



## THE NORFOLK ARCHAEOLOGICAL TRUST

### HEALTH AND SAFETY 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.

**OBJECTIVES:** The Trust is committed to achieving the following specific health and safety objectives.

The Trust will:

- comply with the *Health and Safety at Work Act (1974)* and the regulations made under it regarding the health and safety of employees, and will take reasonable steps to prevent accidents or harm to employees.
- consult employees and volunteers on health and safety and provide clear channels for them to raise concerns and influence decisions on the management of health and safety.
- ensure that appropriate measures are taken to protect people other than employees (e.g. members of the public, volunteers, contractors) from risks to their health and safety arising out of, or in connection with, Trust activities.
- assess risk and implement identified mitigation measures for all Trust sites, and for activities and events at, or connected with, our sites. At rural sites and at historic monuments, it is not possible to eliminate all risks. The Trust will take reasonable measures to minimise risks in ways that are compatible with our conservation objectives, while at the same time we expect visitors to take some personal responsibility for their own safety.
- monitor and review risk assessment systems and mitigation measures on a regular basis to make sure they are implemented and are effective.
- provide training and appropriate equipment to staff and volunteers to enable safe working practices
- set requirements for and monitor the work of contractors on Trust sites, to ensure that their operations do not create risks to the health and safety of staff, volunteers or the public.
- collect and record appropriate information on accidents, incidents and work-related ill-health; and investigate and take action where practicable to prevent recurrence.
- ensure that adequate resources are available to fulfil the Trust's health and safety responsibilities.

Signed

Date 06.02.2015.

Peter Griffiths, Chairman of the Norfolk Archaeological Trust