



SALFORD ARCHAEOLOGY

Risk Assessment and Method Statement (RAMS)

June 2021

Project: Rochdale Town Hall

Client: Rochdale Development
Agency





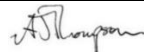
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Date	Author	Position	Authorisation
24/06/21	Adam J Thompson	Director, Salford Archaeology	

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Method Statement



Outline of works

This method statement allows for a community archaeological excavation to be undertaken at Rochdale Town Hall during July 2021.

Proposed programme of works include the excavation of two localised areas of activity located to the west of the Town Hall within the Town Hall Square, adjacent and paralalled to Packer Street. The excavations will focus around previously excavated test pits 2 and 4, looking for remains of warehouses and housing from the 17th-19th Centuries.

A community excavation will be undertaken under the direction and supervision of professional archaeologists from Salford Archaeology, University of Salford within the northern most area (A) and a schools education programme of activities, including excavation will occur in the southern area (B).

The project is part of the renovation of Rochdale Town Hall, and is led by the Rochdale Development Agency.

Timescales

Salford Archaeology will commence onsite preperation activities, principally exposing any archaeological deposits and preparing the excavation areas for the community activities on Monday 5th July and expect this to be completed within five working days.

The community excavations will run from Monday 12th July for three weeks, Monday to Saturday ending on the Friday 30th July.

The schools educational exacavations shall run from Monday 12th July over a two week period, Monday – Friday.

An Open Day is planned for Saturday the 31st July 2021.

Salford Archaeology will require access to the site for recording purposes by their staff only between the 2nd August - 4th August 2021.

Key Contacts

Role	Name	Email	Phone
Project Lead	Jeremy Bradley	j.bradley11@salford.ac.uk	
Project Manager & principal contact	Graham Mottershead	g.mottershead@salford.ac.uk	0161 295 4862 07973341297
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University of
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MANCHESTER

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ARCHAEOLOGY**

Site Location



Figure 1: Rochdale Town Hall, Rochdale, Greater Manchester (image Google Earth)

The nearest Hospital with Accident & Emergency Facilities.

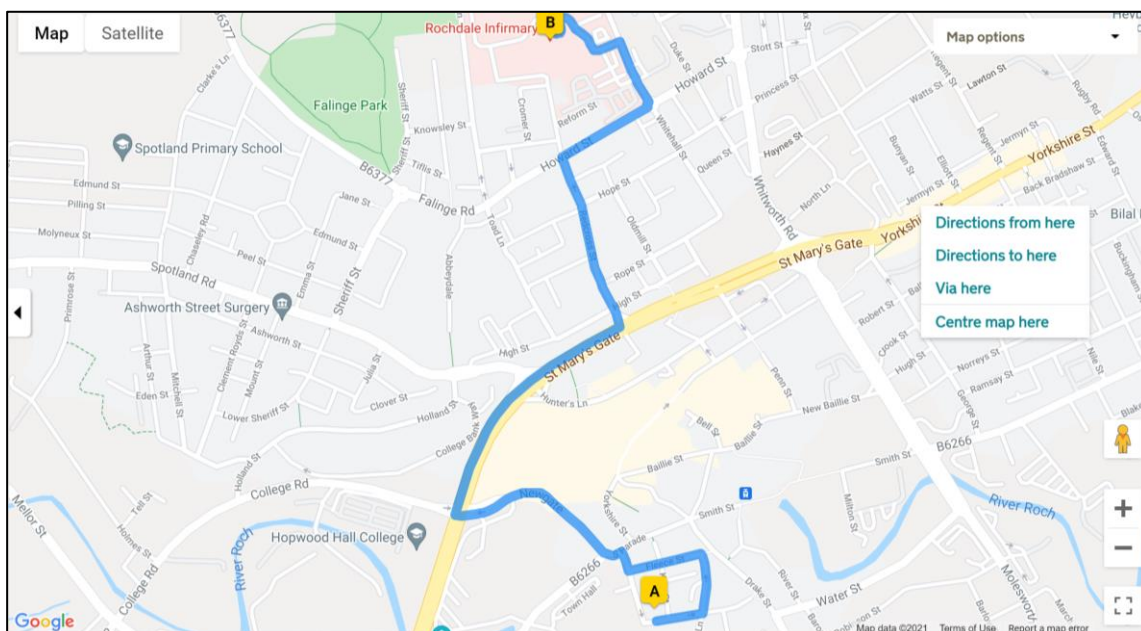


Figure 2: Route from Rochdale Town Hall to Rochdale Infirmary (B) (image AA Route Planner)

Address	Postcode	Phone Number
Rochdale Infirmary, Whitehall Street, Rochdale	OL12 ONB	01706 377777

RAMS for a programme of archaeological community engagement at Rochdale Town Hall.



DEFENITIONS 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.

The Excavations Project Manager, Graham Mottershead, fulfils the role of Health and Safety Co-ordinator. He obtains up-to-date information on legislation and good practice from external sources, assesses the relevance of the information to the Company, and disseminates it in an appropriate form. He arranges for any necessary changes to health and safety organisation to be implemented (via the Director). He is competent to check and approve Safety Plans, Risk Assessments and Audit Forms. He instructs project managers in the preparation of this documentation.

Graham Mottershead will fulfil the role of Salford Archaeology Project Manager for the Rochdale Town Hall community project, and has prepared the project and checked and approved the, Risk Assessment and Method Statement. He will be responsible for ensuring the initial and ongoing implementation (including any required changes) to these documents. He will liaise with Rochdale Development Agency 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.



Planned Programme of Activity

Phase 1: Site Preparation

The site preparation will be undertaken during the week commencing 5th July 2021.

This will involve Salford Archaeology staff directing machine excavation of the uppermost deposits within areas A and B and preparing the site for the following phase of community involvement. Machines and driver to undertake the excavation will be provided by the client or the clients representatives.

The areas will be prepared in a manner which will be suitable and safe for the intended use by members of the public during the community excavation, with appropriate access and egress areas, safe perimeters and pedestrian routeways established. Spoil will be safely stored outside of the archaeological areas by the client.

The welfare area will be prepared to act as a community welfare/learning zone and introduction area. Cabins and welfare facilities will be provided by the client.

It is suggested that a pre-commencement meeting between all parties occurs on the Wednesday or Thursday of this preparation week to discuss final arrangements for the following phases of activity.

Phase 2: Community Archaeological Excavation

The community archaeological excavation will be undertaken commencing Monday the 12th July, running for three weeks (Monday to Saturday) ending on the Friday 30th July.

A maximum of 30 individual members of the public will be onsite each day, supervised and instructed by professional Archaeologists from Salford Archaeology. This number cannot for safety reasons be exceeded. Throughout the remainder of the document these will be known as 'Volunteers'.

All active participants are to have pre-booked and assured a place using the booking system operated and maintained by the client. Upon arrival on their first day, they will undertake a site induction, as a minimum this will entail dissemination regarding: the project, the Town Hall, the tasks involved and health and safety.

Volunteers will be shown the basic principles of archaeological excavation and the use of appropriate tools. Professional archaeologists from Salford Archaeology will instruct and provide excavation based tasks as appropriate throughout the project. These may include (under supervision): Excavation, Survey, Photography, Illustration, Recording, Finds processing etc.



Volunteers will be kept separated by appropriate fencing and different areas of activity from engaging with any of the schools participants.

Phase 3: Schools Archaeological Excavation

The schools archaeological excavation will be undertaken commencing Monday the 12th July, running for two weeks (Monday to Friday) ending on the Friday 23rd July.

Throughout the period schools will be invited to participate in the activities. These will be made up of one class at a time which must be no more than 30 pupils and be accompanied by a teacher and a nominated school adult representative/helper. School groups will stay for a morning or an afternoon slot.

Upon arrival, school groups will be provided with an introduction at the welcome area. This will include as a minimum dissemination regarding: the project, the Town Hall, the tasks involved and health and safety.

School groups will then be split into two evenly sized activity groups of approximately 15 children, the first undertaking archaeological excavation and the second undertaking an archaeological activity located in or around the canteen dependant upon the weather. Both of these will be led and supervised by a professional archaeologist from Salford Archaeology.

As the school groups are present for half a day they will undertake both activities, changing over at an appropriate halfway point. Following completion of the activities the pupils will receive a brief overview and discussion of the activities undertaken.

All activities undertaken as part of this education phase will be separated off from the main community excavation. The school excavation will occur within area B.

Phase 4: Continuation of the community archaeological excavation

Following completion of the schools excavation, archaeological excavation of area B by community volunteers can occur (this will be during the last week).

Phase 5: Open Day

A Public Open day will be undertaken on the Saturday 31st July 2021, following the successful completion of both the community and educational programmes of activity.

Details of the numbers and activities and routeways are yet to be finalised, as this will depend upon the outcome and results of the excavations, however as a guide this will include guided tours around the site by members of Salford Archaeology.



It is suggested that a discussion regarding the operational details of the open day be held by all parties onsite during the start of the week commencing 26th July 2021.

A separate risk assessment will be produced for the open day activities.

Phase 6: Onsite post excavation activities.

Salford Archaeology will require three days, post the excavation and open days to ensure that the site has been fully excavated and recorded and that all material, equipment and tools are removed from the site. This activity will be undertaken by Salford Archaeology staff only. It is suggested that this will be undertaken on the 2nd, 3rd and 4th August.

Phase 7: Reinstatement

Following completion of the earlier activities the site can be reinstated and dismantled.

Reinstatement will be undertaken by the client or their representatives.

It is recommended that the reinstatement installs a barrier between the excavations and any backfilled material, to protect any archaeology exposed. The final method for this will be dictated by the client, however Salford Archaeology would recommend laying a barrier such as Terram membrane directly on top of the exposed archaeological remains with backfilled material placed on top.



Site Activity Areas

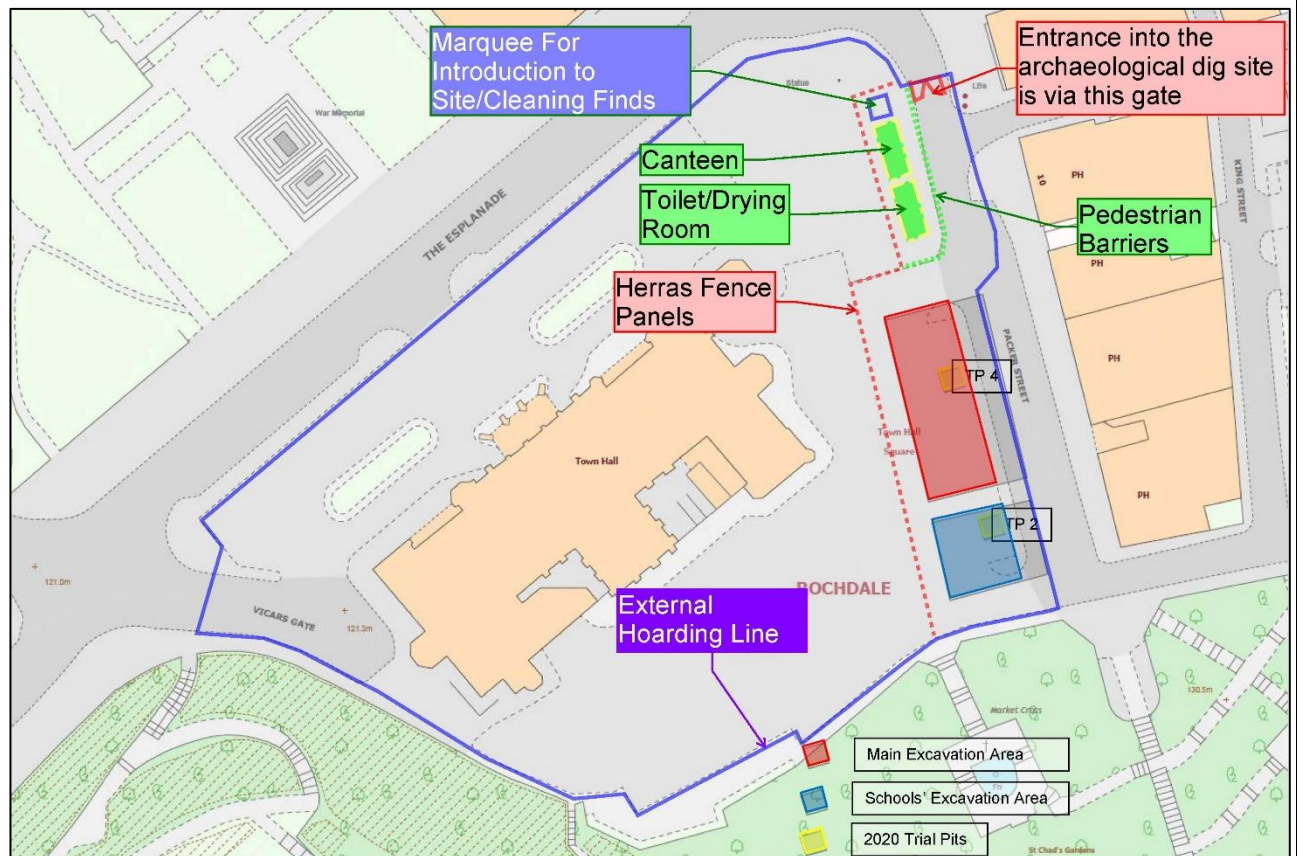
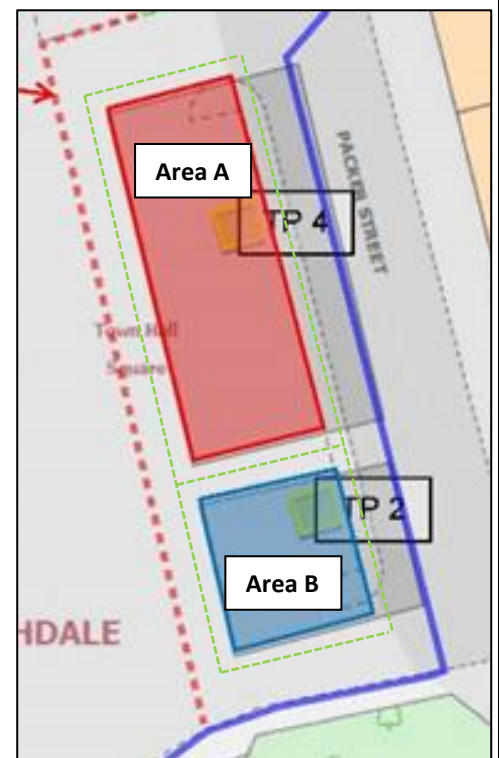


Figure 3 (Above): Site Activity areas

Figure 4 (Right): Enlarged image including Excavation areas A and B and surrounding fencing (light green).





Method of Working

All archaeological work shall be conducted following the *CIfA Standards and Guidance for archaeological field excavation* (2014). Prior to the commencement of any excavation works, the location of the area targeted for archaeological investigation will be laid out accurately with respect to the Ordnance Survey national grid.

All site staff will attend a site induction prior to the commencement of the excavation. The areas to be excavated will be scanned with a cable avoidance tool (CAT) prior to any ground breaking and existing service plan will be consulted.

The depth of the excavation will be determined by the requirements of the site director, although it is anticipated that the average depth will be *1.0m* below the modern ground surface. Where remains of demonstrable archaeological significance are encountered, it is likely that the depth of excavation will be reduced to avoid any damage to such remains.

The modern surfacing along the course of the Archaeological areas will be removed a mechanical excavator under the direction of a professional archaeologist from Salford Archaeology at all times.

Thereafter, all excavation will be carried out using exclusively manual techniques in accordance with Salford Archaeology practices.

Spoil from the initial excavation (preparation of the site) will be safely stored and located a safe distance away from the excavations by the client. During the excavations a safe zone, close to the excavations, but an appropriately safe distance away from the trench edges will be established following initial excavation and identification of appropriate ingress and egress routes. All stockpiles will be kept tidy and will be shaped to have a natural fall across the top of the stockpile and will have sides battered to 45 degrees.

Method for monitoring during excavations

The methodology to undertake the excavation is detailed in the Salford Archaeology Health and Safety Manual. All works on the site, including fencing, security, and excavations will be checked, monitored and recorded on a daily basis by the site director. This will include a visual inspection at the start and the end of each working day.

Site Access

Access to the site will be via gates located to the north of Packer Street as designated by the client.

Parking will be made available on site, but not within the archaeological compound, for two Salford Archaeology vehicles for the duration of the onsite works.



Security

The excavation areas will be fenced by the client using suitable fencing materials as discussed in the fencing section, and will not be left unattended during the working day. Access points will not be left open. All tools will be locked away at night.

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

Fencing

Secure hoarding will be erected around the main site by the client (External Hoarding Line) prior to the commencement of any onsite activities.

Internal HERAS fencing will be used to provide a barrier around the archaeological areas of activity (excavation trenches, welfare, marquee and routeways).

Chapter 8 barrier fencing will be used within this area to:

- a) demarcate pedestrian routeways and
- b) to provide a safe barrier immediately around the excavations.

Should it be required, orange barrier fencing and pins may be used to demarcate specific areas within the areas of excavation.

Warning and instruction signage will be placed at appropriate points across the site.

Welfare

Welfare will be provided by the client and consist of a canteen and a toilet and drying room.

Salford Archaeology will have control of the welfare facilities for the duration of the programme of works and they are to be used as directed by the Salford Archaeology site director.

Staff and adult volunteer break times will be carefully managed to ensure no overlap with educational activities within the area. Any waste from the archaeological works will be limited to that generated by site staff during breaks. All such waste will be collected and placed in internal bins in the welfare unit.



Visitors

All 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.

Services

A service check for the presence of any buries services will be undertaken by the client prior to commencement and documentation issued to Salford Archaeology.

Salford Archaeology will ensure that each excavation area is scanned with a Cable Avoidance Tool prior to commencement and any potential services marked on the ground and the Site Director notified prior to commencement of any ground intrusive works.

Machine Excavation

All plant, including mechanical excavators, will be supplied and operated by the clients nominated representatives. Mechanical excavators and dumpers 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.

No volunteers, members of the public or untrained client staff will be allowed in the close proximity of the machine activities and their associated routeways.

No mechanical excavation will occur whilst the schools programme or the community programme are underway.



Hand Excavation

RSI and other injuries/strains from repetitive tasks. Staff 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. 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. The site is anticipated to be medium risk for Weill's disease, which is carried and transmitted primarily by rats. Information on the disease will be provided at the induction.

All members of the public participating in the excavation will receive training on the correct methods of excavation, manual handling and use of appropriate tools.

Personal Protective Equipment

During the machining activities during the site preparation activities, all staff will wear, hard hats, hi-vis vests, gloves and steel toe-capped safety boots with mid-sole protection. 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.

During the community excavation and education phases, all Salford Archaeology staff will wear hi-vis vest (for identification) and steel toe-capped safety boots with mid-sole protection as a minimum, any additional PPE requirements will be at the discretion of the site director.

Volunteers, including school children during the education phases will be asked to wear appropriate sturdy footwear, appropriate clothing and will be provided with gloves.



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.

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.



First Aid

The excavation team will include an appointed first-aider. 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.

Risk Assessment



Risk Assessment Guidance

The following guidance must be consulted when producing, updating and using any Salford Archaeology Risk Assessment.

Risk rating table:

<i>Very likely</i>	Adequate	Tolerable	Tolerable	Unacceptable	Unacceptable
<i>Likely</i>	Acceptable	Adequate	Tolerable	Tolerable	Unacceptable
<i>Fairly likely</i>	Acceptable	Adequate	Adequate	Tolerable	Tolerable
<i>Unlikely</i>	Acceptable	Acceptable	Adequate	Adequate	Tolerable
<i>Very unlikely</i>	Acceptable	Acceptable	Acceptable	Acceptable	Adequate
<i>Risk rating</i>	<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>

Action following risk rating:

Unacceptable = Stop activity and make immediate improvements/seek further advice

Tolerable = look to improve within specified timescale

Adequate = Look to improve at next review

Acceptable = No further action, but ensure controls are maintained

Guide to using the risk rating table

Consequences	Likelihood
Insignificant – no injury	Very unlikely – 1 in a million chance of it happening
Minor – minor injuries	Unlikely – 1 in 100,000 chance of it happening
Moderate – up to three days absence	Fairly likely – 1 in 10,000 chance of it happening
Major – more than three days absence	Likely – 1 in 1,000 chance of it happening
Catastrophic – death or disabling	Very likely – 1 in 100 chance of it happening



Task/Activity/Environment:		Travel to site		SA RA1
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Traffic	1	Vehicular/pedestrian/cyclist road traffic incident causing injury or death.	
2	Tiredness	2	Vehicular/pedestrian/cyclist road traffic incident causing injury or death.	
3	Poor Light	3	Vehicular/pedestrian/cyclist road traffic incident causing injury or death.	
4	Biological contamination eg. COVID-19	4	Not respecting social distancing measures may lead to individuals becoming infected.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-3	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-3	Office manager takes copy of driving licence and insurance documentation at commencement of employment.		Acceptable	
1-3	Staff to inform office manager if their licence has been revoked.		Acceptable	
2	Project manager awareness of hours staff are undertaking on site – with commuting distance taken into consideration.		Acceptable	
2	Time allocated to ensure breaks are available during driving long distances and encouraging drivers to take them.		Acceptable	
3	Staff to travel to site independently.		Acceptable	
4	Staff to not to use public transport to reach site		Acceptable	
4	Staff to use own car/hire car/motorbike or cycle/walk		Acceptable	
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?			Risk level with additional risk controls	
No.				
1-4	Refresher training takes place annually to remind staff of the safe systems of work to follow.		Acceptable	
1-4	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.		Acceptable	



Is health surveillance required? NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA1 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Staff Accessing & Leaving site		SA RA2
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Biological contamination eg. COVID-19	1a	Contact with surfaces used by multiple people may lead to individuals becoming infected.	
		1b	Multiple individuals congregating in one space at the same time may lead to individuals becoming infected.	
		1c	Individuals not respecting social distancing measures may lead to individuals becoming infected.	
2	Traffic	2	Vehicular/pedestrian/cyclist road traffic incident causing injury or death.	
3	Material Debris	3	Material debris may be dislodged from vehicles (soil, chippings etc) causing damage to objects the impact.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-3	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	Staff to travel to site independently.		Acceptable	
1	Staff to arrive and leave at staggered intervals.		Acceptable	
1	Staff will not use key pass or bio entry methods, using verbal discussion instead.		Acceptable	
1	Staff will place gloves on prior to entering the site.		Acceptable	
2	Staff made aware of local traffic situation, safe method established and shared at induction.		Acceptable	
3	Staff to park vehicles on areas with reduced debris ie. tarmac or compacted clear ground and to visually inspect vehicle for accumulation of debris prior to leaving site.		Acceptable	
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?			Risk level with additional risk controls	
No.				
1-3	Refresher training takes place annually to remind staff of the safe systems of work to follow.		Acceptable	
1-3	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.		Acceptable	



Is health surveillance required? YES/NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.	By When: Starting from site commencement	
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA2 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Lone working: Office		SA RA3
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Medical Fitness	1	Individuals placed at a greater risk due to lack of immediate assistance, leading to illness, injury or death.	
2	Isolation from supervision	2	Supervising manager unable to identify problems or assist	
3	Lack of contact methods	3	Individual may be unable to call for assistance or notify managers of their situation reducing the speed at which help can be provided.	
4	Personal Attack	4	Individuals may be vulnerable when alone	
5	First Aid Assistance	5	Individuals may be unable to access first aid	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-3	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP2 Lone Working, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).	Acceptable		
1	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP.	Acceptable		
1	Individuals must not work alone if any such condition is assessed as placing them at increased risk	Acceptable		
1	Any person who requires assistance to get out of the building in an emergency must not work alone.	Acceptable		
2	Appropriate Risk Assessment conducted for working within area	Acceptable		
2,4	Individual lone working to set up contact arrangements with either their line manager or the office manager	Acceptable		
2,4	Lone worker to inform line manager or office manager upon arrival and provide estimated leaving time.	Acceptable		
2,4	Lone worker to inform line manager or office manager upon leaving.	Acceptable		
3,4	Individuals instructed in the use of office/lab phones on induction with key phone numbers clearly displayed including Office Manager and Security Office).	Acceptable		
3,4	Individuals to carry a mobile phone when lone working.	Acceptable		
4	Lone working spaces to be securely isolated, with doors entrance doors closed and secure.	Acceptable		
5	First Aid kits clearly identified within the space and contact methods in place for access to first responders (Office Manager, Line manager, Security).	Acceptable		



What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.	Risk Control	
1-5	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-5	Procedures on site are inspected regularly by the Office Manager to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The Office Manager is responsible for ensuring all risk controls are implemented.		By When: Immediately
Who will be responsible for checking and/or updating the risk assessment? The office manager of finds officer is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety will be recorded by the office manager on a weekly basis through inspection of the office and recorded in forms F12: Salford Archaeology Health and Safety Inspection Sheet Office. Health and Safety inspections are conducted on a regular basis across all places of work by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA3 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Lone working: Lab		SA RA4
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Medical Fitness	1	Individuals placed at a greater risk due to lack of immediate assistance, leading to illness, injury or death.	
2	Isolation from supervision	2	Supervising manager unable to identify problems or assist	
3	Lack of contact methods	3	Individual may be unable to call for assistance or notify managers of their situation reducing the speed at which help can be provided.	
4	Personal Attack	4	Individuals may be vulnerable when alone	
5	First Aid Assistance	5	Individuals may be unable to access first aid	
6	Movement of heavy material	6	Individuals may be vulnerable from manual handling injury, muscular injury, bruising from impact if undertaking alone. Examples include lifting samples, lifting finds bags/boxes and placing/removing material from shelving.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-3	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP2 Lone Working, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP.		Acceptable	
1	Individuals must not work alone if any such condition is assessed as placing them at increased risk		Acceptable	
1	Any person who requires assistance to get out of the building in an emergency must not work alone.		Acceptable	
2	Appropriate Risk Assessment conducted for working within area		Acceptable	
2,4	Individual lone working to set up contact arrangements with either their line manager or the office manager		Acceptable	
2,4	Lone worker to inform line manager or office manager upon arrival and provide estimated leaving time.		Acceptable	
2,4	Lone worker to inform line manager or office manager upon leaving.		Acceptable	
3,4	Individuals instructed in the use of office/lab phones on induction with key phone numbers clearly displayed including Office Manager and Security Office).		Acceptable	
3,4	Individuals to carry a mobile phone when lone working.		Acceptable	
4	Lone working spaces to be securely isolated, with doors entrance doors closed and secure.		Acceptable	



5	First Aid kits clearly identified within the space and contact methods in place for access to first responders (Office Manager, Line manager, Security).	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.	Risk Control	
1-6	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-6	Procedures on site are inspected regularly by the Office Manager to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The Office Manager is responsible for ensuring all risk controls are implemented.		By When: Immediately
Who will be responsible for checking and/or updating the risk assessment? The finds officer is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety will be recorded by the office manager on a weekly basis through inspection of the office and recorded in forms F12: Salford Archaeology Health and Safety Inspection Sheet Finds Lab. Health and Safety inspections are conducted on a regular basis across all places of work by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA4 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Lone working: External Site Visits		SA RA5
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Medical Fitness	1	Individuals placed at a greater risk due to lack of immediate assistance, leading to illness, injury or death.	
2	Isolation from supervision	2	Supervising manager unable to identify problems or assist	
3	Lack of contact methods	3	Individual may be unable to call for assistance or notify managers of their situation reducing the speed at which help can be provided.	
4	Personal Attack	4	Individuals may be vulnerable when alone	
5	First Aid Assistance	5	Individuals may be unable to access first aid	
6	Individual becomes disorientated or lost	6	Individuals placed at a greater risk due to lack of immediate assistance or entering an area where the risks have not been identified and appropriately mitigated, leading to illness, injury or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-6	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP2 Lone Working, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP.		Acceptable	
1	Individuals must not work alone if any such condition is assessed as placing them at increased risk		Acceptable	
2	Appropriate Risk Assessment conducted for working within area		Acceptable	
2,4	Individual lone working to set up contact arrangements with either their line manager or the office manager		Acceptable	
2,4	Lone worker to inform line manager or office manager upon arrival and provide estimated leaving time.		Acceptable	
2,4	Lone worker to inform line manager or office manager upon leaving.		Acceptable	
3-6	Individuals instructed in the use of office/lab phones on induction with key phone numbers clearly indicated in accompanying paperwork (including Office Manager and Line Manager).		Acceptable	
3-6	Individuals to carry a mobile phone when lone working with key phone numbers clearly displayed including Office Manager and Security Office).		Acceptable	
4	Lone working sites to be securely isolated, with doors entrance doors closed and secure.		Acceptable	



5	First Aid kits clearly identified within the space and contact methods in place for access to first responders (Office Manager, Line manager, Security).	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.	Risk Control	
1-6	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-6	Procedures on site are inspected regularly by the Office Manager to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The Office Manager is responsible for ensuring all risk controls are implemented.		By When: Immediately
Who will be responsible for checking and/or updating the risk assessment? The finds officer is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures.		
Document RA5 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Lone working: Sites		SA RA6
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Medical Fitness	1	Individuals placed at a greater risk due to lack of immediate assistance, leading to illness, injury or death.	
2	Isolation from supervision	2	Supervising manager unable to identify problems or assist	
3	Lack of contact methods	3	Individual may be unable to call for assistance or notify managers of their situation reducing the speed at which help can be provided.	
4	Personal Attack	4	Individuals may be vulnerable when alone	
5	First Aid Assistance	5	Individuals may be unable to access first aid	
6	Movement of heavy material	6	Individuals may be vulnerable from manual handling injury, muscular injury, bruising from impact if undertaking alone. Examples include lifting samples, lifting finds bags/boxes and placing/removing material from shelving.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-3	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP2 Lone Working, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	The employee must ensure that any medical conditions which might be relevant to their working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP.		Acceptable	
1	Individuals must not work alone if any such condition is assessed as placing them at increased risk		Acceptable	
1	Any person who requires assistance to get out of the building in an emergency must not work alone.		Acceptable	
2	Appropriate Risk Assessment conducted for working within area		Acceptable	
2,4	Individual lone working to set up contact arrangements with either their line manager or the office manager		Acceptable	
2,4	Lone worker to inform line manager or office manager upon arrival and provide estimated leaving time.		Acceptable	
2,4	Lone worker to inform line manager or office manager upon leaving.		Acceptable	
3,4	Individuals instructed in the use of office/lab phones on induction with key phone numbers clearly displayed including Office Manager and Security Office).		Acceptable	
3,4	Individuals to carry a mobile phone when lone working.		Acceptable	
4	Lone working spaces to be securely isolated, with doors entrance doors closed and secure.		Acceptable	



5	First Aid kits clearly identified within the space and contact methods in place for access to first responders (Office Manager, Line manager, Security).	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.	Risk Control	
1-6	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-6	Procedures on site are inspected regularly by the Office Manager to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The Office Manager is responsible for ensuring all risk controls are implemented.		By When: Immediately
Who will be responsible for checking and/or updating the risk assessment? The finds officer is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety will be recorded by the office manager on a weekly basis through inspection of the office and recorded in forms F12: Salford Archaeology Health and Safety Inspection Sheet Finds Lab. Health and Safety inspections are conducted on a regular basis across all places of work by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA6 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Site Set Up		SA RA7
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Lack of access to appropriate information	1a	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.	
		1b	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.	
2	Site contains hazardous material we were unaware of.	2	Staff are exposed to hazardous material without the appropriate mitigation measures in place which may result in exposure to hazardous substances.	
3	Site security/fencing is not as we expect it.	3	Insecure sites may increase the likelihood of accidents for members of the public potentially resulting in personal injury or death.	
4	Operational space on site is insufficient to undertake the intended works.	4	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.	
5	Location of services	5	Staff are unable to identify location of services which may result in striking of services during excavation, resulting in personal injury or death.	
6	Delivery of plant	6a	Inappropriate area to offload plant may result in accidents causing personal injury or death.	
		6b	Inappropriate area to offload plant may result in damage to property	
7	Delivery of welfare and or fencing	7a	Inappropriate area to offload welfare and or fencing may result in accidents causing personal injury or death.	
		7b	Inappropriate area to offload welfare and or fencing may result in damage to property	
		7c	Untrained operatives undertake offload of equipment and or materials from delivery vehicles.	
8	Incorrect location of excavation areas or trenches	8	Risk of property damage or damage to identified services which may result in personal injury or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-8	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-8	All staff made aware of the risks and associated mitigation measures at mandatory site induction.		Acceptable	
1-8	All staff made aware of the risks and associated mitigation measures by reading and signing this RAMS document at site induction.		Acceptable	



1	Documentation to be electronically accessible to all staff on the general central server.	Acceptable
1	Documentation to be held on site in a paper format from the commencement of the project	Acceptable
2-4	Liaison with the client, prior to accessing the site to identify any potential issues.	Acceptable
4	Method statement to take into account available area, ensuring it is suitable for tasks identified. Pre-site visit to confirm if required.	Acceptable
5	Client to provide service plans and area to be scanned with CAT and Genny prior to commencement of excavation.	Acceptable
6-7	Salford Archaeology staff to be present during delivery.	Acceptable
6-7	Supplier informed of delivery requirements, including limitations prior to delivery.	Acceptable
6-7	Trained personnel from nominated supplier to undertake unload and loading duties, not Salford Archaeology staff.	Acceptable
2-8	Salford Archaeology onsite project lead to walk over the site upon first arrival to inspect initial condition of the site.	Acceptable
8	Locations to be checked by the Site Director prior to commencement.	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-8	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-8	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA7 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Vehicular movement around site		SA RA8
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Movement of plant on site	1a	Contact between plant and individuals likely to result in significant crush related injuries or death.	
		1b	Contact with existing static fabric (buildings, wires, fences) may cause crush injuries or secondary actions such as structural collapse leading to injuries or death.	
		1c	Plant movement in close proximity to excavations could result in collapse of the trench resulting in injury/death of those nearby, in the excavations or those operating plant.	
		1d	Plant movement in conjunction with other vehicular movement could result in crush related injuries or death.	
2	Movement of personal or company vehicles	2a	Contact between vehicles and individuals likely to result in significant crush related injuries or death.	
		2b	Contact with existing static fabric (buildings, wires, fences) may cause crush injuries or secondary actions such as structural collapse leading to injuries or death.	
		2c	Plant movement in close proximity to excavations could result in collapse of the trench resulting in injury/death of those nearby, in the excavations or those operating plant.	
		2d	Vehicular movement in conjunction with plant movement could result in crush related injuries or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-2	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-2	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.		Acceptable	
1	Designated operating areas for plant identified.		Acceptable	
2	Designated areas for vehicular parking and movement on/off site identified.		Acceptable	
1	Plant operators to be inducted, shown around the site and introduced to relevant staff.		Acceptable	
1	Plant operators informed of task at the start of every shift.		Acceptable	
1	Plant operators certifications to be checked by site director prior to commencement.		Acceptable	
1-2	All staff/visitors to be informed of safe routes throughout the site.		Acceptable	
1-2	All staff/visitors to wear appropriately visible PPE at all times.		Acceptable	



1-2	Appropriate fencing to be placed around hazard areas/items with a safe distance of working established.	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-2	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-2	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls:		By When:
The site director is responsible for ensuring all risk controls are implemented.		Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment?		
The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures.		
Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet.		
Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA8 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Accessing Excavations		SA RA9
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Slips & Trips	1a	Individuals can slip or trip on uneven or wet surfaces causing muscular injuries, bruising from impact etc.	
		1b	Individuals may land on equipment they are carrying leading to muscular injuries, bruising, puncture wounds etc.	
		1c	Individuals 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.	
2	Falling	2	Failure to use designated access/egress point could result in individuals falling into excavations which may result in injury or death.	
3	Collapse of excavations	3	Excavation edges may collapse resulting in resulting in crushing injury or death.	
4	Dislodgement of loose material	4	Loose material may fall from trench or excavation edges leading to head injury, eye injury, foot injury, etc.	
5	Movement in restricted areas	5	Failure to use designated access/egress point could result in individuals moving into restricted areas identified as containing risks, contact with may result in injury or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-5	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-5	Site routeways to be clearly defined and if appropriate marked out or fenced out.		Acceptable	
1-5	Site routeways to be kept clear of debris.		Acceptable	
1-5	Site routeways monitored on daily basis.		Acceptable	
1-5	Site routeways monitored for water and appropriate action taken if this causes additional slip hazards. This can include, closing routeway, addition of boards etc.		Acceptable	
1-5	Excavation entrances to be appropriate for the task. Individuals should be able to access easily and transport equipment easily.		Acceptable	
1-5	All staff to be informed of the appropriate routeways and access and egress points.		Acceptable	
1-5	Excavations to contain appropriate slope as an egress/access point. (stepping can be appropriate in slopes not viable – to be determined by the site director)		Acceptable	
1-5	Use of ladders is acceptable provided appropriate precautions and risk assessment has been conducted.		Acceptable	



What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-3	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-3	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA9 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Working alongside plant machinery		SA RA10
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Movement around plant	1a	Plant operator unable to visually see individuals increasing the likelihood of contact between plant and individuals which may result in crush injury or death.	
		1b	Poor weather conditions (rain/snow) and or poor lighting conditions may increase the likelihood of contact between plant and individuals which may result in crush injury or death.	
		1c	Fast moving plant may not have time to stop if they come into close contact with individuals which may result in crush injury or death.	
2	Working around plant	2a	Close working activities may lead to increasing the likelihood of contact between plant and individuals which may result in injury or death.	
		2b	Plant operator unable to visually see individuals increasing the likelihood of contact between plant and individuals which may result in injury or death.	
		2c	Poor weather conditions (rain/snow) and or poor lighting conditions may increase the likelihood of contact between plant and individuals which may result in crush injury or death.	
		2d	Individuals working within the plant arc of movement would be at an increased risk of significant injury or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-2	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-2	Plant operators to be inducted, shown around the site and introduced to relevant staff.		Acceptable	
1-2	Plant operators and staff informed of task at the start of every shift.		Acceptable	
1-2	Plant operators certifications to be checked by site director prior to commencement.		Acceptable	
1-2	All personnel on site to wear hi-visibility PPE.		Acceptable	
1-2	No staff working within the inside arc of plant		Acceptable	
1-2	Only nominated banksman to provide instructions to plant operators using appropriate signals and/or verbal communication.		Acceptable	
1-2	Safe working areas an or distance from machine to be established by the nominated banksman.		Acceptable	



What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-2	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-2	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA10 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Machine Excavation		SA RA11
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Working around plant	1	Close working activities may lead to increasing the likelihood of contact between plant and individuals which may result in injury or death.	
2	Underground services	2a	Failure to safely identify and locate known underground services can result in plant damaging the services resulting in failure of the service which may lead to serious injury or death.	
		2b	Failure to safely identify unknown underground services during excavation can result in plant damaging the services resulting in failure of the service which may lead to serious injury or death.	
3	Underground voids	3	Plant excavation may expose unknown voids which may result in collapse or individuals/plant falling into the voids, which may place individuals at risk of serious injury.	
4	Excavation edges	4a	Creation of unstable edges during machine excavation can increase the risk of material collapse which may cause significant injury.	
		4b	Failure to maintain safe edges during machine excavation can increase the risk of material collapse which may cause significant injury.	
5	Buried structures	5	Undue care whilst excavating against of inside buried structures such as walls may cause collapse which may result in significant unexpected movement of material which may cause injury or death.	
6	Spoil	6	Unsafe transportation and deposition of spoil to a spoil stockpile could result in contact with individuals and or spoil material falling from equipment which may cause injury or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-6	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	Safe systems of work to be adopted as described within SA RA10: Working alongside plant machinery.		Acceptable	
2	Client to provide known services search information prior to commencement.		Acceptable	
2	Trenches to be planned away from buried services in discussion with client and curatorial body where possible.		Acceptable	
2	Cable Avoidance tool to be used prior to commencement with any suspected services marked out.		Acceptable	



2	Salford Archaeology staff trained in the identification of buried services.	Acceptable
3	Salford Archaeology staff trained in the identification of possible voids	Acceptable
3	Identified voids made safe by complete excavation or backfilling immediately.	Acceptable
3	Identified voids made temporarily safe by appropriate demarcation and fencing if appropriate.	Acceptable
4	Excavated edges to be battered or appropriately sloped during and post excavation	Acceptable
4	Machines to work an appropriate distance away from trench edges, not sitting or working close to edges.	Acceptable
5	Assessment of stability of structures to be undertaken whilst excavating, undertaking remainder by hand if appropriate and safe to do so.	Acceptable
5	Reduction in height of structures if appropriate.	Acceptable
6	Safe route for spoil deposition and storage identified prior to commencement of each activity as per SA RA12: Spoil stockpiling.	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-6	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-6	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA11 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Spoil stockpiling		SA RA12
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Loose Material	1a	Unstable material has to potential to fall (masonry, bricks etc) off the spoil stockpile and cause injury to individuals.	
		1b	Small particulate matter can be 'picked up' off the spoil stockpile and blown significant distances causing eye and skin injuries	
2	Weather	2a	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.	
		2b	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.	
3	Unstable	3	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.	
4	Limitations of movement	4	Spoil stockpiles can cover large areas, incorrect planning can cause stockpiles to create barriers and limit movement around the site, adding to the risk to individuals and plant of impeded movement.	
5	Pressure collapse	5	Pressure from the weight of the spoil could cause collapse of any structure the spoil is close to should it move, exposing individuals to the risk of crushing injuries.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-4	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-4	Designated spoil areas identified prior to commencement of activity.		Acceptable	
1-4	Spoil stockpiles to be located an appropriate distance away from excavated edges.		Acceptable	
2	Spoil stockpiles to be monitored at the start and end of each day for instability.		Acceptable	
3	Spoil stockpiles to be low in height, compacted with flat tops and battered edges.		Acceptable	
5	Spoil stockpiles to be located an appropriate distance away from existing structures i.e. temporary fencing, boundary walls, buildings.		Acceptable	



What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-4	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-4	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO	If YES, please detail:	
Who will be responsible for implementing risk controls:		By When:
The site director is responsible for ensuring all risk controls are implemented.		Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment?		
The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA12 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Manual Excavation		SA RA13
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Repetitive use of tools	1	Repetitive and or use of tools over a prolonged period may lead to a Repetitive Strain Injury (RSI).	
2	Use of hand tools	2a	Use of damaged tools may lead to personal injury.	
		2b	Improper usage may of tools could result in manual handling injury, muscular injury, bruising from impact etc.	
		2c	Movement of others close to use of tools may result in handling injury, muscular injury, bruising from impact etc.	
3	Loose Debris	3a	Wind-blown dust or loosed debris may cause injury or damage to eyes.	
		3b	Loose material may fall from trench or excavation edges leading to head injury, eye injury, foot injury, etc.	
4	Unstable exposed edges	4	Excavation edges may collapse resulting in resulting in crushing injury or death.	
5	Slips and trips	5	Individuals moving around 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.	
6	Discarded syringes/sharps	6	Contact with discarded needle or syringe could result in blood borne infection causing long term health condition or death.	
7	Asbestos exposure	7	There may be unknown asbestos on site. Contact with this could result in long term health condition such as lung cancer, mesothelioma and death.	
8	Lead exposure	8	Lead could be present in the form of sheet or lead paint. Contact could result in lead poisoning.	
9	Contaminated land exposure	9	Land could be contaminated with chemical substance that could result in ill health.	
10	Sun exposure	10	Prolonged sun exposure could result in short term burns or longer-term health condition such as skin cancer.	
11	Biting or stinging insects	11	Contact with stinging or biting insect in the trench could result in allergic reaction causing pain or anaphylaxis and death.	
12	Extreme weather conditions	12a	Adverse or extreme weather could result in hypothermia or heat stroke.	
		12b	Very dry, wet or windy conditions could cause damage to the trench supports resulting in trench sides collapsing causing crushing injury or death.	
13	Buried Services	13a	Contact with gas pipework could result in explosion or asphyxiation and death.	
		13b	Contact with water pipes could result in flooding of the trench and drowning. High pressure water can cause impact injuries or water piercing the skin, resulting in death, and high noise levels.	
		13c	Contact with sewers could result in biological contamination and ill health.	



		13d	Contact with live electrical cables could result in electrocution and death.
14	Confined spaces	14	Entry into confined space could result in asphyxiation as a result of lack of oxygen or gas build up, resulting in unconsciousness or death.
15	Vermin infestation	15	Failure to maintain clean hands and or welfare may lead to individuals catching Weils/Lyme disease.
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public
What risk controls are in place to reduce risks?			Risk level with risk control
No.	Risk Control		
1-14	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).	Acceptable	
1-2	Salford Archaeology staff trained in the proper use of tools and equipment.	Acceptable	
1-2	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.	Acceptable	
2	Tools to be regularly inspected to ensure suitability for the task, broken or damaged tools taken out of circulation and reported to the site director.	Acceptable	
3	Onsite loose material kept to a minimum with regular cleaning.	Acceptable	
3	Task appropriate PPE eye visors or goggles to be supplied if required.	Acceptable	
4	Edges to be battered or stepped as appropriate and inspected at the start and end of the working day.	Acceptable	
5	Site to be kept clear of debris and monitored daily.	Acceptable	
5	Spoil tidied away regularly	Acceptable	
5	Equipment and tools stored in safe manner during onsite usage	Acceptable	
5	Survey equipment, pins, pegs, string etc to be protected with caps and made highly visible.	Acceptable	
6	Walkover of working areas to identify discarded syringes/ sharps prior to commencement	Acceptable	
6	Code of practice in place for dealing with identified syringes/sharps	Acceptable	
2, 6	Gloves available for use on sites	Acceptable	
7-9	Staff training in awareness of contamination identification and isolation of area with no working within until safe working practices established as per the correct Code of Practice	Acceptable	
10,12	Weather reports checked daily, sun cream and appropriate clothing supplied and regular breaks during extreme weather.	Acceptable	
11	Gloves provided,	Acceptable	
12	Trenches inspected regularly throughout the working day for weather related changes to the ground	Acceptable	
13	Staff trained on the identification of buried services	Acceptable	



13	Services search undertaken by the client and passed on to all staff prior to the commencement of works	Acceptable
13	Sites to be scanned using a Cable Avoidance tool prior to commencement.	Acceptable
13	Code of Practice in place should services be identified/encountered.	Acceptable
14	No staff members to enter confined spaces unless a task specific RAMS has been completed. Undertaken by staff who are trained in entering confined spaces.	Acceptable
15	Cloves and hand washing facilities provided. Appropriate welfare provided including rubbish disposal.	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-15	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-15	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA13 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Manual Recording		SA RA14
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Repetitive use of recording equipment	1	Repetitive and or use of recording equipment over a prolonged period may lead to a Repetitive Strain Injury (RSI).	
2	Use of recording equipment	2a	Use of damaged equipment may lead to personal injury.	
		2b	Improper usage may of equipment could result in manual handling injury, muscular injury, bruising from impact etc.	
		2c	Movement of others close to use of equipment may result in handling injury or muscular injury.	
3	Loose Debris	3a	Wind-blown dust or loosed debris may cause injury or damage to eyes.	
		3b	Loose material may fall from trench or excavation edges leading to head injury, eye injury, foot injury, etc.	
4	Unstable exposed edges	4	Excavation edges may collapse resulting in resulting in crushing injury or death.	
5	Slips and trips	5	Individuals moving around 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.	
6	Sun exposure	6	Prolonged sun exposure could result in short term burns or longer-term health condition such as skin cancer.	
7	Biting or stinging insects	7	Contact with stinging or biting insect in the trench could result in allergic reaction causing pain or anaphylaxis and death.	
8	Extreme weather conditions	8a	Adverse or extreme weather could result in hypothermia or heat stroke.	
		8b	Very dry, wet or windy conditions could cause damage to the trench supports resulting in trench sides collapsing causing crushing injury or death.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-8	Written safe system of work are in place including: (T10 Accident Prevention & Control, T28 Site Access, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-2	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.		Acceptable	
1-2	Equipment to be regularly inspected to ensure suitability for the task, broken or damaged equipment taken out of circulation and reported to the site director.		Acceptable	



3	Onsite loose material kept to a minimum with regular cleaning.	Acceptable
3	Task appropriate PPE eye visors or goggles to be supplied if required.	Acceptable
3	Edges to be battered or stepped as appropriate and inspected at the start and end of the working day.	Acceptable
3	Site to be kept clear of debris and monitored daily.	Acceptable
4	Staff not to sit on the edge of a trench at any time and undertake recording a safe distance away from trench edges.	Acceptable
5	Staff to keep recording equipment around them in a centralised place whilst undertaking work	Acceptable
5	Staff to inform others of potential trip hazards such as tapes, string lines etc.	Acceptable
5	Lines and tapes to be clean and easily distinguished from the background.	Acceptable
5	Survey equipment, pins, pegs, string etc to be protected with caps and made highly visible.	Acceptable
6-8	Weather reports checked daily, sun cream and appropriate clothing supplied and regular breaks during extreme weather.	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-8	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-8	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO		If YES, please detail:
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA14 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Digital Recording and Scanning		SA RA15
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Movement with equipment	1a	Incorrect handling and movement of heavy/awkward equipment may cause muscular injury.	
		1b	Incorrect handling and movement of long/sharp equipment may cause muscular injury to others.	
2	Positioning of Equipment	2a	Incorrect positioning of equipment could lead to equipment falling over causing muscular injury.	
		2b	Incorrect positioning of equipment could lead to tripping incidents causing muscular injury.	
		2c	Incorrect positioning of equipment could cause an obstruction to existing routeways causing individuals to divert or use non designed routes.	
3	Adverse weather	3a	Increased wind and or rain can cause equipment to fall causing muscular injury.	
		3b	Increased wind and or rain can cause equipment to become difficult to carry and cause injury through poor manual handling activities.	
4	Electrocution	4	Inappropriate use of equipment in wet weather may lead to electrocution	
5	Laser	5a	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.	
		5b	Pointing the laser at an inappropriate object (plane) may cause significant disruption including terminal crashes.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-2	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-3	Digital recording equipment not to be used in extreme weather conditions		Acceptable	
1-4	Weather to be constantly monitored to ensure suitability of undertaking tasks.		Acceptable	
1-2	Plant operators certifications to be checked by site director prior to commencement.		Acceptable	
5	Operator to be aware of individuals working within the area and not use the instrument near individuals eyes		Acceptable	
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?			Risk level with additional risk controls	
No.				
1-5	Refresher training takes place annually to remind staff of the safe systems of work to follow.		Acceptable	

RAMS for a programme of archaeological community engagement at Rochdale Town Hall.



1-5	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required? NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.		By When: Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA15 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Unmanned Aerial Vehicle Survey (Drone)		SA RA16
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Drone Operation and Flight	1a	Drone flight by untrained and unregistered individual could cause the drone to crash leading to significant injury.	
		1b	Drone flight in contained areas with little space could increase the risk of collision with solid structures leading to falling of the drone	
		1c	Drone flight too close to structures could increase the risk of collision with solid structures leading to falling of the drone	
		1d	Drone flight too close to individuals could lead to contact between the rotary blades and individuals, causing cuts and muscular injuries.	
		1e	Drone flight may cause surprise or distraction to others leading to an increased risk of associated accidents and injuries.	
2	Manual Handling	2	Carrying heavy objects inappropriately (cases or batteries) may lead to muscular injuries.	
3	Weather	3	Flying in poor weather conditions (Heightened wind/rain/snow etc) may lead to the operator losing control of the drone which may result in injuries should the drone crash land.	
4	Collision with other flying objects	4	Flying in areas with other flight users may increase the risk of mid air collision resulting in injury or death.	
5	Landing or crashing	5	Unsafe grounding of the Drone in an unexpected place may lead to an increased risk of associated accidents and injuries.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff, 30 Public	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-5	Written safe system of work are in place including: (T10 Accident Prevention & Control/CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1-5	Operator to be appropriately trained and registered.		Acceptable	
1-5	Equipment checked to ascertain if it conforms to the training and registering/licencing		Acceptable	
1	Equipment regularly checked and inspected for defects and a programme of maintenance sustained.		Acceptable	
1, 5	Flight plan undertaken prior to activity.		Acceptable	
1, 5	Safe take-off and landing zone established		Acceptable	
1, 5	Safe flight plan route and tasks identified pre take off in liaison with site director		Acceptable	



3	Weather to be inspected prior to flight and checked to ascertain suitable safe flight conditions.	Acceptable
3	No flight during weather which may adversely affect the performance of the drone and or signal	Acceptable
4	Location of the flight to be checked against known flight paths and restricted zones.	Acceptable
2	Equipment to be lifted and stored in an appropriate manner (manual handling techniques)	Acceptable
2	Multiple people lift cases if necessary.	Acceptable
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?		Risk level with additional risk controls
No.		
1-5	Refresher training takes place annually to remind staff of the safe systems of work to follow.	Acceptable
1-5	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.	Acceptable
Is health surveillance required?		If YES, please detail:
YES/NO		
Who will be responsible for implementing risk controls:		By When:
The site director is responsible for ensuring all risk controls are implemented.		Starting from site commencement
Who will be responsible for checking and/or updating the risk assessment?		
The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures.		
Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet.		
Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA16 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Human Remains		SA RA17
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Exposure to biological contamination	1a	Contact with human remains and any associated dust/liquids may cause cross infection of infected biological material leading to infection and illness.	
		1b	Removal or exposure of lids from coffins (particularly lead coffins) can cause a release of liquids or gasses considered contaminants which may injure or infect individuals.	
2	Working in confined spaces	2a	Can cause a build-up of poisonous gasses, leading to injury or death.	
		2b	Can result in collapse of trench edges resulting in injury or death.	
3	Emotional Distress	3	Working or observing with human remains can be shocking to those not expecting or experienced, leading to shock and or panic.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public				What numbers of people are involved? 1-5 Staff
What risk controls are in place to reduce risks?				Risk level with risk control
No.	Risk Control			
1-3	Written safe system of work are in place including: (T10 Accident Prevention & Control/CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).			Acceptable
1, 3	Removal of Human remains to be undertaken only following licence approval.			Acceptable
1-3	Removal of Human remains to be undertaken only following additional bespoke risk assessment			Acceptable
1	Only professionally trained archaeologists to work on or near human remains			Acceptable
3	Appropriate screening to be used to protect lines of sight.			Acceptable
3	Appropriate due care and respect shown to the remains.			Acceptable
1-3	Working close to or with human remains will require the use of appropriate specialised PPE, including gloves, masks and goggles and protective overalls if necessary.			Acceptable
1, 3	Identified remains to be stored in appropriate plastic finds bags and labelled cardboard containers.			
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?				Risk level with additional risk controls
No.				
1-3	Refresher training takes place annually to remind staff of the safe systems of work to follow.			Acceptable
1-3	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.			Acceptable



Is health surveillance required? YES/NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.	By When: Starting from site commencement	
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA17 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Sample Collection		SA RA18
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Contamination	1	Exposure to contamination within samples may occur during excavation and collection, leading to increased risk of infection.	
2	Movement of samples	2	Individuals 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	Transportation of samples	3	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	Storage of samples	4	Inappropriately stored samples may lead to collapse of material and lead to crush and or muscular injuries.	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-4	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	Removal of samples to be undertaken once confirmation of safe area/material has been received from the site director		Acceptable	
1	Removal of samples to be undertaken using appropriate tools and PPE.		Acceptable	
1	Storage of samples is within appropriately labelled 30L Storage buckets only.		Acceptable	
2-4	Individuals to lift one sample bucket at a time within manual handling guidance practice.		Acceptable	
2-4	Sample buckets to be stored no higher than 4 buckets high.		Acceptable	
2-4	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.		Acceptable	
2-4	Buckets to be appropriately labelled and sealed prior to transportation and storage.		Acceptable	
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?			Risk level with additional risk controls	
No.				
1-4	Refresher training takes place annually to remind staff of the safe systems of work to follow.		Acceptable	
1-4	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.		Acceptable	



Is health surveillance required? YES/NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.	By When: Starting from site commencement	
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA18 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		



Task/Activity/Environment:		Finds Collection		SA RA19
Location: Rochdale Town Hall			Date of Assessment: 23/06/2021	
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk	
1	Contamination	1	Exposure to contamination within finds deposits may occur during excavation and collection, leading to increased risk of infection.	
2	Movement of finds	2	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	Transportation of finds	3	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	Storage of finds	4	Inappropriately stored finds may lead to collapse of material and lead to crush and or muscular injuries.	
5	Sharp Objects	5	Cuts and or infection may occur if contact is made with sharp edges of finds (ie glass, metal, ceramics)	
List groups of people who could be affected: Salford Archaeology staff, Monitoring staff, Client personnel, Member of the Public			What numbers of people are involved? 1-5 Staff	
What risk controls are in place to reduce risks?			Risk level with risk control	
No.	Risk Control			
1-4	Written safe system of work are in place including: (T10 Accident Prevention & Control, CoP5 Anticipation of Accidents, Incidents and Emergency Procedures).		Acceptable	
1	Removal of finds to be undertaken once confirmation of safe area/material has been received from the site director		Acceptable	
1, 5	Removal of finds to be undertaken using appropriate tools and PPE.		Acceptable	
1	Storage of finds is within appropriately labelled finds trays or appropriately sized finds bags.		Acceptable	
2-4	Individuals to lift one heavy bag at a time within manual handling guidance practice.		Acceptable	
2-4	Finds bags to be stored in appropriate sturdy boxes prior to transportation.		Acceptable	
2-4	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.		Acceptable	
2-4	Bags to be appropriately labelled and sealed prior to transportation and storage.		Acceptable	
What additional actions are required to ensure risk controls are implemented/effective or to reduce the risk further?			Risk level with additional risk controls	
No.				
1-5	Refresher training takes place annually to remind staff of the safe systems of work to follow.		Acceptable	
1-5	Procedures on site are inspected regularly by the Site director to ensure safe systems are being adhered to.		Acceptable	

RAMS for a programme of archaeological community engagement at Rochdale Town Hall.



Is health surveillance required? YES/NO	If YES, please detail:	
Who will be responsible for implementing risk controls: The site director is responsible for ensuring all risk controls are implemented.	By When: Starting from site commencement	
Who will be responsible for checking and/or updating the risk assessment? The site director is responsible for updating the risk assessment should any new hazards/risks be identified or a change in the risk level recognised, including additions or changes to risk control measures. Health and Safety onsite will be recorded by the site director on a daily basis through inspection of the site and recorded in forms F5: Daily Site Record and F6 Weekly Record Sheet. Health and Safety inspections are conducted on a regular basis across all sites by senior staff and recorded on the F11 H&S Inspection Sheet.		
Document RA19 Created May 2021 by Adam Thompson and will be reviewed on an annual basis. Next Review date: May 2022		