



## THE NORFOLK ARCHAEOLOGICAL TRUST

### ACCIDENT & DANGEROUS INCIDENT RESPONSE POLICY

**AIM:** The Norfolk Archaeological Trust ('the Trust') aims to provide a healthy and safe environment for its staff, contractors, volunteers and visitors to its sites. The Trust recognises that total elimination of risk at its sites is not achievable, but aims to achieve a reasonable balance between safety, conservation and access.

Where accidents or dangerous incidents occur at its sites the Trust aims to respond positively by investigating the causes and implementing measures to reduce future risk where possible.

### OBJECTIVES

The Trust will:

- Ensure that contact details for reporting accidents or incidents are available to all visitors at main access points to all its sites; and that the Accident or Dangerous Incident Report form is available to download from the Trust website.
- Ensure that everyone working or volunteering for the Trust is aware of the procedure for reporting accidents and incidents, and the actions to take if witness to an accident or incident
- Keep records of all injuries, incidents and near misses brought to its attention and occurring in connection with its sites
- Report accidents where required under RIDDOR
- Investigate all accidents/incidents and, where possible, take appropriate actions to reduce future risk
- Review actions taken in response to accidents/incidents to monitor effectiveness
- Review policy regularly to ensure it is up-to-date.

Signed

Date 06.02.15

Peter Griffiths, Chairman of the Norfolk Archaeological Trust