

## Swaledale and Arkengarthdale Archaeology Group (SWAAG)

### Health and Safety Policy

SWAAG is a charitable, voluntary group which has been established to advance the education of the public in the subjects of archaeology, history, heritage, geology and the natural environment.

Many of the activities offered by SWAAG take place in the open air and in environments which, by their very nature, offer a degree of risk to the participants.

This Policy, including its attached appendices, establishes a protocol which SWAAG will follow to ensure that risks to SWAAG members and to members of the public participating in, and/or affected by, SWAAG activities are minimised:

1. Health and Safety will be an agenda item on all meetings of Charity Trustees and of all sub-committees.
2. This Health and Safety Policy, including its appendices, will be reviewed by Charity Trustees at least annually.
3. Health and Safety is the responsibility of all people who participate in SWAAG organised and managed activities and they are encouraged to raise any safety concerns which they may have, and to report to the Activity Leader any near misses (events that would under other circumstances probably have resulted in an incident).
4. Every SWAAG organised and managed activity will have an Activity Leader who will be responsible for ensuring adherence to this Policy.
5. Activities such as working in public archives and private houses, talks and activities in public venues etc. are considered to be very low risk and, as such, should be addressed on a case by case basis by the Activity Leader.
6. Activities considered to pose a material risk include excavations (of any form), field walking and surveying, and walks in general. A Safety Guidance Document and a Risk Assessment, when judged appropriate and necessary, will be developed for each activity as part of the planning for that activity.
7. A Safety Policy for Children and Young People Taking Part in SWAAG Activities, an Incident Report Form and Health and Safety Guidance documents for Excavations and Fieldwork, and Walks, are attached as Appendices 1 to 4 respectively.  
A toolkit containing model documents for Activity Planners, such as risk assessment forms, health and safety sign off forms, attendance and visitor forms can be found on the SWAAG website and can be used in activity planning.
8. Before commencing an activity Activity Leaders must bring to the attention of participants the appropriate health and safety guidance as described in this Policy.

9. Before commencing any excavations and/or fieldwork, all participants, including Responsible Adults as identified in 11 below, must be provided with and read the appropriate Excavations and Fieldwork Safety Guidance and Risk Assessment and sign to say that they have read and understood the documents. The signature document will be retained by SWAAG for 6 years following the end of the activity.

10. Before the start of any walks, the Walk Leader/Back up must provide all participants, including Responsible Adults, with an appropriate safety briefing.

11. Children and young people under the age of 18 years are welcome to attend SWAAG activities providing that they are fully supervised by a Responsible Adult, who has read and signed the SWAAG “Safety Policy for Children and Young People Taking Part in SWAAG Activities” (Appendix 1). Some activities may carry a minimum age restriction and/or child to adult ratio restriction. The Activity Leader will file with the SWAAG Secretary a copy of the signature slip, which will be retained by SWAAG for 6 years following the activity.

12. For activities involving organised groups of children and/or young people, the SWAAG Activity Leader will develop and agree with the group leader an appropriate safety guidance document and risk assessment before the start of the activity.

13. All incidents during SWAAG activities which require assistance from the emergency services and/or first aid must be recorded as soon as practically possible by the Activity Leader and the record lodged with the Secretary. An Incident Report Form is attached at Appendix 2.

14. All incidents and near misses will be reviewed by Charity Trustees and appropriate recommendations made to prevent their re-occurrence.

Appendices:

1. Safety Policy for Children and Young People Taking Part in SWAAG Activities
2. Incident report form
3. Excavations and Fieldwork: Health and Safety Guidance
4. Walks: Health and Safety Guidance

Policy and appendices reviewed and agreed by the Charity Trustees on 28 Feb 2023.  
Signed on their behalf by Rod Flint.

Signature.....Position: Secretary.