



Health & Safety Policy

This Health & Safety policy, together with attached appendices, procedures and guidance notes, sets out a protocol and framework designed to ensure that the risks to IAG members, guests and the general public participating in, or affected by, IAG activities, especially those associated with the surveying and excavation of archaeological sites, are minimised.

This policy and all associated documents will be reviewed at least annually, and Health & Safety will be an agenda item for all meetings of the IAG Committee. The IAG Committee shall appoint one of its number as Health & Safety Officer.

Health and Safety is a responsibility of all. Everyone participating in IAG activities has a responsibility not only for their own health and safety, but also for the health and safety of those around them including other IAG members and the general public. Participants are encouraged to raise any safety concerns they have and to report any accidents, incidents or near misses to the Activity Leader/Site Director or to any member of the IAG Committee.

Activity Leaders. Every IAG organised activity will have an Activity Leader who will be responsible for ensuring adherence to this policy. At the start of each activity, the Activity Leader must bring to the attention of participants the health & safety requirements as described in this policy, appendices and the guidance notes appropriate to the activity.

A toolkit of model documents and forms will be available to activity planners and leaders consisting of guidance notes, risk assessment

forms, attendance sheets, accident & incident report sheets, and any other relevant documents.

Member Meetings. Monthly member meetings and Annual and Special General meetings are held at the Ingleborough Community Centre. Those meetings are considered very low risk. Nevertheless, it is likely that there will be visitors, guest speakers and others who are unfamiliar with the venue. At the start of each meeting, the Chair shall point out the fire exit(s) and the evacuation assembly point. Meetings at other public venues such as libraries and public archives, will be addressed by the Activity Leader on a case-by-case basis and having regard to the health and safety requirements of the venue.

Guided Walks. IAG offers organised walks and visits during the summer months. Some walks are on pavements and well-defined pathways, but some could include more challenging and exposed terrain. Walks will be planned and organised in accordance with Appendix 1: 'Walks Guidance' and a risk assessment drawn up. Before each walk, members will be advised of its distance, amount of ascent, the terrain, and likely duration. At the start of each walk, the Activity Leader, or a member of the IAG Committee, if present, must give all participants an appropriate safety briefing.

Field Activities. Fieldwalking, surveying and excavating take place in environments that pose a material risk to participants as does the use of tools, particularly digging tools. A risk assessment will be drawn up for each fieldwork activity. All fieldwork activities will be organised in accordance with Appendix 2: 'Fieldwork & Excavation Guidance'.

Before the commencement of any fieldwork, including excavation, all participants will be sent a copy of the Fieldwork & Excavation Guidance and the risk assessment. In the field, the Activity Leader/Site Director will give a safety briefing to all participants.

Other Activities. Activities such as open events, displays and shows shall be organised having regard to the IAG Health & Safety Policy and its appendices, and addressed on a case-by-case basis.

Children and Young People. IAG welcomes the participation of children and young people in its activities and recognises the need to safeguard their safety and welfare. Safety arrangements and guidance notes are set out in Appendix 3: ‘Safeguarding Children & Young People’.

All children and young people must always be supervised closely by a Responsible Adult such as a parent, guardian, youth leader, teacher or other appropriate person. IAG activities may carry a minimum age restriction and/or a restriction on the number of children and young people under the supervision of a Responsible Adult.

First Aid. IAG is a small voluntary community group. Many of its activities, for instance surveying and field-walking, involve only a small number of people. Although, on some activities, an Activity Leader, or a participant, might be a qualified first-aider, this cannot be relied upon. It is not possible for IAG to arrange first-aid cover on most of its activities. Even when there is a first-aider and a first-aid kit on site, the first-aid kit cannot contain analgesics, antiseptics, or any other medication.

It makes good sense for everyone who is participating in outdoor activities to bring their own ‘ouch-pouch’ containing a personal supply of things that might be needed to treat their own cuts, grazes, and blisters. It might contain things such as plasters, antiseptics, antihistamine cream wound-wipes, a wound dressing and tape, compeed, and anything else that might be needed, packed in a waterproof box or bag, and kept easily accessible. Participants should remember to pack their own regular medication.

Lone Working. Lone working is not permitted on any IAG activity that takes place outdoors. There must be at least two people on all outdoor activities.

Register of Participants. For each IAG activity, a register of participants will be maintained. In the case of outdoor activities, participants will be asked to provide details of a person to be contacted in the case of emergency.

Coronavirus (COVID-19). During the Coronavirus (COVID-19) pandemic, IAG is committed to ensuring that all its activities comply with all the requirements of related legislation, guidance and best practice. Additional IAG written health & safety procedures will be in force during this time and are set out in Appendix 6: ‘Coronavirus COVID-19’.

List of Current Health & Safety Policy Appendices		
Appendix	Title	Latest Version
1	Walks Guidance	March 2021
2	Fieldwork & Excavation Guidance	March 2021
3	Safeguarding Children & Young People	March 2021
4	Record of an Accident, Incident or Near Miss	March 2021
5	Risk Assessments	March 2021
6	Coronavirus (COVID-19)	03 March 2021

The IAG Health & Safety Officer is: Mike Short, email: mikeshortyorks@gmail.com