



Wokingham Major Highways Programme South Wokingham Distributor Road

Risk Assessment and Method Statement
For Archaeological Evaluation

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Project management by John Davey

Quality Assurance

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RAMS approved by Client/ Principal Contractor

Name	Position	Signed	Date



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Wokingham Major Highways Programme - South Wokingham Distributor Road - EVAL

Risk Assessment and Method Statement

1 INTRODUCTION

1.1 Site address

Location description	What 3 Words	Address
Main compound (inductions and daily sign in)	mirror.trio.vest	Waterloo Road, Wokingham RG40 2JU
Satellite Compound (inc WA welfare) and access to Area 12 (Tr 41 & 42)	hogs.memory.green	Heathlands Road, Wokingham, RG40 3AJ
Access to Area 1, 4, 8 and 7 (Tr 41-47)	bridge.others.league	Waterloo Road, Wokingham, RG40 3BZ
Access to Area 5 Trenches (Tr 40 & 39)	pipes.places.sung	Finchampstead Road, Wokingham, RG40 2DY

1.2 Project description and key dates

Project: Wokingham Major Highways Programme - South Wokingham Distributor Road - EVAL

Project Number: 295081

Start date: 07/03/2025

End date: 16/05/2025

1.3 Summary

- 1.3.1 Wessex Archaeology has been commissioned by Balfour Beatty, to undertake an archaeological evaluation of a 6.53 ha parcel of land to the south of Wokingham, located between Waterloo Road in the east (NGR 482954 167870) and Finchampstead Road in the west (NGR 480933 167875).

The development comprises the construction of the South Western Distributor Road (SWDR) with associated drainage/flood compensation works, and demolition works. The road will connect to Waterloo Road in the east via a new roundabout, and Finchampstead Road in the west via the existing roundabout at Tesco. A link road is also proposed towards the eastern extent of the scheme, connecting the road to the present junction of Easthampstead Road and Heathlands Road. The SWDR will comprise a single carriageway measuring approximately 2.7 km in length and will include a shared 3 m wide cycle lane/footpath.

Phase 2 of this evaluation comprises of 9 trial trenches (7 x measuring 30 m by 1.80 m and 2 x measuring 50m by 1.8m). These 11 trenches are located in areas which were inaccessible during the previous phase of evaluation works.



Personnel: The archaeological fieldwork will be carried out by a team of up to 5 archaeologists (including a site lead). Mobile plant and operators will be provided by the client.

Significant risks/ hazards (anything 10 or above before control measures applied, further detail in sections 7&8):

- Fuel handling
- General plant operations
- Off-loading plant and equipment
- Driving
- Unfamiliarity with SSoW, RA and procedures (established by Principal Contractor and WA)
- High levels of noise due to construction activities and equipment
- Buried Utilities/ hazards
- Overhead utilities
- Working at height
- Asbestos
- Unexploded ordnance
- Deep excavation
- Incorrect PPE

1.4 Scope of Works

- 1.4.1 Once permit to dig has been approved and staff have been fully inducted and briefed the fieldwork team will begin by setting the trenches.
- 1.4.2 All trenches will be set out using a Global Navigation Satellite System (GNSS) in the approximate positions shown in Figures Section 12.1. Minor adjustments to the layout may be required to take account of constraints such as vegetation or located services, and to allow for machine manoeuvring. The trench locations will be tied into the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.
- 1.4.3 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services. (further detailed in section 5.1).
- 1.4.4 The trenches will be excavated using an 8t-20t 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until the upper-most archaeological horizon or geological substrate is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.
- 1.4.5 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the project aims. Spoil from machine stripping and hand-excavation



will be visually scanned for the purposes of finds retrieval and, where appropriate, will also be metal-detected by trained archaeologists. Finds will be collected and bagged by context.

- 1.4.6 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with the Principal Archaeologist and the client.
- 1.4.7 If human remains are uncovered, the specific methods outlined below (section 4.7) will be followed.
- 1.4.8 Where complex archaeological stratification is encountered, deposits will be left in situ and alternative measures taken to assess their depth, as agreed with the Principal Archaeologist. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.
- 1.4.9 Trenches completed to the satisfaction of the client and the Principal Archaeologist will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

1.5 Key contact details

Principal contractor

Name: Sam Hodges

Address: 3rd Floor, Denmark Court, 18 Market Place, Wokingham ,Berkshire, RG40 1AL

Phone: 07704 687109

E-mail: sam.hodges@balfourbeatty.com

Archaeological Contractor

Name: Wessex Archaeology Ltd

Address: Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB

Phone: 01722 326867

E-mail: info@wessexarch.co.uk

Health and Safety Advisors for Wessex Archaeology

Name: Ian Smart, Occupational Health & Safety Specialist

Phone: 03303 137127/ 07395 851735

Name: Nigel Dunmore, Senior Occupation Health and Safety Advisor

Phone: 07860330670

Name: Sarah Green, Occupational Health and Safety Advisor

Phone: 03303 133709/ 07355 031378

Address: Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB

E-mail: safety@wessexarch.co.uk



Project Manager for Wessex Archaeology

Name: John Davey
Address: Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB
Phone: 03303 133423
E-mail: j.davey@wessexarch.co.uk

Site Director for Wessex Archaeology 27th - 28th August

Name: Arthur Hollinrake
Address: Unit 9, City Business Park, Easton Rd, St Jude's, Bristol BS5 0SP
Phone: 07394206491
E-mail: a.hollinrake@wessexarch.co.uk

1.6 Emergency numbers and medical care

Name	Role	Telephone	Location
Arthur Hollinrake	First aider	07394206491	Site
Royal Berkshire Hospital (18 min from Eastern end of site, 20 min from Western end of site)	A&E	0118 322 5111 111 or 999 if life threatening	Craven Road, Reading, Berkshire, RG1 5AN
National Grid	National Gas Emergency Service	0800 111 999	
	Electricity Emergency Service (major overhead lines only)	0800 40 40 90	
Scottish and Southern Electricity Networks	Local electricity provider	0800 072 7282	
SGN	Local gas provider	0800 111 999	
South East Water	Local water supplier	03330 000 001	
Thames Water	Local sewerage provider	08009 808 800	
Emergency Response Team	To be contacted in the event of an emergency or major incident if the Project Manager is unavailable.	07809 495395	
Landowner		Ring on arrival	
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	https://111.nhs.uk/covid-19

- 1.6.1 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).
- 1.6.2 It is advisable to call 111 to check the availability of NHS facilities before travelling due to high demand or industrial action.
- 1.6.3 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.
- 1.6.4 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.
- 1.6.5 Directions to A&E services are located in section 12 of this RAMS.

1.7 Project documentation

- 1.7.1 In relation to these works, the following documents will be held in the company's project health and safety folder. The H&S folder may be in electronic format accessible to all Wessex Staff, or if the client requires it to be in paper format, available within the site office:
- Health and Safety Law Poster/ leaflet;
 - WA Health and Safety Policy statement (HS001);
 - Wessex Archaeology Emergency Response Procedure (HS006);
 - Accident and Incident Report Reporting (HS010);
 - COSHH assessments and datasheets for:
 - Spray line paint CA020
 - Biosecurity on site CA007
 - Fuel for generators transport and use CA001
 - Training and induction records; and
 - Plant maintenance and inspection records.
- 1.7.2 All information within the H&S folder, including any new documentation generated during the course of the project, will be provided in a regular and timely fashion to the Client, for inclusion in the scheme Health & Safety file should they require it.

2 MISSION STATEMENT

2.1 Health, Safety and Environment targets

2.1.1 Wessex Archaeology will endeavour to carry out the programme of archaeological works as specified in the Written Scheme of Investigation (WSI), on time, on budget, and with due regard for the Health, Safety and Welfare of those involved in the archaeological works and those who may be affected by the archaeological works. Wessex Archaeology will endeavour to carry out the programme of archaeological works with due regard to all environmental constraints and, will consult regularly to ensure consistent compliance.

2.1.2 The H&S targets, therefore, are that:

- This project will be completed with no injuries to employees, sub-contractors, other trades, visitors or members of the public;
- All workers will attend an online H&S induction;
- All workers will attend appropriate tool box talks throughout the project;
- All H&S briefings will be recorded; and
- This project will be completed having ensured a minimum environmental footprint.

2.2 Statement of intent

Wessex Archaeology Health & Safety policy

2.2.1 It is Wessex Archaeology's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees, others or the environment that may be affected.

2.2.2 Management and supervisory staff have the responsibility for implementing the Wessex Archaeology's *Health and Safety Policy* (HS01) throughout the company and must ensure that Health & Safety considerations are always given priority in planning and day-to-day supervision of work.

2.2.3 All employees and sub-contractors are expected to co-operate with Wessex Archaeology in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

2.2.4 The Chief Executive will be responsible for making all executive policy decisions on such matters and has signed the *Wessex Archaeology Health & Safety Policy Statement*. He will ensure the Board are informed of any significant matters regarding the Health & Safety of employed staff as a matter of courtesy only. The Health and safety Team have particular responsibility for health, safety and welfare, and to whom reference should be made in the event of any difficulty arising in the implementation of this policy.

2.2.5 Wessex Archaeology has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).

Construction Phase Plan

2.2.6 In line with the overarching principles of the *Wessex Archaeology Health and Safety Policy*, this RAMS will be considered a 'live' document under constant dynamic review. The timing



of this review will be determined by the frequency of the following circumstances, whichever is the most recent:

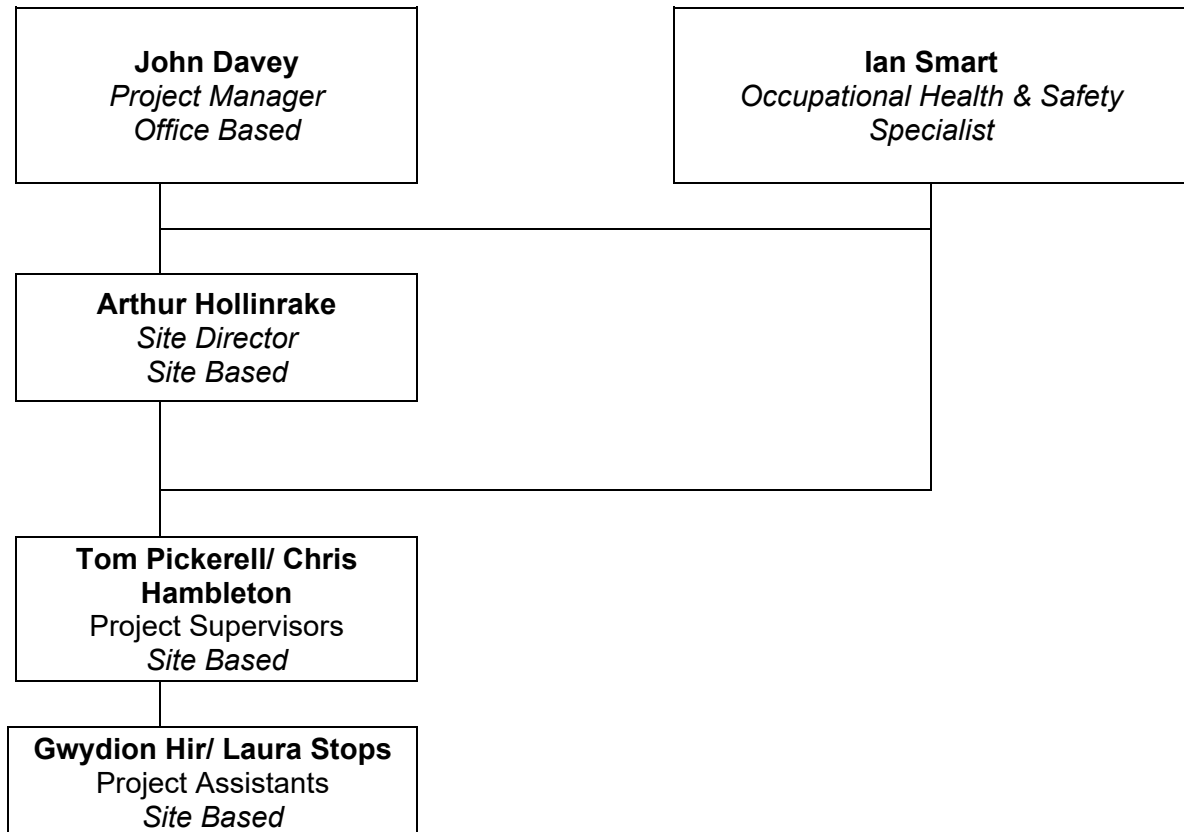
- An accident;
- A near-miss;
- Any significant change in site layout, and/or site operations, and/or site conditions.

2.3 Right to a positive working environment.

- 2.3.1 All staff have the right to a working environment free of bullying, harassment, victimisation, and unlawful discrimination.
- 2.3.2 Wessex Archaeology actively promotes a culture of dignity and respect for all, where individual differences and the contribution of all staff is recognised and valued.
- 2.3.3 Wessex Archaeology takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, contractors, customers, clients, suppliers, visitors, the public and any others during the organisation's work activities.
- 2.3.4 Wessex Archaeology has a zero tolerance for any form of harassment and is committed to supporting and promoting the message that bullying, harassment and discrimination will not be tolerated across the profession and within the workplace.

2.4 Management structure

- 2.4.1 The responsibilities of all staff, including Project Manager, Site Manager, and Health and Safety Team can be found in the Wessex Archaeology *Health & Safety Policy* within the H&S folder in the site office.
- 2.4.2 An organogram detailing the clear and defined structure detailing responsibilities for the efficient communication for all matters relating to health, safety and welfare within Wessex Archaeology is indicated in Appendix 1.



2.4.3 Resources:

Plant

20t Excavator x 2

5t Excavator x1

Site Vehicle x1

Dumper x1

People.

Supervisors x3

Experienced workers x

Graduates/inexperienced workers x

2.4.4 Risk assessment

2.4.5 A Risk Assessment (RA) has been prepared by Wessex Archaeology, in line with its own internal policies and forms part of this document. The RA will be dynamically reviewed by the Project Manager and the Site Director on site, and any necessary amendments recorded in the Dynamic Risk Assessment section of the RA. If necessary the document



will be reviewed if it is deemed to be no longer valid, if there has been a significant change or following an accident or incident.

- 2.4.6 All staff, visitors, subcontractors etc. will be taken through the RA as part of their site safety induction and will sign and date the RA to confirm that the briefing and its contents are understood.
- 2.4.7 All nominated plant contractors working for Wessex have passed through a pre-qualification process to assess their suitability. This process involves the Health and Safety Manager, Quality director and HR director. Plant operators work closely with us and work subject to the Wessex RA.
- 2.4.8 The RA will be provided to the Client for approval prior to the commencement of works.

3 SITE SAFETY RULES

3.1 General site rules

- In line with standard Wessex Archaeology practice, all driving time to and from site will be recorded against the appropriate US code, to ensure driving demands are appropriately and effectively monitored;
- No vehicle movement within the site shall exceed 10 mph;
- Extreme care should be taken when reversing vehicles within the site compound – all reversing manoeuvres will be carried out under supervision;
- In line with standard Wessex Archaeology practice, smoking and use of e cigarettes/ vapes is not permitted on site, in site accommodation or in project vehicles;
- The Site Director will maintain a daybook which will record the identity and hours worked on site of all personnel on a daily basis;
- The Site Director will also maintain a Site Visitors book, and all visitors will sign in on arrival, and sign out on departure;
- Wherever feasible, all excavations will be backfilled at the close of each day;
- Where not possible due to programming and/or monitoring demands, open excavations will be protected with appropriate fencing;
- No member of staff, subcontractor, visitor or other will attend site whilst under the influence of alcohol or illegal drugs.;
- All plant will be turned off when not in use, keys removed and secured overnight;
- All staff, visitors and subcontractors will conform to the mandatory PPE dress code (see below) at all times;
- All accidents and near misses will be reported at the earliest opportunity;
- All welfare facilities will be kept clean and tidy at all times; and



- No member of the project team will discuss the project with the general public at any time (see below)
- A Permit to dig will be issued by Balfour Beatty- Responsibility for this will be with the site leads- (Arthur Hollinrake)
- WA staff will attend inductions at the main site compound off Waterloo Rd. They will also sign in and out here daily.

4 COMMUNICATION AND LIAISON

4.1 General

- 4.1.1 Good communication and liaison will be achieved via progress meetings between Wessex Archaeology, Principal Contractor and Client, which will include a health and safety item on the agenda.
- 4.1.2 The discussions and actions arising from each meeting will be noted and distributed to all interested parties for further dissemination within their respective organisations.
- 4.1.3 The Site Director (or his/her appointed representative) will carry out toolbox talks on site (based on CITB GT 700) on a range of topics. It should be noted that all archaeologists on the project team will either speak English as their first language or- be fluent English speakers.
- 4.1.4 The site will lead will keep a daily diary on BIM Field. Relevant personnel will be given access by Balfour Beatty.
- 4.1.5 Permit to digs will be issued by Balfour Beatty- the WA on site lead will be responsible for making sure these are issued before works commence.

4.2 The archaeological team and sub-contractors

- 4.2.1 Employees and subcontractors will be encouraged to raise health and safety issues and concerns with the Site Director, Project Manager and/or Wessex Archaeology's Health and Safety Team on an ongoing basis and during toolbox talks.
- 4.2.2 A weekly attendance record will be filled in for each site. This will include a section in which Health & Safety issues can be recorded.

4.3 Management and supervision

- 4.3.1 The Site Director will have, as a minimum, SSSTS qualification as a mandatory training requirement. It will be his/her responsibility to ensure that a safe system of work is established and maintained throughout the duration of the works. The Project Manager on behalf of Wessex Archaeology will hold an IOSH Managing Safely qualification as a minimum.

Management structure and qualifications

- 4.3.2 The following management structure will be in place throughout the duration of works:

Name:	John Davey
Role:	Project Manager
Qualifications:	IOSH Managing Safely



Name: Arthur Hollinrake
Role: Site Director
Qualifications: NPORS Operator (Plant Machinery Marshall)
NPORS Operator (Cat and Genny)
UKATA (Asbestos Awareness)
Site Manager Safety Training Scheme (SMSTS)
HSE First Aider
CSCS (CITB)

4.3.3 Further details of certification and training achievement are available upon request.

4.4 Induction

4.4.1 All personnel working on the site will be required to attend a project-specific induction provided by the Client at the site compound.

4.4.2 Further to this, all personnel working on or visiting the site are to attend a site induction provided by Wessex Archaeology prior to the commencement of work at the site. This will be arranged via the Site Director, and a written/dated record of site inductions will be maintained, including evidence of competence inspected.

4.4.3 The Site Director or Supervisor will provide daily toolbox talks, a Daily Activity Briefing and awareness sessions to all Wessex Archaeology staff. They will also have responsibility for maintaining Health and Safety inspections across the site. Further inspections will be carried out and recorded by the Project Manager and Health and Safety Team as appropriate.

4.4.4 Wessex Archaeology has an open-door policy where staff are encouraged to make any health and safety concerns known to the Site Director, the Project Manager, Health and Safety Team or one of the staff H&S representatives. H&S representatives and support is also available through the union. Any observations of non-compliance or areas of concern will be pro-actively encouraged.

4.5 Monitoring arrangements

4.5.1 Monitoring will be organised by Wessex Archaeology in consultation with the Client. It will be undertaken with further input from the archaeological advisor to the LPA. All those attending at monitoring meetings will have previously attended a site induction given by the Wessex Archaeology Site Director or their nominated representative.

4.5.2 Any other WA personnel visiting the site will be given a full induction upon arrival and will be accompanied.

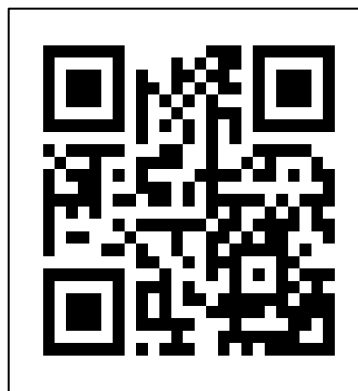
4.6 Site safety inspections

4.6.1 The site will be visited and inspected on a regular basis by the Health and Safety Team and the Project Manager. In the event of any Health & Safety Executive action resulting in the issue of an Improvement Notice, Prohibition Notice or Summons, Wessex Archaeology shall issue written notification to the Client within 24 hours of the action.

4.6.2 A Site Start up and Audit Report form will be initiated at the commencement of the project and maintained throughout the course of the fieldwork. The report will form part of the site

safety inspection so that any areas of improvement/advice/positive observations can be responded to and acted on.

- 4.6.3 Any accident classed as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be brought to the attention of the Wessex Archaeology Site Director, Project Manager and Health and Safety Team as soon as possible. This includes any injury which results in a member of staff being unable to carry out their normal duties for a period of more than three days. If in doubt staff should consult with the Health and Safety Team.
- 4.6.4 Any accident resulting in injury will be recorded in the Site Accident Book, regardless of whether it is a reportable incident or not. Within Wessex Archaeology incidents and near misses are reported to the OHS team using the initial incident notification which can be found on The WA Hub. This QR code can be used by any worker who can't directly access The Hub.



- 4.6.5 In the event of any accident, the Client will be notified immediately by Wessex Archaeology.
- 4.6.6 Wessex Archaeology will pass on information concerning RIDDOR incidents under their jurisdiction as Specialist Contractor: thence to the Client and will fill in and submit Form F2508 to the Enforcing Authority. All accidents (regardless of severity) shall be reported to the Client in accordance with their procedures.

4.7 Information exchange

- 4.7.1 A H&S file will be maintained for the archaeological works, which will outline all relevant information. The contents of the file (in digital format) will be circulated to all stakeholders at a frequency determined by the following, whichever is the most frequent:
- An accident;
 - A near-miss;
 - Discovery of services and/or obstructions; or
 - Weekly project review meetings.
- 4.7.2 With regard to service runs, obstructions and other constraints encountered during fieldwork, these will be digitally surveyed by the excavation team and provided to the Client as GIS shape-files for incorporation into the overall Scheme CAD file.



4.8 Working Hours

- 4.8.1 To minimise disruption to local communities, wherever possible working hours will be restricted to between the hours of 0800 and 1700, Monday to Friday only.
- 4.8.2 If weekend working or extended hours during weekdays are unavoidable (and such will only be considered if there are no alternative arrangements feasible – e.g. to complete the excavation of human remains, items covered under the Treasure Act *etc.*), these will be discussed and agreed in advance with the Client.

4.9 Training

- 4.9.1 All Wessex Archaeology staff shall be fully qualified, trained and experienced in undertaking the works required within the agreed scope of the project. If further training is required, either as a result of changes in legislation or recognition of deficiencies, this will be organised and provided by Wessex Archaeology.
- 4.9.2 Any relevant information concerning training requirements due to legislative changes will be passed by the Health and Safety Team to the site staff at the earliest opportunity. Any relevant information concerning training requirements due to observed deficiencies will be passed to the Health and Safety Team by the site staff at the earliest opportunity.
- 4.9.3 Toolbox talks/daily briefings will be provided as appropriate, and attendance will be recorded.
- 4.9.4 Training records are held as 'live' records on the Wessex Archaeology Company certification database, and this will be deemed the definitive record at any one time. Paper copies of all appropriate training records for all employees on site will be held in the H&S file.

5 SITE ARRANGEMENTS

5.1 Site security

- 5.1.1 Any site security will be provided by the Client, including the provision of heras fencing to secure plant and excavations
- 5.1.2 The areas where the archaeological works are to be undertaken are within agricultural fields under private ownership. There is no public access to any of the archaeological work areas, though there are public roads forming much of the site boundary.

5.2 Site emergency procedure

- 5.2.1 In the event of an emergency, Wessex Archaeology staff will follow the Emergency Response Procedure (ERP). In addition, the Site Director will:
- Account for all staff/visitors and contractors on site;
 - Allow for the safe evacuation of the area, or identify an alternative;
 - Allow for safe access to site for emergency vehicles.

5.3 Visitors to site

- 5.3.1 All visitors to site must comply with the following requirements:



- All visitors must have attended a site induction presented by the Client and the Site Director;
- All visitors must wear the appropriate PPE;
- Visitors must comply with all and any Confidentiality Agreements;
- All visitors must obey the site rules; and
- All visitors must be made aware of the location and nature of any hazards on site.

5.4 Welfare Arrangements

- 5.4.1 Site accommodation and welfare facilities for the project team will be provided by the client.
- 5.4.2 Clean hot and cold water, soap and paper towels will be provided as part of the maintenance contract for these facilities. The toilet will be emptied, cleaned and restocked each week. It is the responsibility of Wessex Archaeology staff to ensure that these are maintained to a satisfactory standard. Messing areas must be kept clean and tidy, all litter is to be bagged each day and removed from site. Good housekeeping will be enforced by the Site Director.
- 5.4.3 In line with Wessex Archaeology policy, the site accommodation and vehicles will be designated as no smoking areas, which includes use of e cigarettes/ vapes.

5.5 Access, plant and machinery movements

- 5.5.1 Staff will arrive in vehicles on a daily basis, to be parked close to the evaluation areas. When working on area 2 and 11 the Welfare van will be parked in a designated area and directed by Balfour Beatty.
- 5.5.2 An 5.5 t tracked excavator will be used for the evaluation and will be stored close to the archaeological excavation area at the end of each day and will not be tracked to and from the compound in order to reduce plant movement. Refuelling will only be done within the identified refuelling locations specified by the Client and all procedures will be adhered to.
- 5.5.3 A tray/ plant nappy will be placed under the plant each night once work has stopped.

5.6 Plant contractor's co-operation

- 5.6.1 Prior to any works on site, the plant provider will issue the following documents. If they are not produced then the plant will not be admitted to the site:
- Machine certificate
 - Service certificate (date still valid)
 - Attachment certificates
- 5.6.2 Weekly checks of plant will be undertaken in accordance with Balfour Beatty weekly plant check – HSF-SF-0046H.
- 5.6.3 The following site rules to be established and implemented and will apply to the use of plant, and further guidelines are provided in the relevant sections of the RA:
- All drivers will be CITB certificated or equivalent;



- All plant activity, groundwork etc., will be under the overall supervision of Wessex Archaeology;
- All plant will use agreed access points and routes;
- In the case of emergencies, plant drivers shall follow the course of action as detailed in the Appendix 2 of this plan.
- Plant drivers will not allow engines to run unnecessarily. This is in order to reduce noise and atmospheric pollution;
- The operator shall take all reasonable steps to ensure the plant is maintained in good working order during all site operations.
- No personnel will enter the swing radius of the excavator unless the operator is aware with bucket down and engine isolated. Banksman must have a physical barrier (crowd or chapter 8) between them and the machine to demark the swing radius as a visual reminder (see picture and diagram in section 12.4 for zones and best practice example)A

Access

- 5.6.4 Prior to mobilisation it will be necessary to assess the suitability of the proposed access routes for the equipment proposed, design an outline access programme, and design contingency plans for wet weather or agricultural restrictions.
- 5.6.5 Proposed access routes are included in the site utility plan in section 12.
- 5.6.6 All materials (including plant and other equipment) are to remain within the site boundaries.. Vehicles will access the site via the public highway and during the working day only (8am to 6pm). All plant will be immobilised, made secure, and stored overnight adjacent to the work area.
- 5.6.7 A site visit will have been undertaken prior to commencement to assess access arrangements – during delivery of plant Wessex Archaeology staff can be on hand to assist.

5.7 Personal Protective Equipment

- 5.7.1 The following mandatory dress code for PPE will apply at all times, and will comply with the Client's standards:
- Safety boots;
 - Safety helmet;
 - Eye protection;
 - Gloves;
 - Two-piece high-visibility upper body; and high visibility trousers in orange.
- 5.7.2 In addition, the following PPE requirements will apply:
- The Site Director and First Aiders shall be identified by a specific safety helmet colour scheme, i.e. a black helmet (Site Director), green helmet (First Aider);



- High factor sun-block should also be provided if necessary;
- Approved skin care and skin protection products should be available at all times;
- Site staff will not wear shorts or sleeveless tops.

5.8 First Aid on Site

- 5.8.1 All vehicles will carry at least one First Aid Kit of the appropriate type for the size of the team involved. A main First Aid kit of appropriate size will be maintained at the site offices. All First Aid Kits will be checked at the WA offices before being issued, and stock will be replenished if necessary.
- 5.8.2 At least one member of the field team will be trained to *HSE First Aider* standard. Records of certification are maintained by Wessex Archaeology and will be included in the project H&S folder in the site offices.
- 5.8.3 The location of the First Aid Kits must be known to all personnel. Adhesive signs indicating the locations will be provided by WA. The main project First Aid kit will be kept in the site office.

5.9 Restrictions on deep excavation

- 5.9.1 Excavation will be carried out by mechanical excavators of sufficient power to achieve their purpose in a clean, controlled manner. Topsoil and subsoil will be removed in a series of level spits using a mechanical excavator fitted with a toothless ditching bucket, working under the continuous direct supervision of a suitably experienced archaeologist who are trained banksmen; in principle, this will be the Site Director and other members of the fieldwork supervisory team.
- 5.9.2 Generally, excavation is not envisaged to exceed 500 mm. No unsupported excavations will exceed a maximum depth of 1.2 m regardless of the perceived stability of the ground. Where there is a need to proceed deeper for archaeological purposes, consideration will be given to hand-auguring deposits to ascertain the nature of the below ground stratigraphic sequence.
- 5.9.3 Any areas of localised deep excavation will be secured by means of Heras-type fencing or similar. Appropriate signage will be attached.
- 5.9.4 All works will conform to best practice and make appropriate consideration of the *Confined Spaces Regulations 1997*.

5.1 Services

- 5.1.1 Contact with buried or overhead utilities such as pipes and cables can cause serious harm and significant disruption.
- 5.1.2 Current and accurate information has been sought regarding the presence of any below/above ground services.
- 5.1.3 Information relating to known utilities is held by the site director and a 'utility plan' is included with this RAMS. This 'utility plan' shows the excavation areas the expected location of any services and buffers associated with those services.



- 5.1.4 Trenches/ excavation areas have been positioned to avoid known services. A buffer zone has been established either side of any service, this will be marked up prior to the commencement of ground works and vehicle movements across this area will be restricted.
- 5.1.5 Before any excavation commences, the areas will be walked over and inspected to visually confirm, where possible, the location of any identified above and below ground services. And also, to identify any visible indications of any unknown above and below ground services.
- 5.1.6 The 'utility plan' in DXF format is downloaded in the GPS. Stakeout therefore takes account of any identified above and below ground services and associated buffers at this step.
- 5.1.7 A Utility Safety Checklist has been initiated by the WA geomatics team and will be completed before excavation (see Section 16)
- 5.1.8 Further advice on the 'utility plan' and any technical problems with Cat and Genny can be discussed with the WA Geomatics team. Their survey help line number is 03303 133538 (for use by Wessex Archaeology staff only).
- 5.1.9 The relevant HSE guidance we will take account of is 'HSG47 Avoiding Danger from Underground Services (3rd edition)' and 'GS6 Avoiding Danger from Overhead Power Lines'

Underground Services

- 5.1.10 Areas will be scanned before and during 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. The C+G user guide (WA134) will be followed.
- 5.1.11 Any located services must be treated as live, then marked up and protected from any further damage. Inform your site director, who should inform the client PC if present and the project manager. In most cases trenches will be abandoned or modified. **Do not proceed without seeking further guidance.**
- 5.1.12 All machine excavation to be carried out in discrete spits under constant supervision. The area will periodically be rechecked during excavation using a CAT and Genny in line with the WA 134 user guide.

Above Ground Services

- 5.1.13 Wherever possible we do not excavate under or traverse plant under overhead services.
- 5.1.14 Where plant is required to move beneath overhead cables, it will be via a designated route through a 'goalpost' beneath each set of powerlines, provide by and installed the principal contractor. Once in place the goalposts will be checked on a daily basis by the site director.

5.2 Manual handling

- 5.2.1 All manual handling activity will be carried out under the following general guidelines:
- Plan the lift: can aids be used? (i.e. wheelbarrow, plant, sack truck etc.), can the load be broken down into lighter parcels? where is the load being moved to? and is the route clear?;
 - Keep any load close to the body when lifting, and close to the waist when carrying;

- Adopt a stable position to lift from, feet apart with one foot slightly forward alongside the load to maintain balance, and wear appropriate footwear;
- Get a good hold, it is better to hug to the body than rely on grip alone;
- Start in a good position, with back, hips and knees all slightly bent (rather than either stooping or squatting). DO NOT flex the back any further whilst raising the load;
- Do not twist or lean sideways whilst carrying the load;
- Look ahead whilst carrying load, and ensure all movement is smooth (as opposed to jerked/ snatched etc.);
- Do not attempt to lift more than can be easily managed – make two trips, use an aid or seek help; and
- Put the load down and then adjust, do not attempt to precisely position a load whilst putting down.

5.3 Noise and vibration

Noise

- 5.3.1 Other than the operation of plant (within cabs), the works are primarily being carried out in an open-air environment, for the most part beyond any potential causes of noise pollution (i.e. busy roads, airfields, heavy industry *etc.*). Regardless, all works will be carried out in accordance with *Control of Noise at Work Regulations* 2005. All staff working with or near plant will wear ear-defenders at all times.

Vibration

- 5.3.2 The works will not require the use of hand-held machinery that might have the potential to be a vibration hazard. Notwithstanding, if it were necessary to utilise such equipment, all works will be carried out in accordance with *The Control of Vibration at Work Regulations* 2005.
- 5.3.3 Specific mitigation measures would include ensuring vibration exposure is limited to short spells with rest periods in between; the maximum duration that activity can occur would be calculated based on a combination of vibration amplitude (measured in metres per second squared), typically observed vibration levels for various tools, and HSE published graphs of how long workers can be exposed to particular vibration levels.

5.4 Environmental Restrictions

Asbestos

- 5.4.1 Although the presence of ACMs is not known, such material can commonly be found. All WA staff will have completed and passed the UKATA *Asbestos Awareness E-Learning* training module.
- 5.4.2 In accordance with WA H&S Policy, all staff deployed to the project are expected to have valid (up to date) tetanus inoculations.

5.1 COSHH

- 5.1.1 On site, the only materials anticipated to be covered by COSHH regulations will be fuel for plant, vehicles and line marking paint.



5.1.2 Refuelling of heavy and light plant will be carried out in strict accordance with the *Control of Substances Hazardous to Health Regulations 2002*, and specifically under the guidance laid out in HSE SR16 *Work involving motor vehicle fuel (diesel, petrol and LPG)*. All staff and/or subcontractors will wear protective coveralls and gloves during refuelling, and any such activity will always occur in open-air well-ventilated environments.

5.1.3 Regardless of PPE employed, all staff and/or subcontractors carrying out refuelling tasks will wash their hands thoroughly as soon as the task is completed. Spill kits will be readily available in case of spillage. The fuel bowser will be bonded to further reduce the risk of contamination.

5.2 Unexploded ordnance

5.2.1 A copy of the Wessex Archaeology Health and Safety Field Guide *Unexploded Ordnance* will be issued to all field teams. This will be read by all staff prior to fieldwork during their site induction. All work will be undertaken in accordance with the CIRIA C681 UXO Guide.

5.2.2 In the event of finding a suspicious item:

- Do not touch it;
- Move away from the item and inform your colleagues, ensuring all staff have evacuated the immediate area;
- Do not stop to mark the position of the item with anything such as a traffic cone/road pin;
- Do not pause to move vehicles away from the item or collect tools/equipment;
- The minimum safe distance (if viable) is 300 m. If your site is smaller than the minimum safe distance, then retreat as far as possible from the item (including moving off site if needed);
- Inform your immediate supervisor; and
- The Client will be contacted, and the emergency services alerted.

5.3 Equipment register and maintenance regime

5.3.1 Wessex Archaeology do not own and operate heavy plant (mechanical excavators, dumpers etc) and rely on their sub-contractors. All suppliers maintain a register, meet legal requirements and have a maintenance programme for periodic inspection and notification by operators when repairs are required.

5.3.2 Vehicles are either owned, leased or hired. Wessex Archaeology maintain all vehicles through specialist motor engineers. Daily checks are routinely undertaken and recorded, which includes notification of repairs required.

5.3.3 Wessex Archaeology maintain a record of all significant equipment in their ownership.

5.3.4 Plant will be inspected weekly in accordance with Balfour Beatty weekly plant check – HSF-SF-0046H



5.4 Waste Management

- 5.4.1 No fires will be lit. All recyclable waste (i.e. glass, metal, wood, cardboard, plastics *etc.*) and non-recyclable waste will be bagged separately according to category and disposed of at an appropriate facility at the end of each day. Whilst contaminated waste is not anticipated during the course of fieldwork operations, the appropriate authorities will be consulted regarding safe disposal of such material.
- 5.4.2 Wessex Archaeology is registered as a lower tier waste carrier.

5.5 Fire prevention

- 5.5.1 The following fire prevention and control measures must be adhered to:
- No clothing must be hung over or near heating equipment;
 - Paper or other rubbish must not accumulate;
 - No smoking, or use of e cigarettes/ vapes, in prohibited areas;
 - No use of purpose-made containers when handling or storing flammable liquids;
 - Electric sockets must not be overloaded. When electrical equipment is not in use, it must be switched off at the mains.

5.6 Fire Precautions

- 5.6.1 Should a fire be started or discovered on site, steps must be taken immediately to extinguish or localise the fire and divert it from any building.
- 5.6.2 Personnel must not be put at risk and if the fire is beyond control, the fire brigade must be notified by the quickest possible means.
- 5.6.3 Directions to the site must be clear and concise, and a member of the team should go to the main site access in order to direct any fire appliances which may be required. Evacuation procedures will be displayed in the site office and mess room.
- 5.6.4 A muster point will be identified outside the site accommodation where staff can muster safely in the event of a fire within the site accommodation. This will be fully briefed during Site Induction.



6 STANDARD PROCEDURES

Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
General measures	General measures for implementation to maximise any reduction in risk rating.	• A mobile phone will be available at all times for use in emergencies (07394206491). This should be kept as fully charged as possible. • 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. • 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. • Directions to the first aid kit, a copy of the WA Health & 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).	Site director All staff	-
Weather conditions	Exposure to wet, cold and/ or storm conditions, risk of lighting strike, hypothermia	• Appropriate waterproof clothing to be carried/ close at hand, and worn when necessary. • No fieldwork to be undertaken during electric storms. • Dry clothing to be available, as necessary.	All staff	
	Dehydration, sun burn and heat stroke during hot/ sunny weather	• 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. • Sun cream, min. SPF15 (though SPF30+ recommended) with good UVA and UVB protection to be applied regularly to exposed skin.	All staff	



Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
		- Regular breaks to be taken in shade during hot/ sunny weather to limit exposure to sun – use project vehicles if no alternatives available. - Appropriate clothing to be worn (topless working prohibited; long sleeves, trousers and sun hat to be worn wherever feasible). - Drinking water to be available on site and consumed at regular intervals – do not wait until thirsty, thirst is a symptom of dehydration. - 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.).		
PPE (general)	Injury due to site conditions/ hazards	- 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. - Waterproof clothing to available and close at hand. All staff and visitors to adhere to any PPE requirements outlined by the client or their principal contractor. - PPE to be appropriately fitted and in good condition. (Further information on specific PPE requirements are to be found in the Equipment and Site sections of this RA)	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	- In line with general PPE measures WA staff will wear boots with ankle support and, where applicable, toe and insole protection. - 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	Site director All staff	



Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
		housekeeping. These areas and routes will only be fenced where that is warranted by 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. • When manoeuvring loads check route is clear of hazards and if visibility is restricted by the load use an additional person to guide.		
Public engagement	Negative effect on local communities, poor image for the company, possible injury	• All staff to be polite and courteous to members of the public. • Do not get drawn into debates about issues around any proposed development. • All negative contact with the public should be reported to the Project Manager immediately. • 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.	Site director All staff	
Harassment, discrimination, bullying or intimidation	Unsafe, stressful or uncomfortable working environment	• All staff have the right to work in an environment free from harassment or discrimination. • Wessex Archaeology will not tolerate behaviour from staff, clients or other contractors which makes staff feel distressed, intimidated or offended. • Where appropriate talk to the individual (or ask your supervisor to do this on your behalf) and ask them to amend their behaviour. • For more serious or unresolved issues report the matter to the Site Director, Project Manager and HR. • If you feel physically threatened remove yourself from that situation to a place of safety (e.g. locked vehicle) and phone	Site director All staff Client Sub-contractors	



Hazard/ issue	Consequence	Control measures	Responsibility	Further detailed RA?
		101 for advice and support or 999 if in serious immediate danger.		
Fire	Injury resulting from burns and smoke inhalation	• On discovering a fire staff to raise the alarm immediately. • On hearing the alarm all staff, visitors and sub-contractors to evacuate to safe area or designated muster point. • Staff to tackle fire only if considered safe and competent to do so. • No smoking, or use of e cigarettes/ vapes, in work vehicles or site accommodation. • 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. • Fuel cans and other flammable chemicals to be clearly labelled and safely stored. Hot or ignited materials to be fully extinguished before disposal. • Fire extinguishers to be available on site in the following circumstances: - Water (red) to all sites where WA are in control of works; - In addition, Foam (cream) when WA is responsible for fuel; - In addition, CO2 (black) when there is an electrical fire risk such as a generator to the welfare.	Site director All staff	
Incident reporting	Failure to learn and improve from incidents and near misses	• 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. • The incident should be reported to the WA OHS team using the initial incident notification on 'The Hub WA SharePoint site' • This RA should also be updated to reflect any new control measures agreed.	Site director Project Manager	



7 EQUIPMENT RISK ASSESSMENT

	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ¹	C	R		L	C	R	
1.	Fuel handling	Fire or explosion	2	5	10	• Clean up any fuel spills as soon as they occur. • Ensure spill kit is available. • Do not refuel a petrol powered tool whilst it is running. • Always have a suitable fire extinguisher to hand. • Fuel should be stored in secure approved containers in a well-ventilated area away from possible ignition sources.	1	5	5	SD, S
2.	General - equipment with Lithium Ion Batteries	Batteries overheating and catching fire	2	3	6	• Damaged batteries overheat and could cause fire, especially during recharging. • Handle and store batteries with care using bags or boxes provided. • Visually inspect each lithium Ion battery before use. Use correct rechargers	1	3	3	SD, All.
3.	General plant operations	Injury to WA staff, visitors, other contractors or other plant during machine excavation, including crushing and entrapment	3	5	15	• Hi-visibility vests, safety boots and safety helmet to be worn by all persons in areas where plant is operational at all times. • All plant operators to be CITB/ CPCS certificated. Operators must hold a valid a Competent Operator (blue) Card (or be a Trained Operator (red) Card holder under the supervision of a Competent Operator). • All plant operators to be made aware of WA working practices. • All plant to be monitored buy a dedicated plant marshall. • All staff to be made aware of plant movement in their area. • 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.	2	5	10	SD, S, Plant operator (PD)

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



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ¹	C	R		L	C	R	
						- No staff, visitors, vehicles or unused plant to be within the working radius of plant. - Plant to be switched off, parked and secured when not in use. Radio contact will be maintained with excavator drivers at all times. Exclusion zone to be maintained and managed by the banksman/Fieldwork Director during all plant movements and mechanical excavation.				
4.	General plant operations	Fire	2	5	10	- Refuelling should take place in a suitable area with a spill kit at hand. - No smoking while refuelling. - All fuel spills should be dealt with using a spill kit. - In the event of a fire follow measures as outlined in this RA.	1	5	5	SD, PD
5.	General plant operations	Noise induced hearing loss	3	4	12	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 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.	1	4	4	SD, PD
6.	Hand-excavation	Injury to WA staff, visitors and other contractors whilst using hand tools	3	3	9	- 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. - Sustained repetitive manual activity can lead to long term injury. Take steps to change tasks and positions and ensure rests within the working day. Adopt a good posture and take time to stretch and relax muscles. - All on-site grid pegs will be fitted with safety caps.	2	3	6	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ¹	C	R		L	C	R	
						- 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). - Heavy lifting to be avoided where possible. If unavoidable then staff to receive appropriate training or use suitable mechanical lifting aids. - All tools will be used for the purpose for which they were intended. - At all times WA staff shall be made aware of other persons working in the vicinity.				
7.	Manual handling	Injury to WA staff due to manual handling	3	3	9	- 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). - Heavy lifting to be avoided where possible. If unavoidable then staff to receive appropriate training or use suitable mechanical lifting aids.	2	3	6	SD, S
8.	Off-loading plant and equipment	Injury to WA staff, visitors or other contractors or offloading including crushing and entrapment	3	5	15	- Vehicles will be parked on level, firm ground - Any ramps will be free of dirt and if possible frost free and dry. Brushes will be available to sweep decks and ramps - Loading and unloading will only be undertaken once all personnel are clear of the vehicle and pick up/ drop off area. Any loose equipment will be removed/ secured prior to transporting.	2	5	10	SD, PD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ¹	C	R		L	C	R	
						- Any mechanical lifting should only be undertaken where the equipment and any accessories can safely accommodate the weight. Any loads lifted should be properly secured. - 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). - Specialist lifting equipment should only be used by a trained and competent person.				



8 SITE SPECIFIC RISK ASSESSMENT

	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
9.	Driving	Injury to WA staff, contractors and members of the public resulting from traffic incidents.	4	5	20	- All WA drivers are assessed as competent to drive for work. Where feasible, projects will have at least two nominated drivers. - Nominated drivers must familiarise themselves in advance with routes to site, local A&E services and any other destinations considered likely/ necessary as part of project work. - Don't drive tired, drivers to take a break when tired and as a minimum every 2 hours. - All equipment will be securely stowed during transit, with a fixed bulkhead separating equipment and passengers. - 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. - Tyres, water, oil and fuel will be checked regularly. - Extreme caution will be exercised when entering or leaving public highways. - Vehicles to be parked where staff can safely disembark. If immediately adjacent to a public highway then hi-vis clothing to be worn. - 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.	2	5	10	PM, S

² L= Likelihood, C=Consequence/ severity, R=Risk (LxC). See matrix inside back cover.



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
						All drivers are to be fully aware of the restrictions imposed by the Gross Vehicle Weight (GVW) of the vehicle. If in any doubt a public weighbridge is to be used to confirm weight of the vehicle.				
10.	Unfamiliarly with SSoW, RA and procedures	Non-communication of risks, hazards and safe working methodologies	4	3	12	- All staff and visitors to read, understand and sign this RA upon arrival to site. - All staff and visitors to be given short induction concerning the risks, hazards and safe working methodologies applicable to the site. - All WA staff are CSCS card-holders, visitors to be accompanied by CSCS card holders at all times.	3	3	9	SD, S, visitors and sub-contractors
11.	Unfamiliarly with SSoW, RA and procedures established by Principal Contractor	Non-communication of risks, hazards and safe working methodologies	4	3	12	- All staff and visitors to read, understand and sign this RA upon arrival to site. - 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.	3	3	9	Principal Contractor (PC), SD, S, visitors and sub-contractors
12.	High levels of noise due to construction activities and equipment	Temporary or permanent hearing damage, difficulties in communication	3	4	12	- 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. - Consideration to be taken about communication while staff are wearing ear protection, any emergency signals required to be agreed in advance of work. - Staff to have visual contact with plant operating in their area or be physically demarcated from any operational plant or vehicles. - Site Director to ensure a procedure for alerting personnel wearing ear protection in the event of an emergency situation (e.g. fire).	1	4	4	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
13.	Buried Utilities/ hazards	Injury to WA staff and other contractors due to damage of or contact with utilities (buried or overhead).	3	5	15	- Current utility information will be obtained and will be made available to WA and WA staff on site. For urban sites this will be PAS 128 Category D compliant elsewhere it will be as accurate as possible and cover at least gas and electrical services. - Wherever possible known utilities will be avoided, visually marked up or demarcated and suitable buffer zone maintained. - If work involves tracking over gas pipes or under overheads then the Project Manager will notify utility companies. - Site and surrounding area will be visually inspected for any clues to indicate buried services in the area. - Excavation areas will be scanned by trained personnel using a CAT and Genny. Utility Safety Checklist to be completed. - All machine excavation to be carried out in discrete spits under constant supervision. The area will periodically be rechecked during excavation using a CAT, and where appropriate the Genny too. - Any cable or pipe encountered will be considered live at all times, and will be protected from any subsequent damage. - Where hand excavation follows mechanical excavation the area will be rechecked using a CAT, and where appropriate the Genny too. - It is not necessary to use insulated tools to hand excavate if the area is outside any buffer to a known utility and CAT and Genny scans have taken place.	2	5	10	Client/ PC, Project Manager (PM), SD
14.	Overhead utilities	Injury to WA staff and other contractors due to damage of or	3	5	15	No plant to operate under overhead utilities or within the established buffer zone for that overhead. The buffer zone is to be visually marked up and demarcated on site, as indicted on the site plan.	2	5	10	



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
		contact with utilities (overhead).				• Buffers marked on the site plan are by default: for electricity at any voltage 10m, and for telecoms 3m. These buffers can only be reduced by agreement with Project Manager and completion of an entry in the dynamic risk assessment below. • Any reduction in buffer agreed by the Project Manager will take account of the safe clearance set out in the HSE publication GS6 and consider that electricity can arc across gaps and that cables may sag in hot weather. • Passage beneath overhead cables by plant should be kept at a minimum and with boom, tipper body etc. lowered. Where plant must pass beneath overhead wires this must be via goalpost controlled crossing points, placed at a point where safe clearance distances will not be breached.				
15.	Working at height	Injury due to falling from height, including into holes	3	4	12	• 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. • Where possible avoid walking or working next to significant falls. Avoid working on or near fragile surfaces/ excavated edges. • Ensure a safe means of access. • If there is a risk of falling objects from above wear a hard hat. • Where necessary report, highlight or fence off specific hazards. • Obey any warning signage.	2	4	8	SD, S
16.	Asbestos	Disease resulting from asbestos exposure (Asbestosis, Lung Cancer, Mesothelioma, non-	2	5	10	• All fieldwork staff working for Wessex Archaeology to be UKATA (asbestos awareness) trained. • If asbestos is encountered or indicated work should stop and staff cleared out of the immediate area. The Project Manager and client should be informed. • WA staff will not handle, dispose of, transport or store materials likely to contain asbestos.	1	5	5	Client/ PC, PM, SD



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
		cancerous Pleural diseases)				All WA staff will maintain appropriate personal hygiene standards (regular handwashing etc.).				
17.	Contamination possible but not expected	Injury, ill-health and disease resulting from contaminated ground or water	2	4	8	- 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. - 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. - Cuts and grazes should be cleaned out thoroughly and covered over. - Gloves and barrier cream should be used to protect hands where potential skin irritants are identified.	1	4	4	SD, S
18.	Diseases	Human to human infections (e.g. AIDS, Hepatitis)	2	4	8	- Staff should be aware that derelict sites and structures may have been used for squatting or drug taking and may consequently contain contaminated (with blood) sharps (typically needles but other sharp objects may also be infected) or human faeces. There is not expected to be any foreseeable reason to intentionally handle such contamination. - Staff should avoid entering such areas unless absolutely necessary and if unavoidable always wear gloves and boots with toe and insole protection. - Cuts and broken skin to be covered with waterproof plasters or dressing before entering site. - Staff to wash hands after handling any contaminated clothing or other materials and always before eating, drinking or smoking.	1	4	4	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
						- If staff are injured by any potentially contaminated object they should seek medical help immediately. - 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.				
19.	Rural/ farm environment/ rats	Zoonoses (transfer of animal diseases to humans), e.g. Bovine tuberculosis (cattle/ badgers), Leptospirosis/ Weils (rodents/ cattle), Hantavirus Disease (rodents), Lyme Disease (ticks)	2	4	8	- Staff to wear gloves in high risk areas. No eating, vaping, smoking or cigarette preparation in proximity to high risk areas. - Cuts and broken skin to be covered with waterproof plasters or dressing. - Staff to wash hands after handling any animal, or any contaminated clothing or other materials and always before eating, drinking or smoking. - No foodstuffs or beverages to be consumed in high risk areas. - Staff to avoid contact with livestock and their water troughs. - Avoid standing water. - Do not work where crops are being sprayed or have recently been treated. - Work in the vicinity of animals should be reviewed for certain staff: if suspected or known to be pregnant, recovering from respiratory illness, undergoing chemo-therapy or similar forms or medication, or have other health concerns that may be exacerbated by exposure to farm animals. - Staff to advise Project Manager immediately should staff become ill and seek medical help. - 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	1	4	4	PM, SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
						remover. If symptoms present (such as a target shaped rash or flu-like symptoms) medical help should be sought. • 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). • N.B. Staff vaccinated with the BCG immunisation should have protection against bovine TB. • Potentially contaminated tools and other equipment should be washed or disinfected before use on other sites.				
20.	Farm environment	Physical injury from livestock	2	4	8	• Wessex Archaeology expect that livestock will be securely excluded from any areas of intrusive groundworks for the safety of staff and welfare of the animals. If livestock of any type are found to be present in areas of intrusive groundworks, work should stop, staff should vacate the area, and the Project Manager should be informed. • Do not attempt to touch animals. Leave all gates as found. • Do not get between animals and feed stuffs at feeding time, or between mothers and young animals at any time. •	1	4	4	SD, S
21.	Farm environment	Electric fences	2	3	3	• Be aware of any electrified fences, avoid contact with such (both persons and equipment) and if entry is required use designated access points.	1	3	3	
22.	Rural environment	Physical injury from rural sports such as shooting and off-road vehicles	2	4	8	• If gunshots are heard close-by, cease work until you are sure it is safe. If necessary remove yourself from the area or check the situation with your Project Manager or the landowner. If shooting considered likely to occur Project Manager should check with landowner or client contact prior to work. • Be aware that byways and private land may be used for off road driving, including use of ATVs and trail bikes. As such vehicles are often loud drivers may be unaware of other	1	4	4	PM, SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
						people in their vicinity. Where such activities are likely to occur suitable hi-vis clothing should be worn. If you hear a vehicle approach staff should move to a safe location to let it pass.				
23.	Unexploded ordnance	Injury resulting from detonation of unexploded ordnance (including flares and thunder flashes etc.)	2	5	10	- Where a high risk is identified staff should receive a full UXO briefing before undertaking any intrusive work. - If a suspect item is found staff should evacuate the immediate area (at least 300 m if possible) and inform the Project Manager immediately (if the Project Manager is not available then the team leader or ERT should be informed). - Do not attempt to handle or move the object. Do not stop to mark its position or collect tools or equipment. - The Project Manager should immediately inform the client and ensure that the relevant disposal experts are called in. - Further information can be found in the Annex A - Field Guide Unexploded Ordnance HS041 (WA 2017). A copy of this should be available and consulted on any sites where a moderate or high risk of UXO is identified.	1	5	5	PM, SD, S, Client
24.	Deep excavation	Injury to WA staff, visitors or other contractors due to trench/ excavation edge collapse	3	5	15	- 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 no safe minimum depth of excavation. - Excavation area sides to be stepped as ground conditions demand, regardless of depth. - Access points will be ramped and battered in order to facilitate safe access into the excavation area. - No persons other than WA, Client/ contractors or curatorial staff to enter deep excavations at any time. - Excavations are to be inspected at the start of each day, after any event likely to have affected strength or stability (for example, torrential rain that floods the excavation) and after any material falls.	2	5	10	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
						- Any significant material falls (for example greater than 10kg) should be reported to the OHS team using the initial incident notification form on The Hub. - 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. - 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. - All vehicles and plant to maintain a safe distance from deep excavations. - All visitors to the site to be made aware of the location of any deep excavations.				
25.	Incorrect PPE	Injury which could be avoided if correct PPE had been worn.	2	5	10	- All WA staff to comply with site-wide mandatory PPE requirements at all times: - Safety helmet - Eye protection - Safety boots - Gloves - Either: Flame-retardant one piece coveralls <u>OR</u> Hi visibility upper body (long-sleeved shirts) AND Hi visibility trousers (no shorts) - 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. - Ear plugs or ear defenders should be used in areas or during tasks with a moderate and sustained level of noise (e.g. you	1	5	5	SD, S



	Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
			L ²	C	R		L	C	R	
						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 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.				



9 DYNAMIC RISK ASSESSMENT

9.1 Completing a Dynamic Risk Assessment

- 9.1.1 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.
- 9.1.2 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 ³	C	R		L	C	R	

³ L= Likelihood, C=Consequence/ severity, R=Risk (LxC). See matrix inside backcover.



Hazard	Consequence	Initial Risk			Control measures	Residual risk			Responsibility
		L ³	C	R		L	C	R	



10 ENVIRONMENTAL MEASURES

Issue	Consequence	Control measures	Responsibility
Farm environment	Transfer of animal to animal infections (FMD, SVD, anthrax, fowl pest, etc.).	- Wash off all animal faeces or other forms of contamination from boots, equipment and vehicles before leaving site and/or moving between different areas of landholding. - Leave all gates as found. - Report any sick or dead livestock to farmer/landowner.	S
General plant operations	Noise pollution, risk of contamination	- Site working hours to be restricted to 0800 – 1700 hrs, weekdays only. Weekend working or extended hours to be avoided. - All plant to be maintained in good working order at all times and switched off whenever not required. - All plant will be fuelled on-site and with a spill kit to hand.	SD, PD
Fuel spill	Pollution and damage to ecosystem	- Refuelling should take place in a suitable area with a spill kit at hand. - All fuel spills should be dealt with using a spill kit. - After any fuel spill is contained, the waste should be sent to a specialist contractor for disposal. The Project Manager should be contacted as soon as possible to confirm who this will be and arrangements made.	SD, PD
Waste	Pollution, damage to ecosystem, negative effect on local communities	- All waste to be collected, and sorted as required - 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. - All empty containers and materials classified as hazardous waste to be separated from general waste and correctly disposed of. - Wessex Archaeology are registered as a lower tier waste carrier.	SD, S
Open excavations	Wild animals/ livestock becoming trapped in excavations	Where excavations are to be left open ramped access/ egress should be provided to prevent animals becoming trapped.	SD, PD
Nesting birds	Disturbance of nesting birds	- 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. - 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.	SD, S



Issue	Consequence	Control measures	Responsibility
Non-native species	Spread of non-native invasive species	• 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. • 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. • If plants are identified on site staff should cease work in the immediate area and inform the Project Manager and Client. • 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.	SD, S



11 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 induction⁴ outlining the scope of work, main hazards and control measures.

And I confirm, where I am on site to operate plant or machinery, that I hold the specific training for the class of plant/machinery that I am to operate.

Name + CSCS card number	Signature	Date	Company	Comments ⁵

⁴ This may be conducted by the Project Manager via a briefing prior to arrival on site.

⁵ 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.

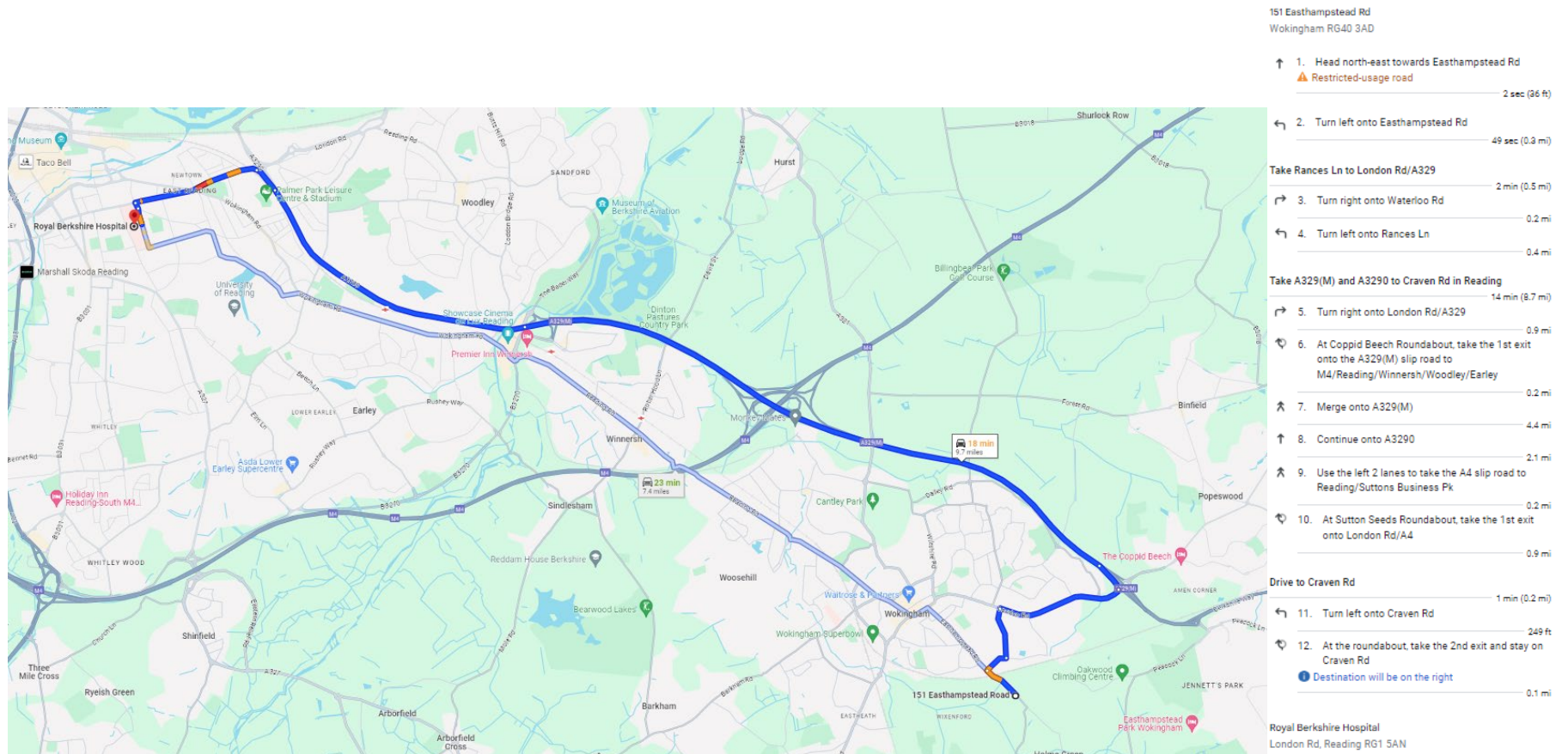


12 MAPS AND PLANS

12.1 Utility plan with access routes



12.2 Route from Easthampstead Road compound to A&E



12.3 Excavator swing radius zones and example of best practice for Banksmen



DO YOU KNOW YOUR SAFE ZONES?

360 Tracked Excavator



Plant Interface Zones

People, vehicle and plant interface must be planned and controlled by application of the hierarchy of control (HSF-PR-0047)

Hatched Zone

Denotes typical sight lines of the plant operator



13 UTILITY SAFETY CHECKLIST

13.1 Before site checklist

Before site checklist

Please place your initials in each box as it is completed

Yes	N/A	Process
SJ		Search conducted on Line Search Before You Dig
SJ		Client asked for utility maps
SJ		Client responded with utility maps
	n/a	Utilities search commissioned
	n/a	Utilities search received
SJ		Utility CAD file complete
SJ		Excavation layouts checked against utility maps
SJ		All excavations safe to proceed

9	Number of Trenches
0	Number of Areas



13.2 Trenches/ areas with conflicts relating to utilities identified on site

Trench/ Area No.	Reported to PM (date)	Resolution with PM and Geomatics Team (details, e.g. moved, aborted, shortened)





13.4 On site checklist

Trenches

	Visual checks of site for clues to utility location
	CAT and Genny function check
	Utility plans checked on site
Trenches checked in Avoidance and Genny Modes	
	Trench 39
	Trench 40
	Trench 41
	Trench 42
	Trench 43
	Trench 44
	Trench 45
	Trench 46
	Trench 47



13.5 Utility incidents on site

Trench/ Area No.	Reported to PM and H&S Team (date)	Details

14 OTHER DOCUMENTATION

The following documentation accompanies this RAMS:

Health and Safety Law Poster/ leaflet
WA Health and Safety Policy Statement HS001
WA Emergency Response Procedure HS006

HSF-RM-0047a People Vehicle Plant Interface Zones
HSF-TB-0047a Radio Communication Protocol

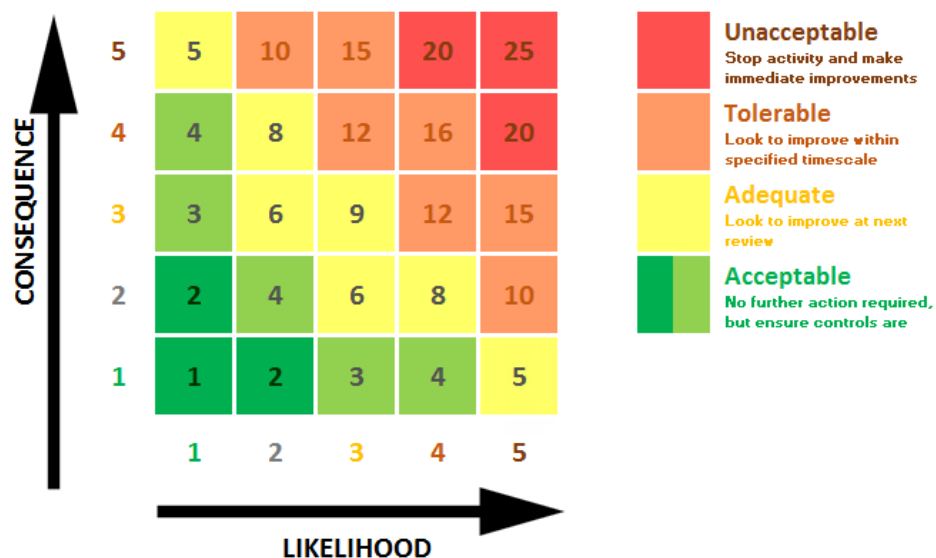
COSHH assessments and datasheets for:

- Spray line paint CA020
- Biosecurity on site CA007
- Fuel for generators transport and use CA001

Wokingham Major Highways Programme South Wokingham Distributor Road Berkshire
Written Scheme of Investigation for Archaeological Evaluation (Wessex Archaeology 2024)

Wokingham Major Highways Programme South Wokingham Distributor Road Berkshire
Addendum of Written Scheme of Investigation for Archaeological Evaluation (March Wessex
Archaeology 2025)

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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FS 606559

Health and Safety Law

What you need to know



This is a web-friendly
version of leaflet
ISBN 978 0 7176 6501 3,
published 04/09

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre: **0845 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **www.hse.gov.uk**

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:
www.direct.gov.uk

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6501 3. A web version can be found at www.hse.gov.uk/pubns/lawleaflet.pdf. The information in this pocket card is available in other formats.

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Occupational Health, Safety and Wellbeing Policy Statement [HS001]

We are committed to providing a safe and healthy working environment and improving the quality of working life for all staff. We know that people can face significant physical and mental health challenges during their working lives, which have an enormous impact on individuals, their friends, and families, to our services and to customers.

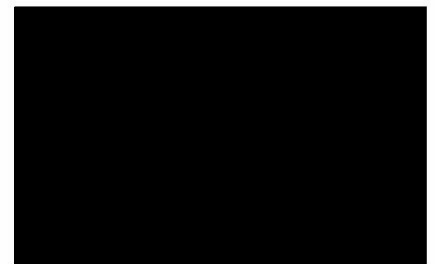
Our principles

- We care for our people and the people affected by our workplaces, striving to develop an environment that positively promotes health, safety, and wellbeing.
- We provide health and safety information, instruction, and training relevant to our employees' work situations and environments.
- We are committed to ensuring as far as is reasonably practicable the elimination of hazards and reduction of Occupational Health & Safety risks.
- We believe that visible leadership is essential for positive engagement with health, safety, and wellbeing.
- We provide opportunity for all staff, through their representatives, for consultation and participation in the development, planning, implementation, and performance evaluation of the OH&S management system.
- We aim to lead our industry in health and safety performance, striving for continual improvements of our OH&S management system. Our system will ensure the fulfilment of legal and other requirements.

What does it mean for our staff?

- They have the right to secure, safe and healthy working conditions.
- They take personal responsibility, by their actions, in helping to ensure a healthy and safe work environment for their colleagues and themselves.
- They never walk by any work activity they believe is unsafe or unhealthy.

This statement of intent is communicated throughout the organisation in both hard and electronic copies. It is published on our website and made available to other interested parties. Further details of our arrangements for managing OH&S are set out in our OHS Manual (HS002)



*Stuart Eve CEO
Executive Management Team*

on behalf of Wessex Archaeology Ltd and its subsidiary companies.

09/05/2024

NOTE: Wessex Archaeology Ventures Ltd is a wholly owned subsidiary of Wessex Archaeology Ltd. Wessex Archaeology Ventures Ltd operates Trident Archaeologie GmbH and Wessex Archaeology Australia Pty Ltd.

Revision	Date	Summary of change	Authorised by
2020 v1	31.01.20	Annual review + update of objectives	C Brayne, CEO
v2.0	10.02.21	Annual review + update of objectives + moving some content to manual HS002	C Brayne, CEO
v2.1	05.01.22	Annual Review + minor changes to align with iso45001	C Brayne, CEO
v2.3	06.01.23	Annual review	C Brayne, CEO
v2.4	05.01.24	Annual review. Explicit reference to subsidiaries added.	C Budd, COO
V2.5	09.05.24	Updated on appointment of new CEO.	S Eve, CEO



1.0 Purpose

- 1.1 The purpose of this procedures is to set out the basis of our first response to emergency situations. It applies equally to our site activities and our premises.
- 1.2 Not all incidents are emergencies. Many issues, even if serious or urgent, can be dealt with in a routine way by project managers or line managers.

2.0 Responsibilities

- 2.1 It is the responsibility of Project Managers to ensure emergency procedures relevant to a project are included in the RAMS.
- 2.2 On site it is the responsibility of the Site Director to make all staff aware of emergency procedures and where the site is under our control display the appendix to this procedure which can form a poster.
- 2.3 Where the emergency is in one of our premises, if they are present, it is the responsibility of the Business Support team to actively support the emergency response.
- 2.4 It is the responsibility of our facilities team (or in some offices business/logistics support team) to ensure any relevant emergency information is displayed in our premises. This will include but is not limited to information about first aid and fire evacuation.
- 2.5 In the event of an incident the most senior person present, whether on site or on the office, should ensure where necessary that section 4.3 + 4.4 is being followed.
- 2.6 It is the responsibility of all staff to respond to an emergency situation as best as they are able, seeking assistance at the earliest opportunity.

3.0 Definitions

- 3.1 An **emergency** can be defined as any situation where there is an immediate risk to safety, health, property, the environment, or reputation.
- 3.2 An emergency can involve many different situations, e.g. serious (life-threatening) injuries or fatalities. It may also include incidents that have not directly involved employees, but otherwise have an impact on company operations, such as acts of terrorism, environmental incidents, road traffic accidents, etc.
- 3.3 When the immediate risk present in an emergency is under control, the situation may be resolved. Where it is not resolved then the situation can be referred to as a crisis.
- 3.4 A *crisis* is defined as a serious and continuing unstable situation. It may or may not follow an emergency. This procedure does not address how we approach a crisis, however if an emergency has moved to being a crisis then senior managers will be in a position to take charge.
- 3.5 '**Out of hours**' means any time that are not working hours. Normal working hours in WA are 8am to 5pm Monday to Friday except for public holidays.



4.0 Instructions

- 4.1 For all site work, during the induction before any work takes place all staff and contractors should be made aware of the Emergency arrangements. New starters who arrive once the project is underway should also have this information included in their induction.
- 4.2 Emergency arrangements for offices and sites should be covered during the onboarding process for all staff joining Wessex whether they are office based, site based or homeworkers.
- 4.3 If an any person should find themselves in an emergency situation, they should;
- Ensure the appropriate emergency services are summoned (if applicable), and;
 - Contact a manager (usually the project manager). If unable to contact the manager, then the regional manager, regional business support manager or any member of SMT/EMT can be contacted.
 - If the above staff are non-contactable then in working hours Salisbury, or Sheffield office reception should be contacted.
 - In an emergency a voice message is not sufficient, ensure you have informed someone able to take and pass on key information.
 - Out of hours, the Emergency Response number should be used.

07809 495395

- 4.4 In an emergency priority is to ensure any injured persons receive necessary medical attention, and to ensure the incident is contained so no further harm can occur.
- 4.5 Only when there is no further risk to any person, or the environment should we attempt to recover and secure physical assets.
- 4.6 Where necessary an additional risk assessment must be written before any recovery takes place (this can be handwritten and verbally approved for expediency)
- 4.7 Use 'ETHANE' when passing information to the emergency services.
- | | |
|--------------------------------|--------------------------------------|
| E= exact location (w3w) | T= type of incident |
| H= hazards that remain present | A= access requirements (eg off road) |
| N= people injured or at-risk | E= emergency responders aware |

5.0 Special locations + Civil Warning sirens

- 5.1 Where we are working on or near certain premises there may be specific local emergency procedures or even civil warning sirens.
- 5.2 Locations where this may be relevant are chemical plants, military bases, nuclear power plants, ports, airports, hospitals, etc. We will expect a client to inform us proactively if this situation exists.
- 5.3 In addition to recording these local emergency situations in the RAMS the PM should advise the regional fieldwork manager who should notify a member of



EMT proactively, so EMT are aware we are working on such a location.

6.0 Emergency/Crisis with wider business impact

- 6.1 Where the impact of a particular emergency/crisis is prolonged and has a wider business impact then bespoke arrangements need to be put in place as soon as practical.
- 6.2 Examples of such an emergency might include but are not limited too: a cyber attack on our IT systems; a major fire at one of our premises; power outage effecting our IT server; a fatal OHS incident; catastrophic failure of our heating system; ill-health outbreak; etc.
- 6.3 A member of the SMT/EMT will assume charge and assemble a strategic response group. The group will be made up of key staff picked to manage the situation. The group will follow the Crisis Management Response process [WA Corp 23].
- 6.4 The group will have in place a media and communication plan. This plan will cover both internal and external communication.
- 6.5 The communication plan may expect staff to avoid making any comment about the situation to others, including their own family and on social media.

7.0 Forms and Records

- 7.1 Detailed emergency procedures relevant to a project will be set out in the project RAMS.
- 7.2 Hard copies of emergency response information will be kept in a folder or displayed in reception or other common area of our offices
- 7.3 Incidents should be reported to OHS team using the initial incident Notification Form which can be found on The Hub. Notification will usually be after the immediate emergency has been brought under control.

8.0 Attachments

- 8.1 Poster in appendix

9.0 Related Documents

- 9.1 HS34 first aid
- 9.2 HS049 Fire Management [Onsite] procedure
- 9.3 HS019 Fire Management [Premises] procedure
- 9.4 HS051 Refuelling and Spills procedure
- 9.5 HS010 Incident reporting procedure
- 9.6 Salisbury Power outage checklist
- 9.7 WA Corp 023 Crisis Management Toolkit

**10.0 References**

- 10.1 The 'methane' acronym for emergency information
<https://www.jesip.org.uk/methane>
- 10.2 Reg 8 of The Management of Health and Safety at Work Regulations 1999
- 10.3 Reg 13 of The Control of Substances Hazardous to Health Regulations 2002
- 10.4 The Construction Design and Management Regulations 2015

11.0 Revisions

Revision	Date	Summary of change	Reviewer	Authoriser
1.4	Sep 2019	General review	I G Phillips	I G Phillips
2.0	Jan 2022	Extra sections on major emergencies; move to new template, create appendix as poster format	I Smart	CEO

**APPENDIX Emergency Response Poster for use on site**

Emergency arrangements will be covered at all site inductions.

Not all incidents are emergencies. Many issues, even if serious or urgent, can be dealt with in a routine way by project managers or line managers.

Priority is to ensure any injured persons receive necessary medical attention, and to ensure the incident is contained so no further harm can occur.

Where an incident might result in environmental damage every effort must be made to contain the environmental threat (eg protect watercourses from spills)

If appropriate contact the appropriate emergency services without delay.

Use 'ETHANE' when passing information to the emergency services.

E= exact location (w3w)

T= type of incident

H= hazards that remain present

A= access requirements (eg off road)

N= no. of people injured or still at-risk

E= emergency responders aware

Working hours response

Contact the project manager.

If unable to contact the project manager, then the regional manager, regional business support manager or any member of the SMT/EMT can be contacted.

If the above staff are non-contactable then the in working hours Salisbury or Sheffield office receptions should be contacted.

In an emergency a voice message is not sufficient, ensure you have informed someone able to take and pass on key information.

[space for site specific names and numbers to be inserted]

Out of hours response...

The Emergency Response number should be used.

07809 495395

Only when there is no further risk to person or the environment should we attempt to recover and secure physical assets.

Where necessary an additional risk assessment must be written down before any recovery takes place (this can be handwritten and verbally approved for expediency)

COSHH/DSEAR Risk Assessment – Fuel



D.S.E.A.R.

Dangerous Substances and
Explosive Atmosphere Regulations



Internal link to data sheet [Unleaded Petrol](#)



Petrol (Unleaded)
Watson Fuels 2019.pdf

Internal link to data sheet [Diesel Fuel](#)



Diesel Watson Fuels
2019.pdf

Embedded data sheets

Instructions

This assessment is split into two parts. Part One relates to how to undertake key tasks; part two provides information about the substances themselves.

- Each Task Section is the Safe System of Work for using the above-named substances.
- For each task that a member of the team undertakes they must read and understand the hazards and control measures listed here. This includes our contractors where relevant.
- The Site Director/Supervisor must familiarise themselves with all Tasks, and Part Two: B – Over Exposure Symptoms; C – Transport; D - Storage; E – Disposal.
- All first aiders on site should be made aware of the contents of the Part One first aid measures and Part Two B – Over Exposure Symptoms
- All fire marshals on site should be made aware of the recommended fire extinguishing methods.
- In event of an emergency we should provide to any medical personnel the information in Part Two – Substance.

PART ONE – TASKS

1. Fuelling Plant
2. Transporting Fuel in appropriate container
3. Fuelling Pump/Welfare

1. FUELLING PLANT	
What will the substance be used for:	Fuel is used by Plant in operation on site to run. This task is not carried out by Wessex Archaeology staff but is usually under our control.
Training Requirements:	This document and for those undertaking the refuelling HSE guidance document SR16.
Who is exposed:	Fieldwork, Coastal and Marine, Geophysics, Geoarchaeology, Plant Operators, Contractors, members of the Public, The Environment
Location:	To take place at the fuel bowser (fixed or mobile) on-site.
How is/could anyone be exposed:	Inhalation of Fumes; Skin Contact, Ingestion.
Frequency of use:	Potentially daily
Duration of use:	Not more than 15 minutes
Quantity in use:	~100 litres

General Control Measures:	Refuelling of heavy and light plant should be carried out in strict accordance with the guidance laid out in HSE SR16 <i>Work involving motor vehicle fuel (diesel, petrol and LPG)</i>. Locate bowser in secure location to minimise theft and spillage from theft. Spill containment tray (eg plant nappy) to be in used. Spill kit to be in close vicinity No naked flames or hot work in the vicinity Do not breathe vapour. Do not swallow. Aspiration hazard if swallowed. Can enter lungs and cause damage. Never siphon by mouth. Avoid release into environment. Avoid contact of spilt material and runoff with soil and surface waterways. Wash hands after task completed – before smoking, vaping, eating or drinking Eye wash to be on hand. Do not get in eyes or on skin or clothing. Bowser kept tightly closed when not in use. Plant fuel caps to be made secure after task completed. Eating, drinking and smoking should be prohibited in areas where this task is undertaken. When the product is pumped (e.g. during filling, discharge or ullaging) and when sampling, there is a risk of static discharge.
PPE	PPE may be required, depending on extent of task.    Nitrile gloves Covered skin Eye protection
Emergency Control Measures:	First Aid <i>Removal of substance from eyes and skin is utmost importance, wash affected body part(s) in fresh water for 15 minutes.</i> Eyes – Hold open eyelids to ensure good flushing. Remove contact lenses. Skin – Drench contaminated clothing with water before removing. This is necessary to avoid the risk of sparks that could ignite. Get medical attention. Inhalation Remove to fresh air. Artificial breathing to be started if not breathing. Ingestion – Aspiration hazard if swallowed. Can enter lungs and cause damage. Get medical attention immediately Contaminated clothing is a fire hazard. Contaminated leather, particularly footwear, must be discarded. Clean shoes thoroughly before reuse Fire Emergency – <u>Combustible liquid.</u> Extinguisher – In case of fire, use water fog, foam, dry chemical or carbon dioxide extinguisher or spray. DO NOT USE WATER JET

	Fire 'water' contaminated with this material must be contained and prevented from being discharged to any waterway, sewer or drain. In a fire or if heated, a pressure increase will occur and any container may burst, with the risk of a subsequent explosion. Runoff to sewer may create fire or explosion hazard.	
	Spills (see HS051 section five) Stop unnecessary people from entering area. No smoking, vaping or flames in this area. **Put on gloves to protect hands** Take steps to contain the spill, using the spill kits. Stop leak if possible. Do not allow to enter watercourses, sewers, and drains. For larger spills contact Salisbury/ Sheffield logistics who can call out specialist contractor. Use spill kit contents to clean up spill starting at the edge and working inwards to keep contained. Use socks to stop flow and pads to mop. Put used spill kit in suitable plastic bag and secure. Add label with relevant waste code (Found below in Part Two) Return waste bags to home office for suitable disposal Notify spill via Initial Incident Notification Form	
Overall risk rating after control measures have been applied:		
High	Medium	Low
		X

2. TRANSPORTING FUEL IN APPROPRIATE CONTAINER	
What will the substance be used for:	Fuelling pumps used for removing water from trenches

Training Requirements:	This document
Who is exposed:	Wessex staff, Members of the public, Environment
Location:	Petrol station and WA Vehicle
How is/could anyone be exposed:	Inhalation of Fumes, Skin contact, Ingestion via contamination on hands
Frequency of use:	Once per week typically
Duration of use:	Depends on distance from site to petrol station
Quantity in use:	Up to 20 litres
General Control Measures:	Check integrity of seal of container prior to use, in in doubt – do not use! Use only approved WA supplied containers to transport fuel. Green for petrol, black for diesel. Must only be transported in WA vehicle. There must be a bulkhead separating the fuel from the passenger compartment. Fuel container must be secured prior to travel, <i>it is the driver's responsibility to ensure any load is safe</i>. Ratchet straps and similar will be available for load-out by Logistics. Always wear gloves when fuelling Wash hands after fuelling Place container on ground when filling and keep nozzle in contact with container. Do not fill container while it is in or on a vehicle. Static electricity may ignite vapour and cause fire. When the product is pumped (e.g. during filling, discharge or ullaging) and when sampling, there is a risk of static discharge. Ensure you are in a safe position to begin using the fuel pump. Be aware of other users of the petrol station.
PPE	  Standard work gloves* Covered skin * Nitrile gloves are available and fuel stations have disposable hand covers

Emergency Control Measures:	First Aid <i>Removal of substance from eyes and skin is utmost importance, wash affected body part(s) in fresh water for 15 minutes.</i> Eyes – Hold open eyelids to ensure good flushing. Remove contact lenses. Skin – Drench contaminated clothing with water before removing. This is necessary to avoid the risk of sparks that could ignite. Get medical attention. Inhalation Remove to fresh air. Artificial breathing to be started if not breathing. Ingestion – Aspiration hazard if swallowed. Can enter lungs and cause damage. Get medical attention immediately Contaminated clothing is a fire hazard. Contaminated leather, particularly footwear, must be discarded. Clean shoes thoroughly before reuse	
	Fire Emergency – <u>Combustible liquid.</u> <u>If at fuel station – follow their instruction.</u> Extinguisher – In case of fire, use water fog, foam, dry chemical or carbon dioxide extinguisher or spray. DO NOT USE WATER JET Fire water contaminated with this material must be contained and prevented from being discharged to any waterway, sewer or drain. In a fire or if heated, a pressure increase will occur and the container may burst, with the risk of a subsequent explosion. Runoff to sewer may create fire or explosion hazard.	
	Spills <u>If at fuel station alert the attendant immediately. Follow their directions.</u> Stop unnecessary people from entering area. If in vehicle, continue to destination. DO NOT OPEN THE TAILGATE. Potentially explosive atmosphere within vehicle! Contact your Site Director and PM immediately to have this spill professionally cleaned. Do not allow to enter watercourses, sewers, and drains. Notify spill via Initial Incident Notification Form	
	Overall risk rating after control measures have been applied:	
High	Medium	Low
		X

3. FUELLING PUMP / WELFARE UNIT	
What will the substance be used for:	Petrol is used to fuel the submersible pumps that remove water from trenches. Diesel is used to power Welfare units on site.
Training Requirements:	This document.
Who is exposed:	Operator, Environment
Location:	Project Location
How is/could anyone be exposed:	Absorption through skin contact or via soil; Inhalation of fumes; Ingestion through contamination on hands.
Frequency of use:	Pump - Once or twice day as appropriate to remove water from trench. Welfare - Every two weeks depending on usage of generator in Welfare.
Duration of use:	Pump - 3 minutes Welfare - 5 minutes
Quantity in use:	Pump - 3 litres Welfare - Up to 40 litres depending on size of welfare generator.
General Control Measures:	PPE <u>must</u> be worn as stated below. Project Managers must consider where fuel is to be stored when planning project. Double check the correct fuel is being used: Pump – Petrol; Welfare – Diesel. Spill containment tray (eg plant nappy) to be in use. Spill kit to be in close vicinity Store on bund when not in use – ideally with plant and bowser away from welfare compound No naked flames or hot work near fuel storage – 14m Smoking area must be situated at suitable distance from petrol storage and area where petrol used – 14m Do not breathe vapour. Do not swallow. Aspiration hazard if swallowed. Can enter lungs and cause damage. Never siphon by mouth. Avoid release into environment Wash hands after use – before smoking, vaping, eating or drinking Do not get in eyes or on skin or clothing. Eye wash to be on hand Keep fuel in the original container or an approved alternative made from a compatible material, kept tightly closed when not in use. Do not reuse container for other substances. Avoid contact of spilt material and runoff with soil and surface waterways. Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Take off contaminated clothing and wash before reuse

PPE	   Nitrile gloves Covered skin Eye protection
Emergency Control Measures:	First Aid <i>Removal of substance from eyes and skin is utmost importance, wash affected body part(s) in fresh water for 15 minutes.</i> Eyes – Hold open eyelids to ensure good flushing. Remove contact lenses. Skin – Drench contaminated clothing with water before removing. This is necessary to avoid the risk of sparks that could ignite. Get medical attention. Inhalation Remove to fresh air. Artificial breathing to be started if not breathing. Ingestion – Aspiration hazard if swallowed. Can enter lungs and cause damage. Get medical attention immediately Contaminated clothing is a fire hazard. Contaminated leather, particularly footwear, must be discarded. Clean shoes thoroughly before reuse Fire Emergency – <u>Combustible liquid.</u> Extinguisher – In case of fire, use water fog, foam, dry chemical or carbon dioxide extinguisher or spray. DO NOT USE WATER JET Fire water contaminated with this material must be contained and prevented from being discharged to any waterway, sewer or drain. In a fire or if heated, a pressure increase will occur and the container may burst, with the risk of a subsequent explosion. Runoff to sewer may create fire or explosion hazard. Spills Stop unnecessary people from entering area. No smoking, vaping or flames in this area. Put on gloves to protect hands. Stop leak if possible. Avoid standing in spill as far as possible. Do not allow to enter watercourses, sewers, and drains. Use spill kit contents to clean up spill starting at the edge and working inwards to keep contained. Use socks to stop flow and pads to mop. Put used spill kit in suitable plastic bag and secure. Return to home office for suitable disposal Add label with relevant waste code (Found below) Notify spill via Initial Incident Notification Form
Overall risk rating after control measures have been applied:	
High	Medium Low
	X

PART TWO SUBSTANCES

DIESEL FUEL	
A – SUBSTANCE DETAILS	
Product Names:	Automotive Diesel Fuel
Hazard Classification:	 FLAMMABLE LIQUIDS - Category 4 ACUTE TOXICITY (inhalation) - Category 4 SKIN CORROSION/IRRITATION - Category 2 CARCINOGENICITY - Category 2 SPECIFIC TARGET ORGAN TOXICITY - REPEATED EXPOSURE (bone marrow, liver, thymus) - Category 2 ASPIRATION HAZARD - Category 1
Supplier of MSDS/Manufacturer:	Watson Fuels
Date of MSDS:	06/08/2019
CAS number(s) of product or product component:	Fuels, diesel > 95 68334-30-5 Alkanes, C10-20-branched and linear 0 - 20 928771-01-1
H-Phrases (preferred) 200-300: Physical props 300-400: Health Hazards 400-500: Environmental Hazards OR R-Phrases:	H226: Flammable liquid and vapour. H304: May be fatal if swallowed and enters airways. H315: Causes skin irritation. H332: Harmful if inhaled. H351: Suspected of causing cancer H373: May cause damage to organs (Thymus, liver and bone marrow) H411: Toxic to aquatic life with long lasting effects.
P-Phrases (Preferred) OR S-Phrases:	P102: Keep out of reach of children. P210: Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. P273 Avoid release to the environment P280: Wear protective gloves/protective clothing/eye protection/face protection. P301 + P310: IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician P331: Do NOT induce vomiting. P405: Store locked up. P501: Dispose of contents/container in accordance with local / national regulations.
Workplace Exposure Limits (eg, WEL / STEL):	Respirable Dust – 3mg/m ³ 8 hour TWA Inhalable dust 10mg/m ³

B - OVER EXPOSURE – SYMPTOMS:	
Eye contact	Vapour, mist or fume may cause eye irritation. Exposure to vapour, mist or fume may cause stinging, redness and watering of the eyes.
Inhalation	Vapour, mists or fumes may contain polycyclic aromatic hydrocarbons some of which are known to produce skin cancer. Vapour, mists or fumes may contain polycyclic aromatic hydrocarbons some of which are known to produce skin cancer. Vapour, mist or fume may irritate the nose, mouth and respiratory tract.
Skin contact	As with all such products containing potentially harmful levels of polycyclic aromatic hydrocarbons, prolonged or repeated skin contact may eventually result in dermatitis or more serious irreversible skin disorders including cancer.
Ingestion	If swallowed, may irritate the mouth, throat and digestive system. If swallowed, may cause abdominal pain, stomach cramps, nausea, vomiting, diarrhoea, dizziness and drowsiness.
C - TRANSPORT:	
Transport classification: Classification:	Not Regulated by road Combustible liquid Class C1 (AS 1940). Hazchem code 3Z Initial emergency response Guide: 47
Additional Transport Information	Container must be tightly sealed prior to transport. Must only be transported with bulkhead separating workers and substance Container must be secure prior to travel – it is the driver's responsibility to ensure the load is secure prior to travel. Ratchet straps, bungee cords and similar should be used to secure container.
D - STORAGE:	
Location:	Fuel Bowser, in secure location on site in compound. Diesel containers for welfare to be stored in suitable place – ideally with bowser
Any Special Considerations:	Store in a segregated and approved area. Do not store in a shipping container that is not vented. Project Managers must consider where fuel is to be stored on site either in bowser or in handheld container. Separate from oxidising materials. Keep container tightly closed and sealed until ready for use. Store and use only in equipment/containers designed for use with this product. Store protected from direct sunlight in a dry, cool and well ventilated area, away from oxidising substances and food and drink. Eliminate all ignition sources.

	Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabelled containers. Use appropriate containment to avoid environmental contamination. Take precautions to avoid static electrical discharge and all ignition sources during filling, ullaging and sampling from storage tanks. When the product is pumped (e.g. during filling, discharge or ullaging) and when sampling, there is a risk of static discharge. Explosive air/vapour mixtures may form at ambient temperatures on contact with hot surfaces. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. Product contaminated rags, paper or material used to absorb spillages, represent a fire hazard, and should not be allowed to accumulate. Dispose of safely immediately after use. Entry into a confined space or poorly ventilated area contaminated with vapour, mist or fume is extremely hazardous without the correct respiratory protective equipment and a safe system of work.					
Typical storage volume on site:	1000 or 2000 litres Up to 20 litres for Welfare					
E - METHOD OF DISPOSAL:						
Is the chemical hazardous to the environment:	To be disposed of as hazardous waste with the following waste codes Containers: <table><tr><td>Fuel oil and diesel</td><td>Hazardous</td><td>13-07-01*</td></tr></table> Clothing, absorbents or wiping cloths contaminated with hazardous substances <table><tr><td>Hazardous</td><td>15-02-02*</td></tr></table>	Fuel oil and diesel	Hazardous	13-07-01*	Hazardous	15-02-02*
Fuel oil and diesel	Hazardous	13-07-01*				
Hazardous	15-02-02*					
How is the substance disposed of:	Empty containers or liners may retain some product residues. Vapour from product residues may create a highly flammable or explosive atmosphere inside the container. Do not cut, weld or grind used containers unless they have been cleaned thoroughly internally. Avoid dispersal of spilt material and runoff and contact with soil, waterways, drains and sewers. Empty packages may contain some remaining product. Hazard warning labels are a guide to the safe handling of empty packaging and should not be removed. Take back to home office for disposal if small amount.					

PETROL	
A – SUBSTANCE DETAILS	
Product Names:	Petroleum Spirit
Hazard Classification:	 FLAMMABLE LIQUIDS - Category 1 SKIN CORROSION/IRRITATION - Category 2 GERM CELL MUTAGENICITY - Category 1B CARCINOGENICITY - Category 1B SPECIFIC TARGET ORGAN TOXICITY - SINGLE EXPOSURE (Narcotic effects) - Category 3 ASPIRATION HAZARD - Category 1
Supplier of MSDS/Manufacturer:	Watson Fuels
Date of MSDS:	06/08/2019
CAS number(s) of product or product component:	Gasoline ≥90 86290-81-5 Contains: Benzene <1 71-43-2 Polycyclic aromatic hydrocarbons (PAHs) <1 mixture diisopropyl ether <1 108-20-3 2-methylpropan-2-ol <1 75-65-0 tert-butyl methyl ether <1 1634-04-4
H-Phrases (preferred) 200-300: Physical props 300-400: Health Hazards 400-500: Environmental Hazards OR R-Phrases:	H224: Extremely flammable liquid and vapour. H304: May be fatal if swallowed and enters airways. H315: Causes skin irritation. H340: May cause genetic defects. H350: May cause cancer H361df: Suspected of damaging fertility. Suspected of damaging the unborn child H336: May cause drowsiness or dizziness. H410: Very toxic to aquatic life with long lasting effects.
P-Phrases (Preferred) OR S-Phrases:	P102: Keep out of reach of children. P210: Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. P273 Avoid release to the environment P280: Wear protective gloves/protective clothing/eye protection/face protection. P301 + P310: IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician P331: Do NOT induce vomiting. P405: Store locked up. P501: Dispose of contents/container in accordance with local / national regulations.

Workplace Exposure Limits (eg, WEL / STEL):	5mg/m ³ 8 hour TWA 10mg/m ³ 15 minute STEL
B - OVER EXPOSURE – SYMPTOMS:	
Eye contact	Vapour, mist or fume may cause eye irritation. Exposure to vapour, mist or fume may cause stinging, redness and watering of the eyes.
Inhalation	Solvent "sniffing" (abuse) or intentional overexposure to vapours can produce serious central nervous system effects, including unconsciousness, and possibly death. Vapour, mist or fume may irritate the nose, mouth and respiratory tract.
Skin contact	Prolonged or repeated contact can defat the skin and lead to irritation, cracking and/or dermatitis.
Ingestion	If swallowed, may irritate the mouth, throat and digestive system. If swallowed, may cause abdominal pain, stomach cramps, nausea, vomiting, diarrhoea, dizziness and drowsiness.
C - TRANSPORT:	
Transport classification: Classification:	UN1203 Hazard Class 3 
Additional Transport Information	Container must be tightly sealed prior to transport. Must only be transported with bulkhead separating workers and substance Container must be secure prior to travel – it is the driver's responsibility to ensure the load is secure prior to travel. Ratchet straps, bungee cords and similar should be used to secure container.
D - STORAGE:	
Location:	Jerry Can on-site or in Compound – ideally with plant and bowser.
Any Special Considerations:	Project Managers must consider where fuel is to be stored on site Placement of smoking area's must be considered – no closer than 14m. Extremely flammable liquid and vapour. Vapours can form explosive mixtures with air. Vapours are heavier than air and can spread along the ground or float on water surfaces to remote ignition sources. Vapours may accumulate in low or confined areas or travel a considerable distance to a source of ignition and flash back. This product is a poor conductor of electricity and can become electrostatically charged.

	If sufficient charge is accumulated, ignition of flammable mixtures can occur. Static accumulation may be significantly increased by the presence of small quantities of water or other contaminants. Liquid will float and may reignite on surface of water. Store in a segregated and approved area. Do not store in a shipping container that is not vented. Separate from oxidising materials. Store and use only in equipment/containers designed for use with this product. Store protected from direct sunlight in a dry, cool and well-ventilated area, away from oxidising substances and food and drink. Eliminate all ignition sources. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabelled containers. Use appropriate containment to avoid environmental contamination. Take precautions to avoid static electrical discharge and all ignition sources during filling, ullaging and sampling from storage tanks. Explosive air/vapour mixtures may form at ambient temperatures on contact with hot surfaces. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. Product contaminated rags, paper or material used to absorb spillages, represent a fire hazard, and should not be allowed to accumulate. Dispose of safely immediately after use. Entry into a confined space or poorly ventilated area contaminated with vapour, mist or fume is extremely hazardous without the correct respiratory protective equipment and a safe system of work.						
Typical storage volume on site:	50litres						
E - METHOD OF DISPOSAL:							
Is the chemical hazardous to the environment:	To be disposed of as hazardous waste with the following waste codes Containers: <table><tr><td>Petrol</td><td>Hazardous</td><td>13-07-02*</td></tr></table> Clothing, absorbents or wiping cloths contaminated with hazardous substances <table><tr><td></td><td>Hazardous</td><td>15-02-02*</td></tr></table>	Petrol	Hazardous	13-07-02*		Hazardous	15-02-02*
Petrol	Hazardous	13-07-02*					
	Hazardous	15-02-02*					
How is the substance disposed of:	Empty containers or liners may retain some product residues. Vapour from product residues may create a highly flammable or explosive atmosphere inside the container. Do not cut, weld or grind used containers unless they have been cleaned thoroughly internally.						

	Avoid dispersal of spilt material and runoff and contact with soil, waterways, drains and sewers. Empty packages may contain some remaining product. Hazard warning labels are a guide to the safe handling of empty packaging and should not be removed. Take back to home office for disposal if small amount.
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Revision	Changes	Date	Author/ Reviewer	Approved by
CA001 v1.0	New document	Dec 2022	Sarah Green, OHSA	Ian Smart, OHSS
CA001 v1.1	Updated links to MSDS and incident report forms. Clarifications about use of PPE during spills. Clarification pt 1.3 also applies to welfare units Clarification to secure fuel containers in transit.	June 2024	Sarah Green, OHSA	Ian Smart, OHSS

RECORD SHEET

CONFIRMATION			
I CONFIRM I HAVE BEEN INSTRUCTED ON THE HAZARDS & CONTROL MEASURES ASSOCIATED WITH THE TASK INCLUDING THE TASK SPECIFIC INFORMATION ABOVE. INCLUDE WHICH TASK WAS UNDERTAKEN IN THE LAST COLUMN BELOW. I also confirm that if the work environment changes or other hazards occur I will bring it to the attention of my immediate line Manager			
PRINT FULL NAME:	SIGNATURE	DATE	PART ONE / PART TWO:

COSHH/DSEAR Risk Assessment – Bio-Security Disinfectant


D.S.E.A.R.

Dangerous Substances and
Explosive Atmosphere Regulations



MSDS -
AGRICHLOR-NaDCC

Embedded Safety Data sheet [Agrichlor]



MSDS -
eng_fam_30.pdf

Embedded Safety Data sheet [Fam 30]

Instructions

This assessment is split into two parts. Part One relates to how to undertake key tasks; part two provides information about the substances themselves.

- Each Task Section is the Safe System of Work for using the above-named substances.
- For each task that a member of the team undertakes they must read and understand the hazards and control measures listed here. This includes our contractors where relevant.
- The Site Director/Supervisor must familiarise themselves with all Tasks, and Part Two: B – Over Exposure Symptoms; C – Transport; D - Storage; E – Disposal.
- All first aiders on site should be made aware of the contents of the Part One first aid measures and Part Two B – Over Exposure Symptoms
- All fire marshals on site should be made aware of the recommended fire extinguishing methods.
- In event of Emergency we should provide to any medical personnel the information in Part Two – Substance.

PART ONE - TASKS

1. Preparing the spray mixture,
2. disinfecting vehicle wheels,
3. disinfecting footwear.

PREPARING SPRAY MIXTURE	
What will the substance be used for:	Disinfectant when working in bio-security areas
Training Requirements:	This document
Who is exposed:	Wessex staff, Contractors, Members of the public
Location:	Entry and exit from bio-security area
How is/could anyone be exposed:	Inhalation of dust, Skin contact when preparing mixture, Ingestion
Frequency of use:	At least twice a day, more frequently if Wessex controlled vehicles enter and exit site.

Duration of use:	5 minutes
Quantity in use:	1 tablet
General Control Measures:	Do not handle without protective equipment: Wear long sleeves, glasses and gloves Eye wash to be on hand <u>To prepare mixture</u> 1. Collect Spray bottle 2. Fill with 1.5 litres of water (warm if possible) 3. Drop 1 tablet into water 4. Solution ready to use Avoid heat, flames and other sources of ignition. Avoid exposure to high temperatures or direct sunlight, prevent from freezing Persons susceptible to allergic reactions should not handle this product. Avoid spilling. Good personal hygiene procedures should be implemented: wash hands after using, before going to toilet and prior to eating/drinking and smoking/vaping Avoid inhalation of dust/vapours and contact with skin and eyes. Only to be used outdoors. Keep only in the original container. Container must be kept tightly closed when not in use. Do not eat, drink or smoke when using this product. Read label before use.
PPE	 Eye protection with side shields Nitrile gloves EN374 No exposed skin
Emergency Control Measures:	<u>First Aid</u> Inhalation – Remove person from contaminated area. Get medical attention. Skin/Eye Contact - Thoroughly rinse affected area to remove contamination. Get medical attention if symptoms occur after washing Ingestion – Give plenty of water. Monitor <u>Fire</u> Heating may generate the following products: Carbon monoxide (CO). Oxides of nitrogen. Hydrogen chloride (HCl). Isocyanates. Chlorine Use foam, carbon dioxide, dry powder or water fog to extinguish <u>Spill</u> Not considered an environmental hazard due to amounts used Put on gloves. Avoid inhalation of dust and contact with skin. If in solid form: collect and place in suitable waste disposal containers and seal securely.

	Label the containers containing waste and contaminated materials and remove from the area as soon as possible. If in liquid form pour down the welfare toilet Avoid generation and spreading of dust. Flush contaminated area with plenty of water	
Overall risk rating after control measures have been applied:		
High	Medium	Low
		X

USING SPRAY MIXTURE TO DISINFECT VEHICLE	
What will the substance be used for:	Disinfecting wheels of 4x4 when working in bio-security areas
Training Requirements:	This document
Who is exposed:	Wessex staff, Contractors, Members of the public
Location:	Entry and exit from bio-security area
How is/could anyone be exposed:	Inhalation of aerosol spray, Skin contact with mixture, Ingestion
Frequency of use:	At least twice a day, more frequently if Wessex controlled vehicles enter and exit site.
Duration of use:	10 minutes spraying
Quantity in use:	1.5 litres
General Control Measures:	Keep all unnecessary people from the spraying area Ensure all PPE is on prior to use: Covered skin, eye protection and nitrile gloves. Stand upwind from spray Avoid spraying onto self Mixture can be kept for as long as required <u>To clean vehicle</u> 1. Remove as much mud and debris from wheels using water and brush 2. Aim spray nozzle towards wheel and coat surface of wheels 3. Avoid spraying paintwork as far as possible 4. Avoid over-spraying if possible 5. Repeat process for all wheels Do not empty residue mixture into drains
PPE	  

	Eye protection with side shields Nitrile gloves EN374 No exposed skin	
Emergency Control Measures:	<u>First Aid.</u> Inhalation – Remove person from contaminated area. Get medical attention. Skin/Eye Contact - Thoroughly rinse affected area to remove contamination. Get medical attention if symptoms occur after washing Ingestion – Give plenty of water. Monitor	
	<u>Fire</u> Heating may generate the following products: Carbon monoxide (CO). Oxides of nitrogen. Hydrogen chloride (HCl). Isocyanates. Chlorine Use foam, carbon dioxide, dry powder or water fog to extinguish	
	<u>Spill</u> Not considered an environmental hazard due to amounts used Put on gloves. Avoid inhalation of dust and contact with skin. Collect and place in suitable container. Pour down the welfare toilet. Avoid generation and spreading of aerosol or vapour Flush contaminated area with plenty of water	
Overall risk rating after control measures have been applied:		
High	Medium	Low
		X

USING SPRAY MIXTURE TO DISINFECT FOOTWEAR	
What will the substance be used for:	Disinfecting footwear when working in bio-security areas
Training Requirements:	This document
Who is exposed:	Wessex staff, Contractors, Members of the public
Location:	Entry and exit from bio-security area
How is/could anyone be exposed:	Inhalation of aerosol spray, Skin contact with mixture, Ingestion
Frequency of use:	At least twice a day, more frequently if Wessex controlled vehicles enter and exit site.
Duration of use:	10 minutes spraying
Quantity in use:	1.5 litres
General Control Measures:	Keep all unnecessary people from the spraying area Ensure all PPE is on prior to use: Covered skin, eye protection and nitrile gloves. Ensure eye wash on hand Stand upwind from spray

	Avoid spraying onto self Mixture can be kept for as long as required <u>To clean footwear</u> 1. Remove footwear 2. Remove as much mud and debris from footwear using water and brush 3. Aim spray nozzle towards sole of footwear coating the surface 4. Allow to dry Do not empty residue mixture into drains	
PPE	 Eye protection with side shields Nitrile gloves EN374 No exposed skin	
Emergency Control Measures:	First Aid. Inhalation – Remove person from contaminated area. Get medical attention. Skin/Eye Contact - Thoroughly rinse affected area to remove contamination. Get medical attention if symptoms occur after washing Ingestion – Give plenty of water. Monitor	
	Fire Heating may generate the following products: Carbon monoxide (CO). Oxides of nitrogen. Hydrogen chloride (HCl). Isocyanates. Chlorine Use foam, carbon dioxide, dry powder or water fog to extinguish	
	Spill Not considered an environmental hazard due to amounts used Put on gloves. Avoid inhalation of dust and contact with skin. Collect and place in suitable container. Pour down the welfare toilet. Avoid generation and spreading of aerosol or vapour Flush contaminated area with plenty of water	
Overall risk rating after control measures have been applied:		
High	Medium	Low
		X

PART TWO SUBSTANCES

SUBSTANCE INFORMATION	
Product Names:	4.72G AGRICHLOR HYDRACHEM
Hazard Classification:	Eye Irrit. 2 - H319 STOT SE 3 - H335  aquatic Acute 1 - H400 Aquatic Chronic 1 – H411
Supplier of MSDS/Manufacturer:	Hydrachem
Date of MSDS:	18/01/2019
CAS number(s) of product or product component:	TROCLOSENE SODIUM30-60%CAS number: 2893-78-9 ADIPIC ACID10-30%CAS number: 124-04-9 SODIUM CARBONATE1-5%CAS number: 497-19-8
H-Phrases (preferred) 200-300: Physical props 300-400: Health Hazards 400-500: Environmental Hazards OR R-Phrases:	H319 Causes serious eye irritation. H335 May cause respiratory irritation. H410 Very toxic to aquatic life with long lasting effects. EUH031 Contact with acids liberates toxic gas
P-Phrases (Preferred) OR S-Phrases:	P271 Use only outdoors or in a well-ventilated area. P273 Avoid release to the environment. P280 Wear eye protection. P337+P313 If eye irritation persists: Get medical advice/attention. P391 Collect spillage. P402+P404 Store in a dry place. Store in a closed container. P501 Dispose of contents/ container in accordance with local regulations. P264 Wash hands thoroughly after handling. P280 Wear protective clothing and gloves. P304+P340 IF INHALED: Remove person to fresh air and keep comfortable for breathing. P305+P351+P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. P312 Call a POISON CENTRE/doctor if you feel unwell. P403+P233 Store in a well-ventilated place. Keep container tightly closed P405 Store locked up.

Workplace Exposure Limits (eg, WEL / STEL):	Short-term exposure limit (15-minute): WEL, (as chlorine) 0.5 ppm 1.5 mg/m ³ fume Long-term exposure limit (8-hour TWA): WEL 10 mg/m ³ inhalable dust Long-term exposure limit (8-hour TWA): WEL 4.0 mg/m ³ respirable dust
Transport:	
Transport classification: Classification:	Not applicable
Additional Transport Information	Due to amount of substance transported ADR not triggered
Storage:	
Location:	Office – COSHH cupboard Site – Site Director Office
Any Special Considerations:	Do not allow to freeze DO not expose to high temperatures or direct sunlight Materials to avoid: Flammable/combustible materials. Moisture. Avoid contact with acids and alkalis. Avoid contact with strong oxidising agents. Avoid contact with strong reducing agents. Hydrocarbons. Inorganic nitrates. Inorganic nitrites. Organic compounds. Avoid the following conditions: Water, moisture. Avoid heat, flames and other sources of ignition. Avoid exposure to high temperatures or direct sunlight. Store in tightly-closed, original container in a dry, cool and well-ventilated place. Keep only in the original container
Typical storage volume on site:	100 tablets
Method of Disposal:	
Is the chemical hazardous to the environment:	Yes
How is the substance disposed of:	Excess solution must be flushed in a suitable location: Welfare unit toilet. DO NOT FLUSH DOWN WATERCOURSES, DRAINS, OR SEWERS (Including toilets in WA offices) Waste container to be disposed of by licensed Waste contractor – Contact Facilities Team Label as: WASTE AGRICHLOR

Revision	Date	Author/ Reviewer	Approved by
03	20/10/2022	Sarah Green	Ian Smart
02	22/12/2021	Ian Smart	Ian Smart
01	16/07/2019	Ivan Machin	N/a

OPTIONAL RECORD SHEET

Commented [IS1]: Must be filled out on every separate project site.

CONFIRMATION		
I CONFIRM I HAVE BEEN INSTRUCTED ON THE HAZARDS & CONTROL MEASURES ASSOCIATED WITH THE TASK INCLUDING THE TASK SPECIFIC INFORMATION ABOVE.		
I also confirm that if the work environment changes or other hazards occur ill bring it to the attention of my immediate line Manager		
PRINT FULL NAME:	SIGNATURE	DATE

COSHH/DSEAR Risk Assessment – Using Spray line paint


D.S.E.A.R.

Dangerous Substances and
Explosive Atmosphere Regulations



Spray paint data
sheet.pdf



SA1353, SA1363
Powerline - White, Or; SA1364 Powerline Ter



SA1354, SA1360,
SA1364 Powerline Ter

Embedded data sheets:

Instructions

This assessment is split into two parts. Part One relates to how to undertake key tasks; part two provides information about the substances themselves.

- Each Task Section is the Safe System of Work for using the above-named substances.
- For each task that a member of the team undertakes they must read and understand the hazards Each member of the team who undertakes the task should be familiar with part one. This includes our contractors where relevant.
- The Site Director/Supervisor must familiarise themselves with all Tasks, and Part Two: B – Over Exposure Symptoms; C – Transport; D - Storage; E – Disposal.
- All first aiders on site should be made aware of the contents of the Part One first aid measures and Part Two B – Over Exposure Symptoms
- All fire marshals on site should be made aware of the recommended fire extinguishing methods.
- In event of Emergency, we should provide to any medical personnel the information in Part Two – Substance.

PART ONE – TASK

1. SPRAYING LINE PAINT	
What will the substance be used for:	Archaeologist use the line marking spray paint for marking areas of Archaeological interest on the ground, for marking fencing areas, borders/boundary, and for laying out Trenches.
Training Requirements:	This document only.
Who is exposed:	Fieldwork technicians
Location:	On site in a number of locations. Always outdoors.
How is/could anyone be exposed:	Inhalation and Skin Contact. In rare circumstances Ingestion.
Frequency of use:	Daily
Duration of use:	A few seconds each time.
Quantity in use:	Each can is 750ml by volume. Each spray is a few ml at most.
General Control Measures:	Read directions on the can.

	Spray away from self and others in aera. Minimise quantity sprayed. Used outdoors so well ventilated. Be aware of wind direction.	
PPE	Eye protection and gloves to cover skin would be recommended if use is prolonged. RPE would be recommended if clearing up a spill in a confined space or indoors.	
Emergency Control Measures:	First Aid Move the exposed person to fresh air at once. If ingestion has occurred rinse mouth and provide fresh air. Do not induce vomiting. Skin contact: Wash skin with soap and water. Eye contact: Immediately rinse with water. Continue to rinse for at least 15 minutes. Make sure to remove any contact lenses from the eyes before rinsing. Notify injury via Initial Incident Notification Form	
	Fire Emergency Aerosol cans may explode in a fire. Extinguishing media - foam, carbon dioxide or dry powder. Unsuitable extinguishing media Do not use water Notify fire via Initial Incident Notification Form	
	Spills Unlikely due to aerosol can structure. Use ppe when clearing up any spill including suitable RPE if in confined space. Do not allow to enter drains. Notify spill via Initial Incident Notification Form	
Overall risk rating after control measures have been applied:		
High	Medium	Low
		X

PART TWO SUBSTANCE

NAME OF SUBSTANCE SPRAY LINE MARKER PAINT	
A – SUBSTANCE DETAILS	
Product Names:	Powerline Line Marker
Hazard Classification:	In high concentrations, vapours and spray mists may cause drowsiness, dizziness and serious irritation to eyes.  Irritant Environment: The product contains a substance which is harmful to aquatic organisms and which may cause long term adverse effects in the aquatic environment.  Harmful to environment Pressurised container: Must not be exposed to temperatures above 50°C. The product is extremely flammable, and explosive vapour/air mixtures may be formed even at normal room temperatures.  Extremely Flammable
Supplier of MSDS/Manufacturer:	Sanglier Ltd, Kirby in Ashfield, NG17 7JZ, United Kingdom.
Date of MSDS:	08/09/21
CAS number(s) of product or product component:	PETROLEUM GASES, LIQUEFIED 30-60% CAS number: 68476-85-7 EC number: 270-704-2 ACETONE 10-30% CAS number: 67-64-1 EC number: 200-662-2 HYDROCARBON, C9 10-30% CAS number: 64742-95-6 TITANIUM DIOXIDE 1-5% CAS number: 13463-67-7
H-Phrases (preferred) 200-300: Physical props 300-400: Health Hazards 400-500: Environmental Hazards OR R-Phrases:	H222 Extremely flammable aerosol. H229 Pressurised container: may burst if heated. H319 Causes serious eye irritation. H336 May cause drowsiness or dizziness. H412 Harmful to aquatic life with long lasting effects
P-Phrases (Preferred) OR S-Phrases:	P211 + P251 Do not spray on an open flame or other ignition source. Do not pierce or burn, even after use. P264 Wash contaminated skin thoroughly after handling. P271 Use only outdoors or in a well-ventilated area. P273 Avoid release to the environment. P403+P233 Store in a well-ventilated place. Keep container tightly closed. P410+P412 Protect from sunlight. Do not expose to temperatures exceeding 50°C/122°F. P501 Dispose of contents/container in accordance with national regulations EUH211 Warning! Hazardous respirable droplets may be formed when sprayed. Do not breathe spray or mist.

Workplace Exposure Limits (eg, WEL / STEL):	Components of the mixture – see data sheet
B - OVER EXPOSURE – SYMPTOMS:	
Eye contact	May cause severe eye irritation. Profuse watering of the eyes.
Inhalation	Vapours may cause drowsiness and dizziness. Overexposure to organic solvents may depress the central nervous system, causing dizziness and intoxication and, at very high concentrations, unconsciousness and death.
Skin contact	Prolonged skin contact may cause redness and irritation. Repeated exposure may cause skin dryness or cracking.
Ingestion	Due to the physical nature of this product, it is unlikely that ingestion will occur. Aspiration hazard if swallowed. Ingestion may cause severe irritation of the mouth, the oesophagus and the gastrointestinal tract.
C - TRANSPORT:	
Transport classification: Classification:	Class 2 gases
Additional Transport Information	This product is packed in accordance with the Limited quantity Provisions of CDGCPL2, ADR and IMDG. These provisions allow the transport of aerosols of less than 1 litre packed in cartons of less than 30kg gross weight to be exempt from control providing they are labelled in accordance with the requirements of those regulations to show that they are transported as Limited Quantities.
D - STORAGE:	
Location:	Extremely flammable. Store at moderate temperatures in dry, well ventilated area. Keep away from heat, sparks and open flame. Pressurized container: protect from sunlight and do not expose to temperatures exceeding 50°C. Do not pierce or burn, even after use. Storage Class: Extremely flammable aerosol
Any Special Considerations:	---
Typical storage volume on site:	
E - METHOD OF DISPOSAL:	
Is the chemical hazardous to the environment:	The product contains a substance which is harmful to aquatic organisms and which may cause long term adverse effects in the aquatic environment.
How is the substance disposed of:	Do not puncture or incinerate even when empty. Ensure containers are empty before discarding (explosion risk).

	Dispose of waste and residues in accordance with local authority requirements.
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Revision	Date	Author/ Reviewer	Approved by
V1.0	5.1.23	I Smart	I Smart

RECORD SHEET

CONFIRMATION			
I CONFIRM I HAVE BEEN INSTRUCTED ON THE HAZARDS & CONTROL MEASURES ASSOCIATED WITH THE TASK INCLUDING THE TASK SPECIFIC INFORMATION ABOVE. INCLUDE WHICH TASK WAS UNDERTAKEN IN THE LAST COLUMN BELOW. I also confirm that if the work environment changes or other hazards occur I will bring it to the attention of my immediate line Manager			
PRINT FULL NAME:	SIGNATURE	DATE	PART ONE / PART TWO: