

# Daily Health and Safety Briefing for Arrival on Site

1. You should have completed the Indemnity Form, but if you haven't please collect one and complete it now.
2. Please sign the attendance register to acknowledge your presence on site and that you have received the safety briefing.
3. Please note that we assume your consent to be in photos which may go on the website or form part of the archaeological record. If you don't want to be photographed please let us know.
4. If you take photographs please think carefully about what you post anywhere. As well as working safely we need to be seen to be working safely.
5. Social distancing rules must be observed at all times – this will be to stay 2m from any person not in your household or social bubble.
6. You should have brought the following for your own personal use:
  - Hand gel
  - Anti-bacterial wipes
  - Food
  - Drink
  - Chair
  - Gloves
  - Sun screen
  - Towel
7. It is also advisable to bring other items such as kneelers and trowels since any of the WAS equipment used should be sanitized when returned.
8. We do have a small stock of travel sizes so if you haven't got anything please take what you need (but we would appreciate a small donation for it). Please do not share any supplies with other people.
9. Depending on the number of people on site we may have to stagger meal breaks.
10. There are two toilets on site. Please use wipes to clean all the surfaces you have touched and dispose of the wipes in the waste bags provided.
11. Finds are being processed on site but the finds tent has to be treated as indoor space so please follow instructions from the finds supervisor as to where you can work and whether you should wear a mask. Shelter can be provided for the finds' processors who prefer not to work outside.
12. Wash your hands with antibacterial gel or wipes any time you remove your gloves.

13. Be aware of the risk from the sun. Always wear a high protection factor sun cream and try to reduce exposure to the sun by wearing a hat and long sleeved, light clothing.
14. When working in grass in Summer be aware of the dangers of ticks which can cause Lyme Disease. See <https://www.nhs.uk/conditions/lyme-disease/> for details.
15. Please ensure that you avoid dehydration by drinking lots of water.
16. Ensure that you have access to wet weather gear. It is not advisable to wear jeans while on site as they become heavy when wet and take a long time to dry.
17. Please take care of your own and other people's safety. Be aware of other people's presence when you are working. Do not lift or swing digging equipment above chest height or throw equipment.
18. All tools should be stored safely when not in use. Any defective piece of equipment must be reported to a supervisor.
19. Do not sit or walk near the edge of trenches: they may collapse without warning. Also, do not store equipment or create spoil heaps within 1m of a trench.
20. Do not enter a trench until instructed it is safe to do so by a Site Director or supervisor. It may require shoring, for example or may need to be drained of water. Always work within sight of a colleague.
21. Wear stout footwear during heavy work, e.g. spade work.
22. Report any injuries, illnesses, allergic reactions or insect attacks, however slight, to the safety officer or the finds supervisor. First aid kits are provided. All wounds should be covered with an adhesive dressing while on site.
23. If you notice anything (such as equipment failure, trench subsidence, biological or chemical contamination or slippery surfaces) on or off sites which you think may cause a dangerous situation to develop PLEASE REPORT IT YOURSELF AND STRAIGHT AWAY. Do not leave it to others.
24. You should have read the field unit manual and the safety instruction therein but a copy is available on site if you need to check anything. Refer to this whenever you need to.
25. We will not be working close to the horse paddock but access to this area will be needed each day for the horse's owners. If there is not enough space on the area of hard standing and you have to go on the grass, please ensure that there is room for the horse owners to drive their vehicle up to the paddock.