



STAFFORDSHIRE ARCHAEOLOGICAL & HISTORICAL SOCIETY

POLICIES OF THE SOCIETY

Health and Safety

1. Statement of general policy

The Staffordshire Archaeological and Historical Society (hereafter the Society) aims to ensure that everyone involved in an activity or work, where it is responsible, is kept physically, emotionally, and mentally safe, so far as it is reasonably practicable. As the Society does not own any buildings or employ any staff, this policy sets out general principles only, and offers a risk assessment model to use when Society members, volunteers, guests, partners or other stakeholders may be involved in Society activities, for example a site visit or excursion at Appendix A. This also includes a draft completed template for an excursion.

This policy applies to all members, volunteers and other partners and stakeholders working for or under instruction of a Society member on a Society project or task. As such, all members or volunteers are required to follow the safety instructions relevant to the building in which they are located and/or the equipment they are using.

The Society will implement this policy through proactive, reflective, and dynamic practices that minimises risk through adequate preparation, reflection, training, and policy (where appropriate) by:

- Creating a safe, inclusive, and collaborative environment for everyone.
- Having the right processes in place to demonstrate and ensure safety is considered and addressed by providing policies, procedures and guidance relating to the Society's activities.
- Providing adequate controls for the health and safety risks arising from its work activities.
- Maintaining safe and healthy working conditions.
- Proactively managing risks, ensuring that risks are assessed and mitigated, ensuring that any potential harm is minimised. This applies to the physical and mental health of all those concerned with an activity, place and/or situation.
- Providing information, instruction and supervision for members and volunteers that enables them to make decisions that care and protect themselves and others.
- Reviewing and revising this policy annually, or when anything changes.

2. Responsibilities

The Society's Committee accept overall and final responsibility for the health, safety, and welfare of all persons in environments and/or involved in an activity or work, where the Society is responsible. A named Committee member will have oversight of health and safety to monitor the implementation of

this policy, reporting to the Committee as required. That Committee member is currently the Honorary Secretary.

The Committee will ensure that:

- A planned approach to health and safety is undertaken.
- Necessary resources will be made available to meet the requirements of this policy.
- The Society meets UK Health and Safety Legislation as a minimum.
- All members and volunteers should accord health and safety equal priority to all other Society activities.
- Advice and guidance will be sought from suitably knowledgeable persons in order that safe working practices can be implemented and observed appropriately in all activities.

All members and volunteers must:

- co-operate on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety.
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

3. Arrangements for Health and Safety

3.1. Risk Assessment

Risk Assessments will be completed by the Society member leading an area of work or Society-led excursion. The risk management process attached as Appendix A must be used and be prepared at a minimum one week in advance of the activity or excursion and lodged via email with the Honorary Secretary.

3.2. The Working Environment and Good Housekeeping

The Society will provide office space for staff and volunteers which is suitable for the tasks required and arranged to have no harmful effect on the health of members or volunteers. Where required, reasonable adjustments will be made to the working environment to meet the health and access needs of members and volunteers. All members and volunteers attending Society activities will follow good housekeeping and report any maintenance requirements to the relevant authority as soon as possible.

3.3. Electrical Equipment

The Society will ensure that the following is undertaken in line with the Electricity at Work Regulations 1989 (EAW):

- The inspection and safe use of Portable Appliances through Portable Appliance Testing by a competent person every 2 years.
- Employees and volunteers are provided guidance on how to inspect equipment before use and to report any defective equipment.

3.4. Safe Handling and Use of Substances

The Society abides by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended). All members and volunteers charged with the use of substances deemed hazardous to health will be trained and abide by any regulatory controls. COSHH risk assessments will be completed for any hazardous substance used, using the manufacturer's safety data sheets (MSDS) where

appropriate. Where members and volunteers may visit sites or undertake work where hazardous materials, such as asbestos, may be discovered extra precautions and protocols should be taken/followed.

3.5. Provision of PPE

Where required, the Society will provide employees and volunteers with PPE, which must be worn at all appropriate times whilst carrying out working duties that require it. Members and volunteers will be given instruction and training on the use, storage, and replacement of equipment, and are responsible for the safekeeping and proper use of the PPE provided. Any faults should be notified to the relevant authority, with PPE replaced as soon as possible. Where damage to PPE is due to normal wear and tear, then replacements will be provided free of charge, however if the damage is due to member or volunteer negligence then they will be responsible for the cost of replacement.

3.6. Manual Handling

Manual handling is avoided where practicable. Risk assessments must be undertaken on tasks that require the manual handling of loads where there is a significant risk of injury. Manual handling of heavy or awkward loads is never done by lone workers unless aided using suitable lifting equipment. Members and volunteers are provided guidance about the correct methods of the manual handling aspects of their work.

3.7. Accidents and First Aid

Members and volunteers must follow the policies established for the location in which their activity is occurring. Any accident involving personal injury should be reported to the relevant authority for the building or location as well as to the Honorary Secretary on the day so that details can be recorded in the accident book and any necessary notifications made. The Society will record any and all accidents and incidents occurring to its members, volunteers or other partners. These will be investigated with remedial actions taken if required, which may include a review of risk assessments, competency, and training requirements. RIDDOR reportable accidents must be reported via <https://www.hse.gov.uk/riddor>. Fatal incidents are reported via the police and the HSE Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5pm; out of hours details are available on the www.hse.gov.uk website). Any Near Miss incident, where there was potential for personal injury or property damage, which was avoided, must also be recorded. They are also investigated with remedial actions taken if required, which may include a review of risk assessments, competency, and training requirements.

3.8. Work Related Ill Health, Illness, Wellbeing and Mental Health

Members and volunteers must report any illness or injury that may be caused by their activities on behalf of the Society to the Honorary Secretary. Where specific illnesses, such as Covid-19, have clear guidance available from gov.uk and/or the relevant Public Health bodies for each UK nation, these will be followed.

3.9. Travel for Society Business

Any member or volunteer who needs to travel on behalf of the Society must plan journeys sufficiently to ensure safe arrival, ensuring that enough time is allocated for the journey, allowing for delays and rest breaks on long journeys. Members and volunteers must ensure that they are fit to drive and that they are not tired before setting off on long journeys.

Members and volunteers should check weather forecasts and road traffic conditions before setting out on journeys. In the event of adverse weather or road conditions they should carry out all necessary

driver checks, and adjust their journey times or routes, or reschedule their journey if necessary and under no circumstances travel if it is dangerous to do so and should have due regard for their health and safety.

The Society does not have any company vehicles, as such where members and volunteers are required to use their own vehicle on Society business they must:

- ensure that they hold appropriate insurance, a valid MOT certificate (where required), and that the vehicle is taxed.
- inform the Society immediately if they are no longer entitled to drive for any reason.
- abide by the Highway Code and the Road Traffic Act 1988 and if members or volunteers incur any fines for parking or other motoring offences whilst on Society business, they will be personally liable for the payment of such fines.
- keep the vehicle in good condition, this includes keeping it clean and ensuring that the tyre pressure, lights, oil, water etc. are up to the required standard. Vehicles must not be driven in an unroadworthy condition.

3.10. Adverse Weather and Extreme Conditions (other than journeys)

In the event of adverse or extreme weather, members and volunteers should carry out all necessary checks, and adjust, cancel, or reschedule their activities. Where possible, if the adverse or extreme weather is known the day before, a decision will be made at that time to support the communication of the message to all involved.

3.11. Emergency Procedures – Fire and Evacuation

As the Society does not own any buildings, any member or volunteer engaged in Society business in a building must follow all instructions relating to fire and evacuation procedures in force in that building, and the instructions of any individual tasked with implementing these.

3.12. Contractors, Stakeholders, and Partners

All stakeholders, partners and external contractors should have the relevant insurances and licences required for their work.

External contractors must:

- Provide copies of their Risk Assessments and Method Statements (RAMS) and schedule of work.
- Abide by the Society's health and safety requirements as outlined in their written agreement.
- Stakeholders and partners will have agreements and/or terms and conditions when working with the Society.
- Any stakeholders, partners or external contractors found to be in contravention of any part of this policy will be asked to stop work immediately and, dependent upon the nature of the transgression, may be asked to leave the place of work until such time as the issue can be rectified or appropriate measures put in place.

3.13. Monitoring

The monitoring of this policy is carried out by:

- Investigation of all accidents or near misses straight away, or as soon as possible after the accident or notification of ill health.
- Review of risk assessments annually.
- Investigate any reported safety issues or hazards raised by anyone.

- Quarterly analysis of incidents and near misses to identify any potential patterns so that they can be managed effectively.

Created by: (name) Steve Lewitt, Hon Secretary.
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Appendix A: Risk assessment

Likelihood that a risk will occur:	Impact of risk
1 Very unlikely	1 Insignificant
2 Unlikely	2 Minor
3 Fairly likely	3 Moderate
4 Likely	4 Major
5 Very likely	5 Catastrophic

Risk rating	Action
1-2 Green	No action – no further action but ensure controls are maintained and reviewed.
3-6 Green	Monitor – look to improve at next review or if there is significant change.
8-12 Amber	Action – within specified timetable
15-16 Red	Urgent action – take immediate action and stop activity, if necessary, maintain controls.
20-25 Red	Stop activity – and take immediate action to manage risks.

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action when? by	Done?	Residual risk (Likelihood x impact)
<i>Participants unable to locate site and commencement of visit.</i>	1x2=2	<i>Information issued in advance (via an Advance Information Sheet / AIS) giving the post code and OS ref of the church, and the location of the nearest car parking.</i> <i>Contact telephone number in case of difficulty.</i> <i>Onsite directions to the Jordan Room, most easily via the west end of the church.</i> <i>Before visit commences, H&S briefing to be given while in the Jordan Room, and participants introduced to the layout of the site and nature of the visit.</i>	Event organisers.	<i>AIS to be sent out two weeks in advance of visit.</i> <i>On site organisation.</i>		1x1=1
<i>Possibility of wet or Inclement weather, of dampness in the church, particularly in the crypt where some surfaces may be wet or slippery.</i>	2x2=4	<i>AIS to inform participants of these possibilities and recommend suitable clothing and robust footwear as the visit will include an examination of the exterior of the church and a visit to the crypt.</i>	Event organisers Participants	<i>AIS to be sent out two weeks in advance of visit.</i>		1x1=1
<i>Circulation within the church and crypt is constrained in places, such as narrow aisles and within the crypt.</i>	1x1=1	<i>Advise participants on site of this and the need to take care generally, and specifically in the north aisle and the crypt. Depending upon the numbers attending, if the group is large (15 plus) then some activities will be addressed and repeated via smaller groups.</i>	Event organisers	<i>On site organisation.</i>		1x2=2

<i>Specific risk in accessing the crypt via narrow and uneven stairs and restricted headroom, raising risk of stumbling, falls or claustrophobia.</i>	<i>3x3=9</i>	<i>Advise participants on site to be careful of narrow stairs and restricted headroom and ensure that access and egress is made in single file, and that lighting is fully functional. AIS should also refer to possible difficulties for those with restricted mobility.</i>	<i>Event organisers</i> <i>Participants</i>	<i>On site organisation.</i> <i>AIS to be sent out two weeks in advance of visit.</i>		<i>2x3=6</i>
<i>Medical emergency</i>	<i>2x3=6</i>	<i>Organisers will have access to a mobile phone by which assistance may be summoned if the incident warrants it.</i>	<i>Event organisers</i>	<i>On site organisation.</i>		<i>2x3=6</i>
<i>Refreshments – risk of burns and scalding.</i>	<i>2x2=4</i>	<i>Boiling water, and dispensing into drinks, to be undertaken by the event organisers, to avoid clustering around a hot kettle of spilling boiling water.</i>	<i>Event organisers</i>	<i>On site organisation.</i>		<i>1x2=2</i>
<i>Safeguarding of children and vulnerable adults</i>	<i>1x2=2</i>	<i>All of the above guidelines to be applied, in addition to adherence to the CBAWM Safeguarding Policy. Joining information for participants will require that attendees in this category are accompanied, and that the ages of any below the age of 18 years are declared in advance. Event organisers to be contactable in advance to discuss this further with participants if necessary.</i>	<i>Event organisers</i> <i>Participants</i>	<i>AIS to be sent out two weeks in advance of visit.</i> <i>CBAWM Safeguarding Policy</i>		<i>1x2=2</i>
<i>Non -participation</i>	<i>1x1=1</i>	<i>Participants would benefit from knowing in advance that the visit will include activities on structural and building interpretation, and will be accompanied by handouts.</i>	<i>Event organisers</i>	<i>AIS to be sent out two weeks in advance of visit.</i>		<i>1x1=1</i>

Completed risk assessments must be returned to the Honorary Secretary via email to sahs@sahs.net.uk no less than one week before the planned excursion. The email must include logistical details for the excursion or other activity including dates, times, venues and emergency contact details (mobile phone numbers) for key personnel and sites involved.

