



## HEALTH AND SAFETY POLICY

### Statement of Intent

1. The policy of Leicestershire Fieldworkers is to provide and maintain safe and healthy working conditions and environment for all our members and volunteers, plus any other people who are directly affected by our activities, such as members of the public at our activities and events.

### Responsibility

1. Overall and final responsibility for health and safety at all activities and events organised by the Leicestershire Fieldworkers lies with the Trustees. This responsibility will be delegated to a named volunteer for each activity or event. This volunteer will be responsible for ensuring that this policy is upheld.
2. For our management committee meetings the responsible person is: Mathew Morris. For all other activities and events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All members and volunteers involved will be made aware of who is responsible for health and safety.

### General arrangements

1. The main activity of Leicestershire Fieldworkers is to organise archaeological fieldwork, training workshops, lectures and fieldtrips for its members and volunteers. A risk assessment will be carried out before every one-off activity or event. This will include assessing risk as it relates to all aspects of the event including: equipment, venue, volunteers, attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. Leicestershire Fieldworkers also runs regular events at the same venue or using the same equipment, such as our monthly committee meetings and bi-monthly lectures. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.
3. We will aim to have a trained first aider present at all events which are open to the public.
4. We will make sure that all members, volunteers and staff at events and activities are aware of the location of fire exits.
5. All members, volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No member or volunteer will run an event or activity on their own, and at least two members or volunteers should stay at an event until it is finished and the last attendees have left.
7. Leicestershire Fieldworkers will hold Public Liability Insurance and Employer's Liability Insurance.

### Review

This policy will be reviewed every year

Date.....9 May 2023.....

Signature (Chair).....P. Liddle.....

Signature (Secretary).....A. Skinner.....