



# West Court Finchampstead, Berkshire

Risk Assessment and Method Statement for  
Archaeological Watching Brief

Document Ref.: 306430.02  
January 2025

## Report Information

Project name West Court, Finchampstead, Berkshire  
Type of report Risk Assessment and Method Statement (HS107)  
Document reference 306430.02

WA project code 306430  
Dates of fieldwork 20<sup>th</sup>-31<sup>st</sup> of January 2025  
Project management by Will Smith

250016

## Quality Assurance

Issue and date	Author	Approved by
1 14/01/2025	 (Peter Capps)	 (Will Smith)

## RAMS approved by Client/ Principal Contractor

Name	Position	Signed	Date



# West Court Finchampstead, Berkshire

## Risk Assessment and Method Statement for Archaeological Watching Brief

### 1 SITE LOCATION

West Court,  
Park Lane,  
Wokingham,  
RG40 4AX

What 3 Words	Location description
Situates.present.games	Access to site off Reading Road
Winter.thickens.expect	Site

### 2 SCOPE OF WORKS

- 2.1.1 Wessex Archaeology has been commissioned by Nirvan Spa Ltd ('the Client'), to produce a Written Scheme of Investigation (WSI) for a proposed archaeological watching brief during the construction of a new swimming pool and associated landscaping. The works to be monitored cover an area of approximately 11m x 6m located at West Court, Park Lane, Wokingham, RG40 4AX ('the site').
- 2.1.2 Due to the archaeologically sensitive nature of the immediate area, the works required to be monitored will be attended by two archaeologists including a site lead. Should significant or a higher quantity of archaeology be encountered than expected, then additional staffing maybe required and deployed to site, with agreement from the Client and the Principal Contractor.
- 2.1.3 All works will be undertaken in accordance with the WSI (Wessex Archaeology, 2024).
- 2.1.4 Significant risks/ hazards (anything 10 or above before control measures applied)
- Incorrect PPE
  - Deep excavation
  - Lone working/ isolated working
  - Noise
  - Utilities/buried hazards (responsibility Client/ Principal Contractor)
  - Working at height
  - Asbestos
  - Unfamiliarly with SSoW, RA and procedures established by Client/Principal Contractor and Wessex Archaeology
  - Driving
  - General plant operations
  - Hand excavation



### 3 CLIENT/PRINCIPAL CONTRACTOR RESPONSIBILITIES

- 3.1.1 During archaeological watching briefs the archaeologist can be exposed to a number of significant risks which are not under their control. The Client or their Principal Contractor must acknowledge these in their risk assessments and method statements.
- 3.1.2 The main hazards/ risk the Client or their Principal Contractor will take responsibility for are:
- Plant use and movements
  - All service and utility checks
  - Identification and remediation of any contaminants; including any asbestos containing materials (ACM)
  - Suspension of site activity at times of adverse weather.
- 3.1.3 The Client or their Principal Contractor and not Wessex Archaeology will also be responsible for provision of
- Site inductions
  - Site order and housekeeping
  - Site security and securing of the groundworks
  - Welfare
  - Identifying and enforcing with any ecological constraints
  - Emergencies: First aid & fire prevention measures

### 4 SITE CONTACTS

Name	Role	Telephone	Notes/Email
Ian Smart	OHS Specialist Wessex Archaeology	07395851735	Safety@wessexarch.co.uk
Sarah Green	OHS Advisor Wessex Archaeology	07355031378	Safety@wessexarch.co.uk
Nigel Dunmore	Senior OHS Advisor Wessex Archaeology	07860330670	Safety@wessexarch.co.uk
Will Smith	Project Manager Wessex Archaeology	07543302860	w.smith@wessexarch.co.uk
Matt Kendall	Site Director Wessex Archaeology	07725249781	m.kendall@wessexarch.co.uk
Emily Temple	Client Contact ET Planning Ltd	01344 508048	Emily.Temple@etplanning.co.uk
Andrew Harfield	Operations Manager, Nirvana Spa	0118 989 7500/ 07767 706395	Andrew.harfield@nirvanaspa.co.uk Daytime contact for Nirvana Spa
Nirvana Spa Security		07425 411866	Overnight emergency contact (10pm- 7am)



## 5 EMERGENCY NUMBERS AND MEDICAL CARE

Name	Role	Telephone	Location
PC to provide	First aider(s)		Site
Royal Berkshire Hospital (34 min from Site)	A&E 24/7	0118322 5111 111 or 999 if life threatening	Craven Road, Reading, Berkshire, RG1 5AN
Victory Hall (5min from Site)	Defibrillator 24/7		Victory Hall, Church Road, Farley Hill, RG7 1TR
Emergency Response Team	To be contacted in the event of an emergency or major incident if the Project Manager is unavailable.	07809 495395	
Emergency services		999	
Non-emergency medical advice/ support		111, not available in all parts of Wales in this case use 0845 46 47	
Non-emergency police		101	
Employee Assistance Programme		0800 047 4097 (wellbeing and emotional health resources, including counselling service)	
NHS online advice and symptom checker for Covid-19		<a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a>	

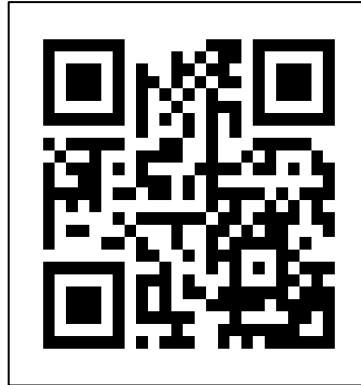
- 5.1.1 For life threatening injuries where an ambulance is required call 999. If you're not sure what to do you can call 111 or get help from 111 online (111.nhs.uk).
- 5.1.2 It is advisable to call 111 to check the availability of NHS facilities before travelling due to high demand or industrial action.
- 5.1.3 Accident and emergency (A&E) is for serious injuries and life-threatening emergencies. These are things like heavy bleeding, choking and seizures. Call 111 for non-life-threatening emergencies, they will direct you to the nearest available urgent treatment centre.
- 5.1.4 You can go to an urgent treatment centre if you need medical attention but it's not a life-threatening situation. These are things like stomach pain, minor injuries, skin infections and rashes.
- 5.1.5 Directions to A&E services are located in section 17 of this RAMS.

## 6 INDUCTION/SAFETY BRIEFING/ SITE REQUIREMENTS

- 6.1.1 Prior to any work commencing Wessex Archaeology staff will be given an induction/safety briefing by the client or their principal contractor.
- 6.1.2 Wessex Archaeology staff will follow all instructions provided by the Client or their Principal Contractor regarding Safe Systems of Work, site security, access\egress to the site, emergency procedures and ecological constraints.



- 6.1.3 If the Wessex Archaeology monitoring archaeologist feels endangered by the working practices of the Client or their Principal Contractor or their sub-contractors, they should immediately remove themselves from that situation to a place of safety and phone the Wessex Archaeology Project Manager.
- 6.1.4 In addition to any reporting expectations of the Client or their Principal Contractor Wessex Archaeology staff will report any relevant health and safety incidents using the initial incident notification on the Wessex Archaeology Hub. This can also be accessed by WA staff using this QR code.



## **7 WELFARE**

- 7.1.1 Toilet and Welfare facilities to be provided on site by the Client or their Principal Contractor.
- 7.1.2 Wessex Archaeology staff are instructed to contact their Project Manager if the welfare is not being kept suitably clean by the principal contractor or the facilities are insufficient in number those working on site.

## **8 COMMUNICATION AND LONE WORKING**

- 8.1.1 The Wessex Archaeology monitoring archaeologist on this project will be the only employee of the company present. This falls within the company's definition of lone working as defined in our procedure HS33.
- 8.1.2 The Wessex Archaeology monitoring archaeologist will be issued with a mobile phone and is expected to keep this charged.
- 8.1.3 The Wessex Archaeology project manager will ensure communication is planned and maintained with our employee on site throughout the project.
- 8.1.4 We expect the main contractor to provide emergency support (eg first aid) to our employee and to contact the Wessex Archaeology project manager in the first instance of any relevant concern. This will include if our staff member fails to arrive on site at the agreed time.
- 8.1.5 At Wessex Archaeology we believe that all our staff have the right to work in an environment free from bullying, harassment, victimisation, and unlawful discrimination. We actively promote a culture of dignity and respect for all, where individual differences and the contribution of all staff is recognised and valued.



- 8.1.6 Wessex Archaeology takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, contractors, suppliers, visitors, and any others during the organisation's work activities.
- 8.1.7 Our staff are expected to be polite and courteous to members of the public but to avoid getting drawn into debates around any proposed development. All negative contact with the public are to be reported to the project manager as soon as practical.
- 8.1.8 Wessex Archaeology staff are advised that if at any time they feel physically threatened to remove themselves from that situation to a place of safety (e.g. locked vehicle) and phone 101 for advice and support or 999 if in serious immediate danger.

## **9 UTILITIES**

- 9.1.1 Contact with buried or overhead utilities such as pipes and cables can cause serious harm and significant disruption.
- 9.1.2 The location and protection of any services is the responsibility of the Principal Contractor.
- 9.1.3 The presence of services within the site area will be confirmed by the Client/Principal Contractor/Groundworks Contractor during the site induction and any control measures discussed.
- 9.1.4 Plans relating to known utilities will be kept with the Client, their Principal Contractor or their subcontractors onsite undertaking excavation.
- 9.1.5 The Client or their Principal Contractor or their subcontractors will be responsible for any necessary scanning before and during their own excavation as appropriate, with a Cable Avoidance Tool (CAT) and genny by trained personnel in order to verify the presence/absence of any live underground services.
- 9.1.6 If there is any uncertainty by the Wessex Archaeology staff as to the presence of any services within the area they are undertaking hand excavation, they will seek clarification from the Client, the Principal Contractor or their subcontractors before hand-digging commences.
- 9.1.7 Any located services must be initially treated as live and the Client or their Principal Contractor should be immediately informed. Wessex Archaeology staff should stand down whilst action is taken.
- 9.1.8 Wessex Archaeology staff should not be expected to hand-dig next to buried services that could be live and unprotected.

## **10 SECURITY, ACCESS & ECOLOGY**

- 10.1.1 Wessex Archaeology staff will follow all instructions provided by the Principal Contractor or Client regarding site security, access to the site, emergency procedures and ecological constraints.

## **11 ARCHAEOLOGICAL MONITORING METHODOLOGY**

- 11.1.1 All archaeological works will be carried out in accordance with the WSI (Wessex Archaeology, 2024). A summary of the methodology detailed within it is summarised below.



- 11.1.2 In areas and works requiring archaeological supervision all excavation and/or soil disturbance will be undertaken under supervision of the attending archaeologist.
- 11.1.3 If archaeological remains are identified, groundworks will immediately cease in the affected areas. The archaeologist will be given sufficient time to excavate and record the remains as appropriate, and if safe to do so.
- 11.1.4 If extensive or significant archaeological deposits and/or features are identified the Wessex Archaeology Project Manager will notify the Client. Additional archaeologists may be deployed to Site, but only with the consent of the Client.





## 12 STANDARD PROCUDURES

Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
General measures	General measures for implementation to maximise any reduction in risk rating.	<ul style="list-style-type: none"><li>• A mobile phone will be available at all times for use in emergencies (07725249781). This should be kept as fully charged as possible.</li><li>• Anything that is or seems to be unsafe will be reported to the WA Site Director immediately. Unresolved issues to be reported to the Project Manager and where appropriate to the client/ landowner.</li><li>• A first aid kit will be available to WA staff and others at all times (i.e. in the messing area and/ or vehicles). Where first aid kits are unavailable and there is a likelihood of injury staff should carry a travelling first aid kit.</li><li>• Directions to the first aid kit, a copy of the WA Health &amp; Safety policy, a HSE guidance poster/ leaflet, a valid insurance certificate and a copy of this Risk Assessment will be clearly accessible and where possible displayed (e.g. in the welfare unit).</li></ul>	Site director All staff	-
Weather conditions	Exposure to wet, cold and/ or storm conditions, risk of lighting strike, hypothermia	<ul style="list-style-type: none"><li>• Appropriate waterproof clothing to be carried/ close at hand and worn when necessary.</li><li>• No fieldwork to be undertaken during electric storms.</li><li>• Dry clothing to be available, as necessary.</li></ul>	All staff	
	Dehydration, sun burn and heat stroke during hot/ sunny weather	<ul style="list-style-type: none"><li>• In extreme heat conditions a risk assessment will be undertaken to determine if work must be modified or even stop. This is likely to be recorded in the dynamic section of this RAMS.</li><li>• Sun cream, min. SPF15 (though SPF30+ recommended) with good UVA and UVB protection to be applied regularly to exposed skin.</li></ul>	All staff	



Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
		<ul style="list-style-type: none"> <li>Regular breaks to be taken in shade during hot/ sunny weather to limit exposure to sun – use project vehicles if no alternatives available.</li> <li>Appropriate clothing to be worn (topless working prohibited; long sleeves, trousers and sun hat to be worn wherever feasible).</li> <li>Drinking water to be available on site, and consumed at regular intervals – do not wait until thirsty, thirst is a symptom of dehydration.</li> <li>If necessary, wear sunglasses/ safety glasses that offer good UV protection, particularly where glare may be a factor (e.g. investigations on chalk, sites on or near large bodies of water etc.).</li> </ul>		
PPE (general)	Injury due to site conditions/ hazards	<ul style="list-style-type: none"> <li>Suitable footwear to be worn at all times. For any site work this will comprise boots providing appropriate ankle support. For any situation where there is the risk of crush injuries (e.g. a dropped load) or penetrating injuries (e.g. from a sharp object) to the foot, safety boots with insole and toe protection (either steel or composite) are to be worn.</li> <li>Waterproof clothing to available and close at hand.</li> <li>All staff and visitors to adhere to any PPE requirements outlined by the client or their principal contractor.</li> <li>PPE to be appropriately fitted and in good condition.</li> <li>(Further information on specific PPE requirements are to be found in the Equipment and Site sections of this RA)</li> </ul>	All staff	
Slips, trips and falls	Likely injuries include: 1) Twisted ankles and knees - ligament and muscle damage, 2) Head injuries, cuts and abrasions or broken bones	<ul style="list-style-type: none"> <li>In line with general PPE measures WA staff will wear boots with ankle support and, where applicable, toe and insole protection.</li> <li>Areas and routes used by WA staff on foot (pedestrians) should be understood and established. To reduce the risk of slip and trip these areas will so far as is reasonably practical be kept free from obstruction and trip hazards – good housekeeping. These areas and routes will only be fenced where that is warranted by</li> </ul>	Site director All staff	

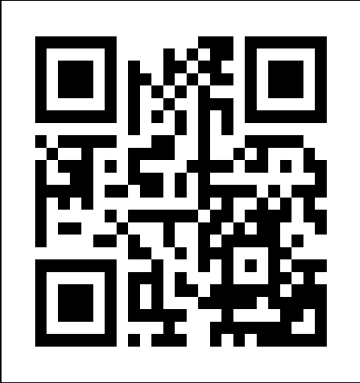


Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
		<p>other relevant hazards/ factors such as work at height, environmental protection or plant operations. Where a planned activity compromises a safe pedestrian area or route then this will be this will be communicated to WA staff and where necessary alternative access arrangements will be made. Where the route or area is compromised unexpectedly WA staff should inform the supervisor as soon as practical.</p> <ul style="list-style-type: none"> <li>• When manoeuvring loads check route is clear of hazards and if visibility is restricted by the load use an additional person to guide.</li> </ul>		
Public engagement	Negative effect on local communities, poor image for the company, possible injury	<ul style="list-style-type: none"> <li>• All staff to be polite and courteous to members of the public.</li> <li>• Do not get drawn into debates about issues around any proposed development.</li> <li>• All negative contact with the public should be reported to the Project Manager immediately.</li> <li>• If threatened by any members of the public, remove yourself from that situation to a place of safety (e.g. locked vehicle) and phone 101 for advice and support or 999 if in serious immediate danger.</li> </ul>	<p>Site director All staff</p>	
Harassment, discrimination, bullying or intimidation	Unsafe, stressful or uncomfortable working environment	<ul style="list-style-type: none"> <li>• All staff have the right to work in an environment free from harassment or discrimination.</li> <li>• Wessex Archaeology will not tolerate behaviour from staff, clients or other sub-contractors which makes staff feel distressed, intimidated or offended.</li> <li>• Where appropriate talk to the individual (or ask your supervisor to do this on your behalf) and ask them to amend their behaviour.</li> <li>• For more serious or unresolved issues report the matter to the Site Director, Project Manager and HR.</li> <li>• If you feel physically threatened remove yourself from that situation to a place of safety (e.g. locked vehicle) and phone 101 for advice and support or 999 if in serious immediate danger.</li> </ul>	<p>Site director All staff Client Sub-contractors</p>	



Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
Fire	Injury resulting from burns and smoke inhalation	<ul style="list-style-type: none"><li>• On discovering a fire staff to raise the alarm immediately.</li><li>• On hearing the alarm all staff, visitors and sub-contractors to evacuate to safe area or designated muster point.</li><li>• Staff to tackle fire only if considered safe and competent to do so.</li><li>• No smoking, or use of e cigarettes/ vapes, in work vehicles or site accommodation.</li><li>• Where provided, smoking to only take place in designated areas. Any designated area for use of e cigarettes/ vape must be separate from the smoking area.</li><li>• Fuel cans and other flammable chemicals to be clearly labelled and safely stored. Hot or ignited materials to be fully extinguished before disposal.</li><li>• Fire extinguishers to be available on site in the following circumstances:</li><li>• Water (red) to all sites where WA are in control of works;<ul style="list-style-type: none"><li>- In addition, Foam (cream) when WA is responsible for fuel; and</li></ul></li><li>• - In addition, CO2 (black) when there is an electrical fire risk such as a generator to the welfare.</li></ul>	Site director All staff	
Incident reporting	Failure to learn and improve from incidents and near misses	<ul style="list-style-type: none"><li>• The Site Director should notify the Project Manager about any injury, incident, damage to equipment, near miss, or environmental incident. A record should be kept of the circumstances, including photographs where appropriate.</li><li>• The incident should be reported to the WA OHS team using the initial incident notification on 'The Hub WA SharePoint site'</li><li>• The QR code (below) can be used to access the incident notification system</li><li>• This RA should also be updated to reflect any new control measures agreed.</li></ul>	Site director Project Manager	



Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
				



### 13 EQUIPMENT RISK ASSESSMENT

	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L	C	R		L	C	R	
1.	General plant operations	Injury to WA staff, visitors, other contractors or other plant during machine excavation, including crushing and entrapment	4	5	20	<ul style="list-style-type: none"> <li>WA staff will not be involved in oversight of plant operators (eg checking competence and plant maintenance.)</li> <li>At a minimum hi-vis vests, safety boots and safety helmet to be worn by all persons in areas where plant is operational at all times.</li> <li>Exclusion zone to be maintained and managed by the plant marshal during all plant movements and mechanical excavation. Those monitoring plant should keep their distance from moving parts and maintain in communication with the operator.</li> <li>Where there is sustained, moderate to high levels of noise (e.g. you need to raise your voice to carry out a conversation with a colleague 2m apart) ear protection to be worn.</li> </ul>	2	5	10	Client/ PC,
2.	General plant and vehicle operations	Fire	2	5	10	<ul style="list-style-type: none"> <li>Wessex Archaeology staff will not be involved with the refuelling or maintenance of any plant on site.</li> <li>Refuelling of vehicles should take place off site at a refuel station. However should refilling be required anywhere else then it should be undertaken in a suitable (preferably paved), level area with a spill kit at hand.</li> <li>No smoking while refuelling.</li> <li>All fuel spills should be dealt with using a spill kit.</li> <li>In the event of a fire follow measures as outlined in this RA.</li> </ul>	1	5	5	SD, PD
3.	Hand-excavation	Injury to WA staff, visitors and other contractors whilst using hand tools	3	3	9	<ul style="list-style-type: none"> <li>All tools will be inspected prior to removal from the office and before use. All damaged, broken or otherwise unusable hand tools to be marked as such and put to one side.</li> <li>Sustained repetitive manual activity can lead to long term injury. Take steps to change tasks and positions and ensure</li> </ul>	2	3	6	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L	C	R		L	C	R	
						<p>rests within the working day. Adopt a good posture and take time to stretch and relax muscles.</p> <ul style="list-style-type: none"> <li>All on-site grid pegs will be fitted with safety caps.</li> <li>Any manual handling of equipment should be done safely taking into account the size, weight and shape of the load, the route to take and any environmental factors (e.g. wet ground) and the capacity and limitations of the individuals involved. Where appropriate loads should be divided or mechanical aids used (e.g. wheelbarrow).</li> <li>Heavy lifting to be avoided where possible. If unavoidable then staff to receive appropriate training or use suitable mechanical lifting aids.</li> <li>All tools will be used for the purpose for which they were intended.</li> <li>At all times WA staff shall be made aware of other persons working in the vicinity.</li> </ul>				
4.	Manual handling	Injury to WA staff due to manual handling	3	3	9	<ul style="list-style-type: none"> <li>Any manual handling of equipment should be done safely taking into account the size, weight and shape of the load, the route to take and any environmental factors (e.g. wet ground) and the capacity and limitations of the individuals involved. Where appropriate loads should be divided or mechanical aids used (e.g. wheelbarrow, hoist).</li> <li>Heavy lifting to be avoided where possible. If unavoidable then staff to receive appropriate training or use suitable mechanical lifting aids.</li> </ul>	2	3	6	SD, S
5.	General plant operations	Noise induced hearing loss	3	4	12	<ul style="list-style-type: none"> <li>Where there is sustained, moderate to high levels of noise (e.g. you need to raise your voice to carry out a conversation with a colleague 2m apart) ear protection to be worn. Any emergency signals required to be agreed in advance of work</li> </ul>	1	4	4	SD, PD



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L	C	R		L	C	R	
						and the Site Director to ensure a procedure for alerting personnel wearing ear protection in the event of an emergency situation (e.g. fire). When wearing ear protection staff must have visual contact with plant operating in their area at all times.				





14 SITE SPECIFIC RISK ASSESSMENT

Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
Driving	Injury to WA staff, contractors and members of the public resulting from traffic incidents.	4	5	20	<ul style="list-style-type: none"> <li>All WA drivers are assessed as competent to drive for work. Where feasible, projects will have at least two nominated drivers.</li> <li>Nominated drivers must familiarise themselves in advance with routes to site, local A&amp;E services and any other destinations considered likely/ necessary as part of project work.</li> <li>Don't drive tired, drivers to take a break when tired and as a minimum every 2 hours.</li> <li>All equipment will be securely stowed during transit, with a fixed bulkhead separating equipment and passengers.</li> <li>Where necessary appropriately located 'marshal' will assist with vehicle manoeuvring e.g. parking or turning in restricted spaces or where pedestrians or other vehicles need to be made aware or checked.</li> <li>Tyres, water, oil and fuel will be checked regularly.</li> <li>Extreme caution will be exercised when entering or leaving public highways.</li> <li>Vehicles to be parked where staff can safely disembark. If immediately adjacent to a public highway then hi-vis clothing to be worn.</li> <li>With the exception of devices used for navigation in a correctly located mount, mobile phones will be turned off before commencing any journey, and calls will not be taken by the driver whilst driving.</li> <li>All drivers are to be fully aware of the restrictions imposed by the Gross Vehicle Weight (GVW) of the vehicle. If in any doubt</li> </ul>	2	5	10	PM, S



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
				12	a public weighbridge is to be used to confirm weight of the vehicle.			6	
Unfamiliarly with SSoW, RA and procedures	Non-communication of risks, hazards and safe working methodologies	4	3	12	<ul style="list-style-type: none"> <li>All staff and visitors to read, understand and sign this RA upon arrival to site.</li> <li>All staff and visitors to be given short induction concerning the risks, hazards and safe working methodologies applicable to the site.</li> <li>All WA staff are CSCS card-holders, visitors to be accompanied by CSCS card holders at all times.</li> </ul>	2	3	6	SD, S, visitors and sub-contractors
Unfamiliarly with SSoW, RA and procedures established by Principal Contractor	Non-communication of risks, hazards and safe working methodologies	4	3	12	<ul style="list-style-type: none"> <li>All staff and visitors to read, understand and sign this RA upon arrival to site.</li> <li>All staff and visitors to attend site induction as provided by the Principal Contractor concerning the risks, hazards and safe working methodologies applicable to the site.</li> </ul>	2	3	6	Principal Contractor (PC), SD, S, visitors and sub-contractors
High levels of noise	Temporary or permanent hearing damage, difficulties in communication	4	4	16	<ul style="list-style-type: none"> <li>Where there is sustained, moderate to high levels of noise (e.g. you need to raise your voice to carry out a conversation with a colleague 2m apart) ear protection to be worn.</li> <li>Consideration to be taken about communication while staff are wearing ear protection, any emergency signals required to be agreed in advance of work.</li> <li>Staff to have visual contact with plant operating in their area or be physically demarcated from any operational plant or vehicles.</li> <li>Site Director to ensure a procedure for alerting personnel wearing ear protection in the event of an emergency situation (e.g. fire).</li> </ul>	1	4	4	SD, S



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
Utilities/buried hazards (responsibility of Principal Contractor)	Injury to WA staff and other contractors due to damage of or contact with utilities (buried or overhead).	3	5	15	<ul style="list-style-type: none"> <li>It is the Principal Contractors responsibility to obtain current and accurate utility information. This information will be made available to WA staff as required for the safe execution of their job.</li> <li>WA will follow all control measures established by the Principal Contractor with respect to avoiding underground and overhead utilities.</li> <li>WA staff should avoid all identified services. Any cable or pipe encountered will be considered live at all times, and will be protected from any subsequent damage.</li> <li>WA staff will notify the Principal Contractor or Site Manager if they identify any utilities which they do not believe have been appropriately identified or controlled.</li> </ul>	2	5	10	Client/ PC, Project Manager (PM), S
Working at height	Injury due to falling from height, including into holes	3	4	12	<ul style="list-style-type: none"> <li>Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.</li> <li>Where possible avoid walking or working next to significant falls. Avoid working on or near fragile surfaces/ excavated edges.</li> <li>Ensure a safe means of access.</li> <li>If there is a risk of falling objects from above wear a hard hat.</li> <li>Where necessary report, highlight or fence off specific hazards.</li> <li>Obey any warning signage.</li> </ul>	2	4	8	SD, S
Asbestos	Disease resulting from asbestos exposure (Asbestosis, Lung Cancer,	2	5	10	<ul style="list-style-type: none"> <li>All WA staff to be UKATA (asbestos awareness) trained.</li> <li>All information pertaining to possible asbestos sources to be provided by the client.</li> <li>If asbestos is encountered or indicated work should stop and staff cleared out of the immediate area. The Project Manager</li> </ul>	1	5	5	Client/ PC, PM, SD



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
	Mesothelioma, non-cancerous Pleural diseases)				<p>and client should be informed and an Asbestos Management Plan produced.</p> <ul style="list-style-type: none"> <li>If dust or debris is present on staff, put on any available respiratory protective equipment, wipe down with damp rags/ wash and dispose of any contaminated material as asbestos waste.</li> <li>WA staff will not handle, dispose of, transport or store materials likely to contain asbestos.</li> <li>All WA staff will maintain appropriate personal hygiene standards (regular handwashing etc.).</li> </ul>				
Contamination possible but not expected	Injury, ill-health and disease resulting from contaminated ground or water	3	4	12	<ul style="list-style-type: none"> <li>There are no indications of any contamination present within the site that will be disturbed by the scope of works. Should a contamination threat be identified, such as hydrocarbons, sewage, pesticides etc., work should cease in this area immediately and the Project Manager and client informed. The specific risk from this contamination should then be assessed in line with COSHH and all appropriate measures taken.</li> <li>As a basic precaution hands should be washed at the end of the day and prior to eating. Hands should be washed after changing footwear/ external clothing.</li> <li>Cuts and grazes should be cleaned out thoroughly and covered over.</li> <li>Gloves and barrier cream should be used to protect hands where potential skin irritants are identified.</li> </ul>	1	4	4	SD, S
Lone working/ isolated working	Any injury that may be exacerbated by inability to summon aid promptly	3	4	12	<ul style="list-style-type: none"> <li>A mobile phone must be carried at all times. If employees will be carrying a second mobile phone (i.e. a personal phone), then this numbers should also be made available to Head Office, colleagues, line manager etc.</li> </ul>	1	4	4	PM, SD, S



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
					<ul style="list-style-type: none"> <li>Lone workers must arrange checking-in times with Manager or other appointed contact. As a minimum to include arrival and departure from site. Workers isolated or out of contact with other site personnel for protracted periods must periodically check-in with other site staff.</li> <li>Where feasible carry a 1st aid kit.</li> <li>Remain vigilant, do not place yourself in any position that may become hazardous.</li> </ul>				
Diseases	Human to human infections (e.g. AIDS, Hepatitis)	2	4	8	<ul style="list-style-type: none"> <li>Cuts and broken skin to be covered with waterproof plasters or dressing.</li> <li>Staff to wash hands after handling any contaminated clothing or other materials and always before eating, drinking or smoking.</li> <li>All staff should be immunised against Tetanus, Hepatitis A and Polio.</li> <li>If staff are injured by any potentially contaminated object they should seek medical help immediately.</li> <li>First aiders should put on non-latex gloves before treating any injury and dispose of these and any contaminated first aid materials as hazardous waste.</li> </ul>	1	4	4	SD, S
Suburban environment/ rats	Zoonoses (transfer of animal diseases to humans), e.g. Bovine tuberculosis (cattle/ badgers), Leptospirosis/ Weil's (rodents/ cattle), Hantavirus Disease	2	4	8	<ul style="list-style-type: none"> <li>Staff to wear gloves in high risk areas. No eating, vaping, smoking or cigarette preparation in proximity to high risk areas.</li> <li>Cuts and broken skin to be covered with waterproof plasters or dressing.</li> <li>Staff to wash hands after handling any animal, or any contaminated clothing or other materials and always before eating, drinking or smoking.</li> <li>No foodstuffs or beverages to be consumed in high risk areas.</li> <li>Avoid standing water.</li> </ul>	1	4	4	PM, SD, S



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
	(rodents), Lyme Disease (ticks)				<ul style="list-style-type: none"> <li>Staff to advise Project Manager immediately should staff become ill and seek medical help.</li> <li>Staff should be aware of the risk of contracting Lyme Disease or other tick borne infections through an infected tick bite. In areas of long grass/ vegetation long trousers should be worn, tucked into socks and regular tick checks undertaken. Ticks should be removed using fine-tipped tweezers or a tick remover. If symptoms present (such as a target shaped rash or flu-like symptoms) medical help should be sought.</li> <li>Staff should inform medical staff that they are at risk of Leptospirosis (Leptospirosis - flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains).</li> <li>Potentially contaminated tools and other equipment should be washed or disinfected before use on other sites.</li> </ul>				
Deep excavation	Injury to WA staff, visitors or other contractors due to trench/ excavation edge collapse	3	4	12	<ul style="list-style-type: none"> <li>No unsupported sections greater than 1.2m depth. Where ground is loose or wet the safe depth will be considerably less than this; there is <b>no safe minimum depth of excavation</b>.</li> <li>Excavation area sides to be stepped as ground conditions demand, regardless of depth.</li> <li>Access points will be ramped and battered in order to facilitate safe access into the excavation area.</li> <li>No persons other than WA, Client/ contractors or curatorial staff to enter deep excavations at any time.</li> <li>Groundwater seepage to be removed either using a water pump, or if flow is insufficient, by using plant to bail water onto ground surface downslope from the trench.</li> <li>Excavations are to be inspected at the start of each day, after any event likely to have affected strength or stability (for</li> </ul>	2	4	8	SD, S



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L	C	R		L	C	R	
					<p>example, torrential rain that floods the excavation) and after any material falls.</p> <ul style="list-style-type: none"> <li>• Deep excavated features will be demarcated by fencing/ hazard tape and appropriate hazard signs (i.e. "Danger Deep Excavation") to be erected at all reasonable access points to the site.</li> <li>• Excavated spoil, tools, equipment etc. to be stockpiled/stored at least 1 m beyond the edge of the excavations to minimise trip hazards and reduce load on trench sides.</li> <li>• All vehicles and plant to maintain a safe distance from deep excavations.</li> <li>• All visitors to the site to be made aware of the location of any deep excavations.</li> </ul>				
Incorrect PPE	Injury which could be avoided if correct PPE had been worn.	3	4	12	<ul style="list-style-type: none"> <li>• As a minimum staff must wear hi-vis clothing and boots with toe and insole protection.</li> <li>• Hard hats must be worn within the working radius of any plant, within deep excavations or any other situation where there is the risk of falling objects from above.</li> <li>• Suitable gloves must be worn if sharp materials or any contamination is suspected. Gloves should be available and also be worn as needed during manual tasks to assist with grip and to avoid injury.</li> <li>• Safety glasses should be available and must be worn if there is the risk of objects or material flying into the face.</li> <li>• Ear plugs or ear defenders should be used in areas or during tasks with a moderate and sustained level of noise (e.g. you must raise your voice to carry out a conversation when about 2 m apart), where this cannot be otherwise avoided. The Site Director should be aware of any staff using personal hearing protection and this should be taken into consideration if any</li> </ul>	1	4	4	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L	C	R		L	C	R	
						verbal or audible warnings need to be given (e.g. in the event of a fire). Staff should not use personal hearing protection around mobile operating plant unless they have direct line of site with the machine or there is a physical barrier separating them. <ul style="list-style-type: none"> <li>The use of respiratory protective equipment (RPE) is not anticipated as you should only use RPE after you have taken all other reasonably practicable measures to prevent or control exposure. If RPE is required or needed a more detailed Risk Assessment should be undertaken.</li> </ul>				

Dynamic risk assessment

**14.1 Completing a Dynamic Risk Assessment**

- 14.1.1 A dynamic risk assessment is appropriate for a short-term situation arising unexpectedly. Only to be carried out by the site director. Can also be called a Point of work Risk Assessment or Task hazard Assessment.
- 14.1.2 On a watching brief if this becomes necessary it will most likely be carried out by the main contractor. There may be rare circumstances where it falls to WA to carry out and record the dynamic assessment.
- 14.1.3 Where possible use an electronic form to ensure the project manager is aware at the earliest opportunity can approve the action. Only complete the form below by hand if an electronic assessment form is not accessible.





Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L <sup>1</sup>	C	R		L	C	R	

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<sup>1</sup> L= Likelihood, C=Consequence/ severity, R=Risk (LxC). See matrix inside back cover.



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L <sup>1</sup>	C	R		L	C	R	

## 15 ENVIRONMENTAL MEASURES

Issue	Consequence	Control measures	Responsibility
Fuel spill	Pollution and damage to ecosystem	<ul style="list-style-type: none"> <li>Refuelling should take place in a suitable area with a spill kit at hand.</li> <li>All fuel spills should be dealt with using a spill kit.</li> </ul>	SD, PD



Issue	Consequence	Control measures	Responsibility
		<ul style="list-style-type: none"><li>After any fuel spill is contained, the waste should be sent to a specialist contractor for disposal. The Project Manager or Principal Contractor (depending on the location of the spill) should be contacted as soon as possible to confirm who this will be and arrangements made.</li></ul>	
Waste	Pollution, damage to ecosystem, negative effect on local communities	<ul style="list-style-type: none"><li>All waste to be collected, and sorted as required</li><li>Where provided waste to be disposed of at facilities provided on site. If there are no on-site waste facilities waste should be taken to refuse and recycling facilities, either at the office or provided locally.</li><li>All empty containers and materials classified as hazardous waste to be separated from general waste and correctly disposed of.</li><li>Wessex Archaeology are registered as a lower tier waste carrier.</li></ul>	SD, S
Nesting birds	Disturbance of nesting birds	<ul style="list-style-type: none"><li>All wild birds are protected under The Wildlife and Countryside Act 1981 (as amended), whilst they are actively nesting or roosting. Where such sites are identified staff should report them to the Project Manager, Client and other contractors and avoid disturbing them.</li><li>During the nesting season (March-July) staff should be aware that ground nesting birds such as skylark and lapwing may be present in rough grassland.</li></ul>	SD, S
Non-native species	Spread of non-native invasive species	<ul style="list-style-type: none"><li>Both Japanese Knotweed and Giant Hogweed are both included in The Wildlife and Countryside Act 1981 (as amended), making it an offence to plant or to cause to spread either species in the wild.</li><li>Japanese Knotweed and Giant Hogweed are classed as 'controlled waste' and as such must be disposed of safely at a licensed landfill site according to the Environmental Protection Act (Duty of Care) Regulations 1991. Soil containing rhizome material can be regarded as contaminated and therefore no spoil from the vicinity of any identified plants should be removed from site or transported to another area of the site.</li><li>If plants are identified on site staff should cease work in the immediate area and inform the Project Manager and Client.</li><li>Staff should be aware that the sap of Giant Hogweed is phototoxic, causing skin to blister and scar and should avoid touching the plant. If accidentally exposed the affected area should be washed thoroughly with soap and water and the exposed skin protected from the sun for several days.</li></ul>	SD, S





## 16 RISK ASSESSMENT BRIEFING LOG

*I confirm that I have read and understood the site risks and procedures as outlined in this document and have received an induction<sup>2</sup> outlining the scope of work, main hazards and control measures.*

Name + CSCS card number	Signature	Date	Company	Comments <sup>3</sup>

<sup>2</sup> This may be conducted by the Project Manager via a briefing prior to arrival on site.

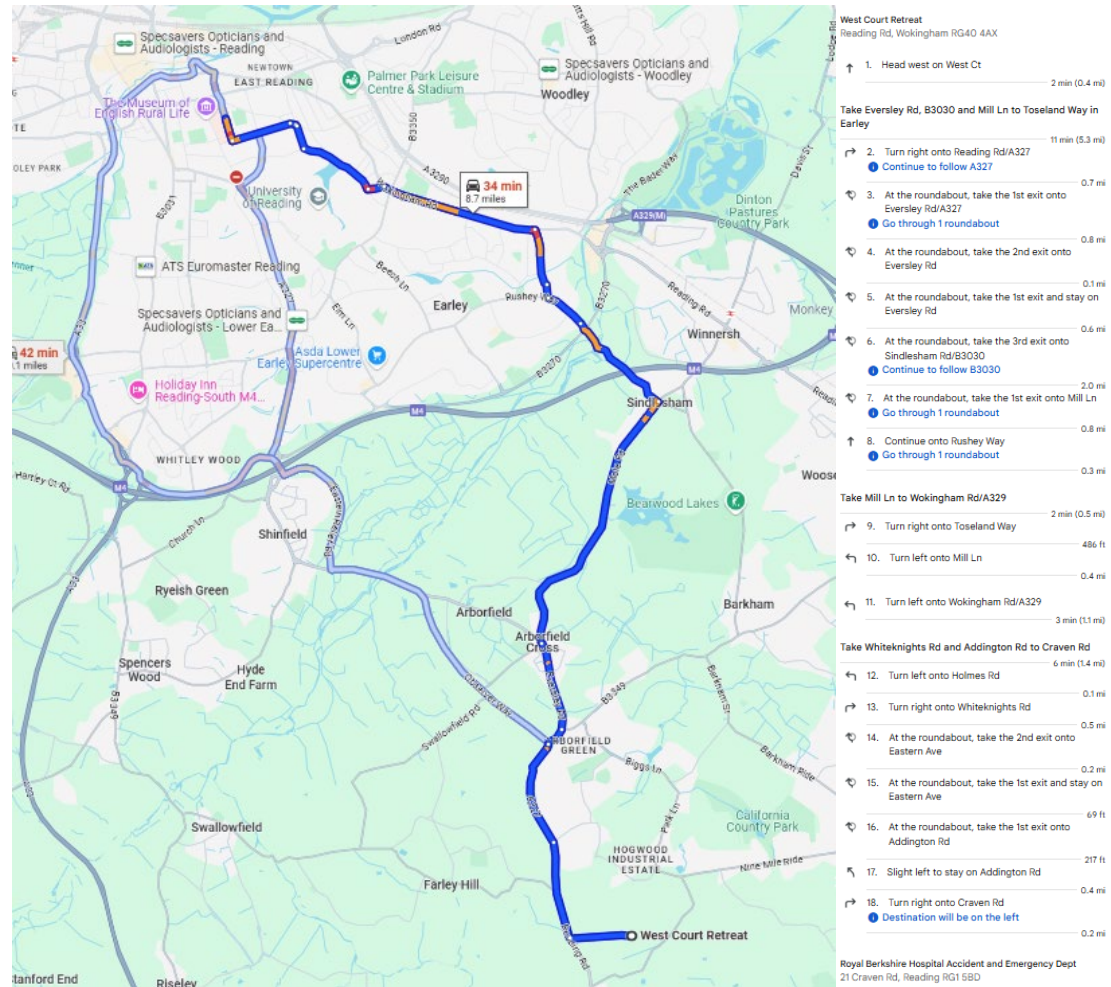
<sup>3</sup> If you have concerns or queries about any of the risks and control measures outlined in this RAMS indicate this here and then communicate this to the Site Director or Project Manager asap. As a result of issues raised further controls may be needed, these should be recorded in the dynamic RA in the first instance and (if necessary) a revised RAMS issued.





**17 MAPS AND PLANS**

**17.1 Route from Site to A&E**







## 18 OTHER DOCUMENTATION

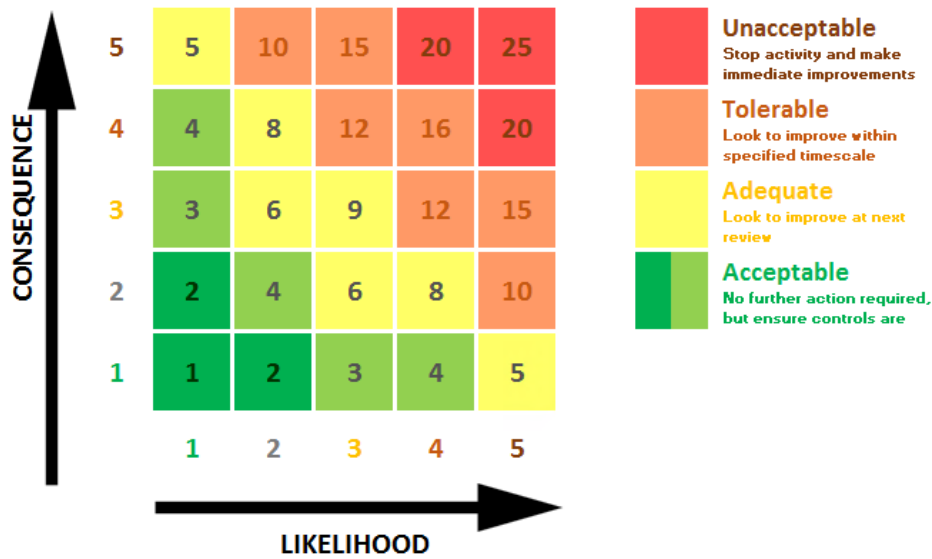
The following documentation accompanies this RAMS:

Wessex Archaeology Health and Safety Policy Statement HS-001  
Wessex Archaeology Emergency Response Procedure HS-006

COSHH datasheets and assessment: Spray line paint CA020

West Court, Finchampstead, Berkshire: Written Scheme of Investigation for Archaeological Watching Brief (Wessex Archaeology, 2024)

# Risk matrix



Consequence (severity)		
1	None	No injury
2	Negligible	Trivial injury (First Aid only)
3	Minor	Minor injury/ short term absence (less than 7 days)
4	Major	Major injury/ absence for 7 days or more
5	Fatality	Multiple/ single fatalities

Likelihood		
1	Improbable	Very unlikely, 1:1000,000
2	Remote	Unlikely, though conceivable, 1:100,000
3	Possible	Could occur sometimes, 1: 10,000
4	Probable	Expected, occurs repeatedly, 1:1000
5	Certainty	Not surprised, will occur several times, 1:100



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