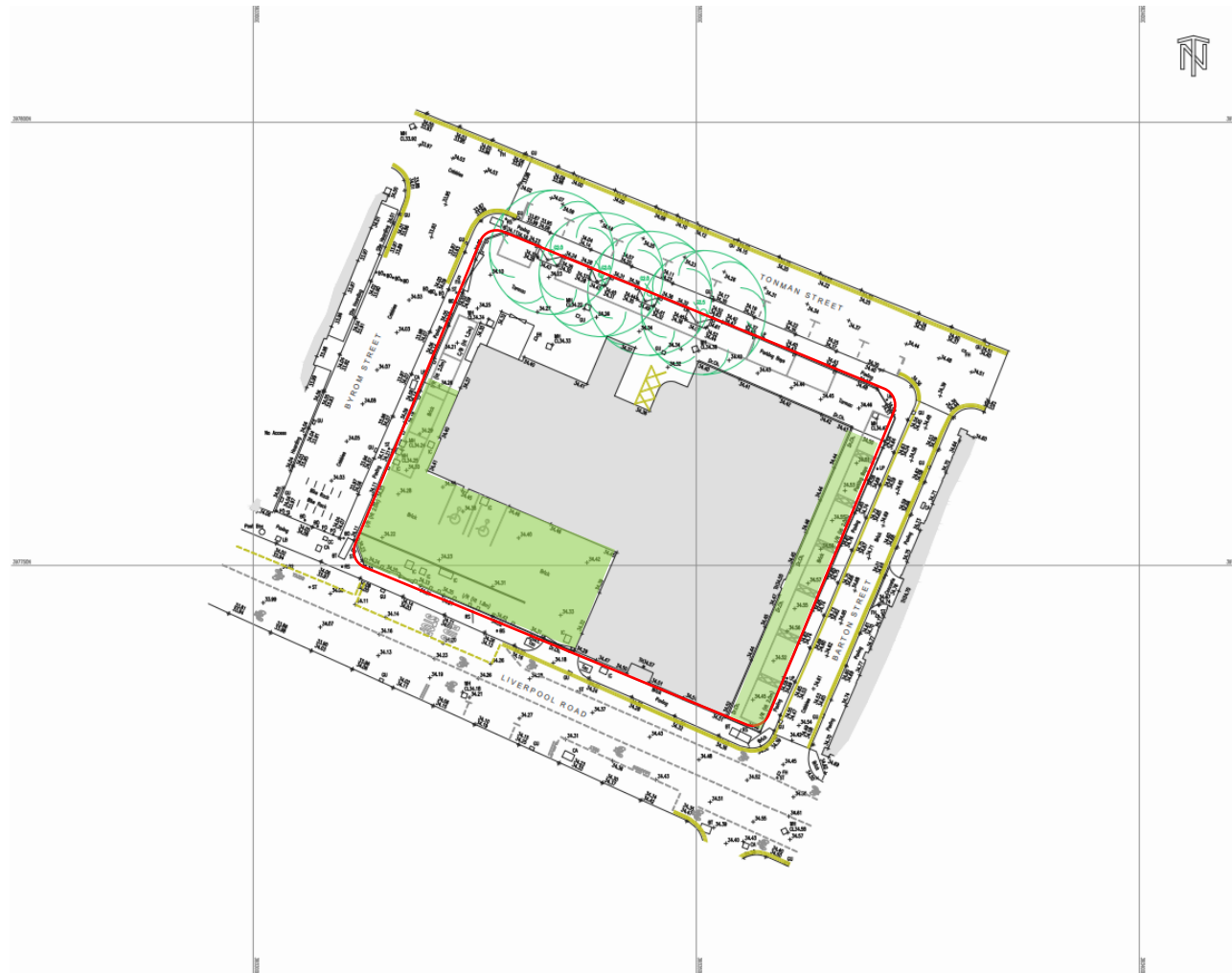


Fig. 1 Existing Site Plan



Fig 2. Watching Brief Areas (Green)

CIVIC