

**MOLA Welfare, Health & Safety Method Statement for proposed watching brief at
52-54 Mount Pleasant, London, WC1X 0AL**

1. The MOLA Site Supervisor is responsible for ensuring that a copy of the Welfare, Health & Safety Method Statement is made available at every archaeological site. Where further changes or additions to the W, H&S Method Statement are required and agreed these should be appended to the site master copy by the Site Supervisor.
2. All changes to the WH&S Method Statement will be signed off by the Contract Manager and/or Health and Safety Compliance Manager

MOLA Site
Supervisor

1.1 Site-specific Health and Safety methodology

1.1.1 Site Access

General site access and visitors

1. Safe access routes from the site gate to work trenches and any offices and/or facilities will be erected and maintained at all times throughout the course of the archaeological works by the Client and/or Principal Contractor

Client or agent

Trench Access and barriers

2. The Client/Contractor/MOLA will establish and maintain designated safe routes to and from MOLA areas of work, and demarcate them and areas of archaeological work with suitable barriers as required and necessary
3. The MOLA project supervisor will monitor the safety of access routes and areas used by MOLA
4. Safe access into deep trench/excavation areas will be provided and maintained by the Client/Contractor
5. Shoring in trenches which exceed 1.20m in depth (and those of less than 1.20m which are judged unstable) will be installed in accordance with Safety Regulations and maintained throughout the occupancy of the site by the Attendance contractor/client or his agents

Client or agent

MOLA
supervisor
responsible

Client or agent
to supply and
maintain

Client or agent

1.1.2 Services – Gas, Electricity, Water, Sewers, Telecomms

1. No member of MOLA staff will touch or otherwise interfere with a live service even if declared 'safe'. In the event of the accidental disruption of a live service by archaeologists or sub-contractors under archaeological supervision the MOLA supervisor will inform both their project manager and the Principal Contractor and, when appropriate, call the relevant emergency number.

MOLA
supervisor
responsible

1.1.3 COSHH and Contaminated land

1. MOLA is not aware of any previous documented land usage (reference desk-based assessment and/or other advice if possible) suggesting that the site is likely to contain specific potentially dangerous subsurface ground contamination.

1.1.4 Asbestos

The Client and/or Main Contractor will supply MOLA with a copy of the documents required under Regulation 4 of the Control of Asbestos Regulations 2006 (rev 2012) relating to any building that MOLA staff will be required to enter during their work or any building within the same site where demolition will be taking place. No work will undertaken without this. Where the client has not provided this before work is due to start, MOLA will procure the services of a competent body to carry out the survey and recharge any costs to the client. Where risks are identified, mitigations will be put in place by the client before work starts.

Client to supply

1.1.5 Trench or Area safety

1. All machine excavation of the trench/area (under the supervision of the archaeological supervisor) will be assisted by a qualified banksman provided by the client/Principal contractor.
2. Where required the trench will be shored in a suitable manner by persons competent to do so (Not MOLA staff).
3. In the absence of appropriate shoring, the upper edges of the trench will be battered back to a suitable angle or the trench sides 'stepped' to allow for a working area at the base which is safe to work in.

Client or agents

Client or agents

Client or agents

1.1.5.1 Trench 1 During excavation

1. No MOLA staff will enter the trench/area if it is declared unsafe by any competent person or the MOLA project supervisor
2. The trench/area will be backfilled or safely covered over or fenced off from the general public by the Principal Contractor before the end of the working day

MOLA site supervisor

MOLA site supervisor

1.1.6 Confined Spaces

1. A "confined space" is any space of a substantially enclosed nature where there is a reasonably foreseeable risk of injury from a specific source. The space does not have to be completely enclosed.
2. MOLA will accept any area as a "confined space" where so designated by the client or Principal Contractor and may independently designate such spaces where the MOLA contract manager in consultation with the MOLA H&S Compliance Manager considers that conditions in the working area are consistent with the need to adopt Confined Spaces working practices.

3. Work areas may become confined spaces as work progresses. Where so designated MOLA staff will operate the space in accordance with a safe system of work.
4. At the time of writing no areas or trenches have been defined by MOLA or the client as Confined Spaces. This will be kept under constant review.

1.1.7 Emergency Contact Details

In all emergencies the MOLA site supervisor will be responsible for summoning the relevant emergency services (999) and liaising with them on site.

1.2 Generic

1.2.1 National legislation

MOLA staff will at all times comply with all existing national legislation regarding Health and Safety at work.

1.2.2 Health and Safety Policies

1. All MOLA staff will adhere to the Health and Safety regulations and procedures laid down in the most up to date version of the *MOLA Health & Safety Policy*. Copies of this document will be made available for inspection on site to clients, visitors, MOLA staff and contractors.
2. The Policy reflects guidance contained in the HSE's publication HS(G)65 *Successful Health and Safety Management* as a guide to management of Health and Safety; and guidance contained in the HSE's *Protection of workers and the General Public during the Development of Contaminated Land*.

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1.2.3 Client or Principal Contractor H&S Policy/Instructions

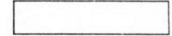
In so far as they do not contradict procedures laid out in our own H&S Policy or current legislation, MOLA staff will also comply with any Health and Safety Policy or specific on-site instructions provided by the client or their appointed Principal contractor or H&S coordinator.

1.2.4 Health and Safety Compliance Manager and Specialist H&S Advice

In addition to an in-house Health and Safety Compliance Manager, MOLA retains the services of and is advised by a professional H&S consultancy company, who provide ongoing advice on health and safety matters to all departments in the organisation, particularly with regards to construction. For most projects the Health and Safety Compliance Manager will visit at least once to carry out a H&S inspection of the project relevant to MOLA works. In the absence of the Health and Safety Compliance Manager this task will be undertaken by the consultancy, who may also accompany the Health and Safety Compliance Manager on inspection visit where deemed appropriate. The Health and Safety Compliance Manager (or consultant) will issue an immediate report to the MOLA site supervisor who will carry out their recommendations. This will normally be followed within one day by a digital report to the Contracts Manager and other managers as appropriate for action. If more urgent action is required the Health and Safety Compliance Manager will report immediately to the Contracts Manager. Where necessary, or if requested,

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this report will be made available to the client's H&S representative.



1.2.5 Construction Design and Management Regulations CDM 2007

Archaeology as a stand-alone activity and profession is not considered to be part of the construction industry and is therefore currently formally exempt from the CDM regulations 2007. However, where archaeological work is undertaken as part of a construction project, whether defined as notifiable or not under the regulations, it is considered reasonable to expect that work to conform to CDM 2007. MOLA cannot act as the CDM co-ordinator or Principal Contractor for any construction project, but may be considered a Designer under the regulations.

1.2.6 CSCS

At present the profession of Archaeologist is largely covered by the CSCS, Construction Related Organisation CRO White Card for Archaeological Technician (Code 5363); other cards are available for site visitors etc. For this all MOLA staff likely to undertake fieldwork must pass a CITB Health and Safety Test at least to operative level. Where a member of staff has not yet received their card they will produce a certificate to prove that they have passed the test or a letter confirming that a test has been booked for them.

1.2.7 CHAS, Construction Line, UVDB

MOLA is an accredited contractor with the Contractors' Health and Safety Scheme (CHAS) a founder member of Safety Schemes in Procurement (SSIP). MOLA is also accredited with Construction Line and the Achilles Utilities Vendor Database. These demonstrate compliance with sound H&S management practise.

1.2.8 Hours of work

MOLA staff will generally work Monday to Friday from 8.0/8.30am until 4.30/5.0pm on site, with suitable breaks conforming to all legal requirements. Where requested and funded by the client any overtime worked will also conform to legal requirements with regard to duration and breaks. MOLA staff contracts permit only voluntary overtime over 40hrs per week.

1.2.9 English Language

All members of MOLA staff are sufficiently fluent in both spoken and written English to understand all verbal and written safety instructions and warnings on site.

1.2.10 Behaviour

Mobile phones, personal CD players, I-pods and similar will not be used by MOLA staff in archaeological trenches or areas of work. Smoking and naked flames are/is not permitted in the trenches or areas of work. Alcohol is not permitted on site.

1.2.11 Legal Status of employees

MOLA conforms to all UK employment legislation covering the legal right to work in the UK of all staff, and has in place rigorous procedures to ensure that legislation is conformed to.

1.2.12 Training and Certification

1. It is MOLA policy to ensure that resources are available so that all staff receive adequate and appropriate training and certification to perform their duties safely, and that this training is undertaken as promptly and regularly as is reasonably practicable.
2. MOLA provides Health and Safety Training as follows:
3. *All staff:*
 - General Health and safety induction for all staff on joining MOLA
 - Project and task specific inductions/briefings as appropriate
 - CITB approved and MOLA specific tool box talks as appropriate
 - Certificated Manual Handling training as appropriate to their work from an accredited external supplier
 - Certificated Asbestos awareness training
4. *Field Staff receive in addition to the above:*
 - Certificated Safety in Excavations (construction sites) training including work at heights
 - Certificated Entry into Confined Spaces with Breathing Apparatus
 - CSCS testing and accreditation: Currently CRO white card for Archaeological Technician (5363)
 - UXO Awareness training
5. *Supervisory staff receive in addition to the above :*
 - Certificated IOSH Supervising Safely training
 - Certificated First Aid at Work training
 - Certificated Risk Assessment training including COSHH assessment training where applicable
 - Certificated Cable Location training
 - Certificated Competence in Chainsaw and Related Operations Level 2
6. *Management staff receive in addition to the above and where appropriate:*
 - Certificated NEBOSH Certificate in Construction Health and Safety NGC1 & NCC1
 - Certificated IOSH Managing Safely training
 - Health and Safety management Seminars

1.2.13 Lone working

Lone person working is only permitted where work is being done in accordance with a Lone Persons Risk Assessment.

1.2.14 Personal Protective Equipment (PPE)

1. All MOLA staff are supplied with and will wear or use the following PPE where required and as appropriate:
 - Safety Helmets (EN397)
 - Ear Defenders (EN 352-3)
 - Safety spectacles (EN166)

- Goggles (Chemical BSEN 166 Type 3)
- Dust masks plain and valved (EN149 2001)
- Half masks and filters (EN140 & A1B1E1K1P3)
- Disposable overalls (Type 5/6 disposable EN340)
- Hi-visibility vests (EN471)
- Gloves Nitrile and latex disposable, PVC, EN374
- Heavy duty nitron rubber gloves (EN420, 388)
- Safety footwear - steel toecap and mid-sole boots and Wellingtons EN345-47

2. Any other PPE required by the client and/or Principal Contractor must be provided or funded by them. For example

- Fall arrest harnesses (EN361) with Lanyards (EN355) and connectors (EN362), winch and tripod
- Escape Set and Breathing apparatus, full-face respirator (EN136) filter (A1B1E1K1P3), PVC gauntlets, chemical overalls (type 3).

1.2.15 MOLA H&S Responsibility matrix

		Overall responsibility	Accountability, monitoring and/or actions	In consultation with:
Policies and Procedures	Maintain WSI and H&S MSs masters	MOLA MD	MOLA H&S Compliance Manager	Ops Managers, Contract Managers
	Regular maintenance Health & Safety Policy	MOLA MD	MOLA H&S Compliance Manager	Client Teams, Ops Teams, Union MOL H&S
	Relay of H&S legislation or guidance changes to appropriate managers	MOLA MD	MOLA H&S Compliance Manager	H&S Advisors (External and MOL)
Project Activities	DTA template and H&S components	Senior Consultant	DTA Team Manager/MOLA H&S Compliance Manager	Contract Managers
	Project-specific H&S elements of DTA	DTA Team Manager	DTA team member	Contract Managers
	Create Project Specific Risk Assessment	Senior Consultant	Contract Manager	Site Supervisor / MOLA H&S Compliance Manager
	Create Project Specific H&S Method Statement in WSI	Senior Consultant	Contract Manager	Site Supervisor / MOLA H&S Compliance Manager
	Management of fieldwork for H&S	Senior Consultant	MOLA H&S Compliance Manager	Site Supervisors and Contract Manager

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	Adherence to H&S Method Statement	MOLA H&S Compliance Manager	Site Supervisor	Project team 3rd party advisor Contract manager
	Updates of site specific risk assessments	MOLA H&S Compliance Manager	Site Supervisor	Contract Manager 3rd party advisor
	Updates of site H&S Method Statement	MOLA H&S Compliance Manager	Site Supervisor	Contract Manager 3rd party advisor
	Raising H&S issues during site	Site supervisor	All	All
	Resolving H&S issues at site level	Contract Manager/MOLA H&S Compliance Manager	Site supervisor	Contract Manager , 3rd party advisor
	Escalation of non-resolved H&S issues	Senior Consultant	MOLA H&S Compliance Manager	Site Supervisor 3rd party advisor
	General Health & Safety Liaison with Client	Contract Manager	Site supervisor	3rd party advisor MOLA H&S Compliance Manager

Note: in general, 'final responsibility' rests with those in column three; continuous monitoring, actions required, documents to write etc are by those in column four.

1.2.16 Liaison with Client/Principal Contractor H&S representative

The appointed MOLA site supervisor will act as the principal liaison with their counterpart at the offices of the Principal Contractor and/or Attendance Contractor throughout the periods of excavation. They will take advice from MOLA's 3rd party H&S advisor and liaise with the Contract Manager.

MOLA Site Supervisor

1.2.17 Personal information relating to MOLA staff

In compliance with the Data Protection Act (1998) and to protect the personal and financial safety of our staff, MOLA will not provide personal data for MOLA staff to clients, Principal contractors, or other bodies without the express written permission of those staff. We will also seek to ensure that such information is being securely held and responsibly used by the organisation seeking it and not provide it without first obtaining a signed standard written statement.

1.2.18 Plant

MOLA staff are not trained or certificated to operate plant and will not do so under any circumstances.

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All MOLA staff on site will be briefed on plant operations and changes to those operations

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All MOLA staff working near machines are to ensure that operators have seen them, understand their intentions and maintain a safe distance.

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All plant subcontracted to MOLA will be 'suitable for purpose' and operated by

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trained and certificated contractors eg CPCS or similar. Plant will be inspected daily by the operator and in a fit state to use. Defective plant will not be used.

Supervisor

All plant subcontracted to the client, the Main or Attendance Contractor, and in use in areas accessed by MOLA staff, must be 'suitable for purpose' and operated by trained and certificated contractors. Such plant will be inspected daily by the operator and in a fit state to use. Defective plant will not be used.

Client/Attend
Contractor

Plants operator obviously under influence of drugs/alcohol or otherwise behaving erratically will be required to leave the site

MOLA Site
Supervisor
and
Client/Attend
Contractor

1.2.19 Fire and Emergency Procedures

1. Where the client or Principal contractor has procedures for dealing with fire and other emergencies on site, MOLA staff will at all times inform themselves of these procedures and follow them
2. Where the client advises that it is necessary for MOLA to establish its own procedures with regards to fire and other emergencies on a site, this will be done by the Site Supervisor by the end of the first day of site work, after details of the site layout (e.g. entrances/exits, safe assembly points, fire equipment points, location of accommodation, trenches and other work areas) have been finalised.

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1.2.20 First Aid and appointed First Aider(s)

MOLA will ensure that the staff contains an appointed first aider(s) for the site. An MOLA first aid kit, of an appropriate size for the site, will be located in the site office/mess hut/canteen.

1.2.21 MOLA Safety Documents and Accident Book

The MOLA site safety documents will be located with the first aid kit in the site office/mess hut/canteen. The safety documents will include a minimum of:

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- Current Health and Safety at Law Poster for display where legislation requires
- Accident Book compliant with the Data Protection Regulations.
- MOLA Public Liability Insurance & Employers Liability Insurance for display
- Where To Get First Aid poster – to be displayed if required.
- Current MOLA Health and Safety Policy
- A copy of the site Welfare, Health and Safety Method Statement, extracted from the Site WSI, and modified as agreed during the course of the site.

1.2.22 Inductions and Tool Box talks

1. All MOLA staff and volunteers receive a full induction including Health and Safety on commencement of their first day of work with the organisation. A record of the induction is kept.

2. Where a site is under the control of a Principal contractor, MOLA staff will attend all initial site inductions and subsequent toolbox talks as required and managed by the Principal Contractor

3. *Where MOLA has control of a site:* A site-specific induction will be undertaken by the Site Supervisor (or other competent staff member) for each member of staff on their first day of work. All visitors to the site will also receive a short Health and Safety induction on their first visit. A signed record of all on site inductions will be maintained by MOLA for inspection.

MOLA Site Supervisor

4. Irrespective of whether the site is controlled by MOLA or a Principal Contractor, on larger projects e.g. those with more than 2-3 staff and of a week or longer duration, regular toolbox talks will be given by the MOLA Supervisor or other suitable member of staff using the *CITB: construction site safety tool box talks manual*. As a minimum requirement these talks will occur 1-2 times per week and be of 10-15 minutes duration.

MOLA Site Supervisor

1.2.23 Accident reporting and RIDDOR

1. In order to identify quickly problem areas and allow corrective action to be taken all accidents, dangerous occurrences and near misses, including those that do not cause injury, will be a) reported immediately to the MOLA supervisor and b) entered in the site Accident Book.

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2. The *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) Regulations 1995 sets out requirements for the reporting of certain types of accidents and incidents. RIDDOR notifiable accidents and incidents and other serious accidents and incidents that may not be covered by RIDDOR will be reported immediately by the MOLA site supervisor to:

MOLA Site Supervisor

- the MOLA Health and Safety Compliance Manager, who will inform the appropriate enforcing authority, normally the Health and Safety Executive and commence an investigation into the incident as outlined in Section 11 of the current Health and Safety policy document.
- the Contracts Manager
- the Field Manager or other appropriate line manager
- the client's representative on site

3. If necessary the scene of the accident will be sealed off by MOLA and left undisturbed until the HSE's Inspector and any other interested party have carried out an investigation.

1.2.24 Stopping work for Health and Safety issues

If at any time the site or part of the site being worked by MOLA is made unsafe or the safety of MOLA staff is endangered, other than through the actions of MOLA, then MOLA will give notice to the client or his agents of the unsafe conditions which will be confirmed in writing if a claim for compensation is to be made. If reasonable steps are not taken immediately to abate the danger or risk then MOLA reserves the right to withdraw its staff and workforce from the site until it is declared safe, and the period of time of the withdrawal will be added to any agreed period of work. If MOLA is unable to find suitable work to redeploy such staff financial compensation will also be sought.

1.3 Welfare

1. As the fieldwork may extend, intermittently, over several days, the MOLA archaeologist(s) will require access to office space for working on the archaeological records and for storing finds, and a lockable facility for storage of tools and equipment. Although the site visits are likely to be intermittent the archaeologist should also have access to toilets with hot and cold water. These facilities will be supplied by the client or client's agent.

1.4 Preliminary Site Risk Assessment

1. Under the Management of Health and Safety at Work Regulations 1999, MOLA has undertaken a preliminary assessment of the risks to H&S of employees, other contractors, and visitors (authorised and unauthorised) to which they may be exposed whilst they are on site. Prior to the commencement of the on-site work MOLA has prepared the following Overall Site Risk Assessment for the hazards it feels are likely to be present on the site.
2. This exercise is not intended to, and cannot, replace the need to conduct more detailed Risk Assessments on site once work has commenced. Further Risk Assessments for specific activities and areas of work will be made as work progresses and as required.
3. Risk Assessments form part of the Health and Safety controls for the site and will be kept on file on site and brought to the attention of and made available to all staff working there.

MOLA Site Supervisor

MOLA Site Supervisor
