



Norfolk and Norwich Archaeological Society

Charity No: 311116

HEALTH & SAFETY POLICY

The Management of H & S at Work Regulations 1999, made under the H & S at Work Act 1974, require employers to assess the risks of activities and take reasonable care of other's H & S. There is also a common law duty to act as a reasonable person in this regard. It is good practice for a Charitable organisation to have one, certainly a written procedure for arranging excursions which leaders should follow. This should include a written Risk Assessment carried out by the organiser/group leader.

The NNAS doesn't have its own premises but operates a Library and arranges Meetings/Lectures, both in other organisations' premises, and it arranges Excursions. Health & Safety issues do apply to Library use and Lectures but these are minimal compared to the Excursion activities.

(1) THE LIBRARY c/o The Norfolk Record Office, Martineau Lane, Norwich

Supervision by the Librarian and the staff of the Norfolk Record Office.

(2) MEETINGS/LECTURES

(i) The current regular venue for Lectures is the Town Auditorium, Castle Museum which is accessible to those with physical disabilities. There are lifts and wheelchair access. It is fitted with a hearing loop. Refreshments in the Café and toilets are available. The Castle Museum has its own Public Liability Insurance cover.

(ii) At each meeting the audience should be advised at the outset of the location of the emergency exits and asked to ensure their names have been included in the list at the entrance to the room.

(3) EXCURSIONS

Organiser to carry out a risk assessment and complete a Risk Assessment form to identify HAZARDS and RISKS [using NNAS Risk assessment checklist].

Consider what might cause harm/injury (any potential which might lead to claims such as physical features/facilities i.e. car-parking, steps, paths, door steps, stairs, seating, machinery, toilets, washing facilities). Evaluate these as Low, Medium or High risk

Identify what precautions are in place - information, signs, First Aid kit/provision, Fire Procedure information/training.

Identify the group or people likely to be affected i.e. members, volunteers, the public. Make arrangements for their medical needs and any additional support for participants. Provide them with address/phone number of the venue and a contact name plus meeting place and times of activities.

Organiser should warn participants of any known risks in initial invitation to the event.

Organiser Implements H & S policy measures. Take any further measures to minimise harm or damage. Findings should be recorded on a **Risk Assessment Form** (see NNAS Excursions Risk Assessment sheet) and using the RA checklist below.

Organiser follows a Procedure for dealing with incidents & accidents and emergencies (i.e. what to do if a participant becomes unwell or unable to continue; keep a written record of facts, eye-witness account, photograph) notifying the insurer and the NNAS Secretary

Responsibility/Accountability - delegation to the Excursions Hon.Secretary who acts as the Group Leader for Excursions (or appoints A.N.Other) and has overall responsibility for the supervision and conduct of the Excursion

Edmund G. Perry
Hon. General Secretary
NNAS
14.01.2020

Norfolk and Norwich Archaeological Society Risk Assessment Checklist.

Hazard	Risk	Risk- Low, Minimum or High	Control Measures	Residential Risk- Low, Minimum or High
Boarding or leaving bus	Injury	Low	Do not rush. Use hand rails. Pay attention.	Low
Boarding and leaving a vessel	Injury/death	Medium	<p>Group leader to decide if boarding and disembarking are safe and fit for purpose.</p> <p>Ensure all individuals confident in climbing vertical quayside ladder and stepping off/on a moving platform.</p> <p>Ensure all individuals have two free hands to climb/cross.</p> <p>Personal possessions and equipment to be carried on/off the vessel in well-fitting rucksacks. Care to be taken not to overload rucksacks - additional trips on/off</p>	Low
Uneven ground causing slips and trips	Injury/death	High	Ensure all individuals wear stout footwear. Remind all individuals daily to be aware of rough ground	Medium

Norfolk and Norwich Archaeological Society Risk Assessment Checklist.

Hazard	Risk	Risk- Low, Minimum or High	Control Measures	Residential Risk- Low, Minimum or High
<p>Poorly defined path across the sites with infrastructural debris, including protruding metal, partially covered holes, loose building materials.</p>	<p>Injury/death</p>	<p>High</p>	<p>All individuals will explore the sites with a least one partner keeping to paths. Hazards may be hidden from view Participants will identify the routes with the fewest hazards</p> <p>Any hazards identified will be pointed out to those nearby</p> <p>No individuals to explore sites without at least one companion.</p>	<p>Medium</p>
<p>Access to architectural features including cellars attics farm buildings or rooms where machinery might be and other features</p>	<p>Injury/death</p>	<p>High</p>	<p>These are inherently dangerous sites, many being old and poorly maintained and should be viewed from a safe distance</p>	<p>Medium</p>
<p>No person comfort facilities</p>	<p>Personal discomfort and injury due to seeking alternatives</p>	<p>High</p>	<p>All participants made aware of lack of comfort facilities. All individual asked to bring snack and WATER with them. Participants not to use derelict buildings for shelter.</p>	<p>Low</p>

Norfolk and Norwich Archaeological Society Risk Assessment Checklist.

Hazard	Risk	Risk- Low, Minimum or High	Control Measures	Residential Risk- Low, Minimum or High
Remoteness of locations	Delay in accessing professional assistance in an emergency	High	Group leader is First Aid Trained and will carry a First Aid Kit. Bus and driver to remain nearby At least two mobile phones to be carried with battery power.	Medium
Weather Conditions	Heat/dehydration Injury or death	High	Ensure people are appropriately clothed. Sufficient water to be carried and drunk. Stay hydrated. Stay in pairs.	Low
Sea Cliffs and steep falls	Injury/death	Medium	Participants to take care along cliff edges and around unfenced drops. Suitable footwear to be worn. Walk with at least one other person.	Medium
Underground Works	Injury/death	Medium	Keep out of all underground works.	Medium

Declaration:

I have read and understood the above requirements.

Name:

Signed:

Date:

Edmund G. Perry
Hon. General Secretary
NNAS
20.01.2020