HEALTH AND SAFETY BRIEFING NOTES -

Staff and Student's Responsibilities
It is the duty of everyone to take reasonable care for the health and safety of their self and other persons who may be affected by their acts or omissions at work. All personnel taking part in fieldwork must be aware of the inherent risks associated with the activities and minimise these risks by adopting safety precautions. Specifically, you must obey the instructions given by the Project Directors and other supervisory staff.

Please observe the following at all times, on site and at the campsite:

- Be aware of the site Health and Safety Document, which is kept in the site office. This describes our Health & Safety Policy, which you are bound by. You may refer to this whenever you need to.
- It is the responsibility of all individuals to obtain an anti-tetanus injection before commencing work. Please contact the University Occupational Health Service or your own GP for further information. All wounds should be covered with an adhesive dressing while on site.
- Always wash your hands when leaving the site. Wash your hands before eating and particularly before handling or preparing any foodstuffs which will be consumed by other people. Do not handle food for other people if you feel unwell, or are suffering from a skin condition.
- 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 clothes. Please ensure that you avoid dehydration by drinking lots of water.
- 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.
- 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 and throw equipment.
- All tools should be stored safely when not in use. Any defective piece of equipment must be reported to a supervisor.
- 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.
- 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.
- Wear stout footwear during heavy work, e.g. spade work; wear a head hat when digging in trenches below one metre deep and in the vicinity of a mechanical excavator.
- No person should work within 5m of a mechanical excavator unless authorised to do so by a Site Director or supervisor and unless within sight of the operator.
- The use of mobile phones, music systems or radios is not permitted on site. Eating, drinking and smoking must take place within appointed areas and at appointed times; not in excavation areas during working hours.
- Report any injuries, illnesses, allergic reactions or insect attacks, however slight, to the safety officer or the finds supervisor. First aid kits are provided.
- 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.
- Please clear up your rubbish from site and camp site and dispose of it properly.
- Please respect the rights of the Dorchester residents to enjoy minimal noise and inconvenience from our team.

Declaration
I have read and understood the information provided on this form. I agree to abide by all instruction given. I consider that I am suitable to perform the tasks associated with the work described.

Signature:……………………………………………………………………………… Date:………………

Full Name:………………………………………………………………………………