**Health and Safety Checklist**

* Do you employ someone who is trained in, and has a current understanding of UK Health and Safety Law? This person can be internal to the company or an external consultant.

**Yes  No  Not sure**

* Do you understand your responsibilities and duties as an employer as set out in the Health and Safety at Work Act 1974?

**Yes  No  Not sure**

* Do you understand your responsibilities and duties as an employer as set out in the Management of Health and Safety at Work Regulations 1999?

**Yes  No  Not sure**

* Do you understand your responsibilities and duties as an employer with regards to the provision of (and/or ensuring the provision of) welfare facilities and site-based accommodation in line with UK health and safety legislation?

**Yes  No  Not sure**

* Do you understand your responsibilities and duties as an employer with regards to the provision of training in line with UK health and safety legislation?

**Yes  No  Not sure**

* Do you understand your responsibilities and duties as an employer with regards to the provision of appropriate personal protective equipment in line with UK health and safety legislation?

**Yes  No  Not sure**

* Do you understand your responsibilities and duties as an employer with regards to the Reporting of Incidents, Disease and Dangerous Occurrences Regulation (RIDDOR 2013)?

**Yes  No  Not sure**

*If the answer to any of the above is* ***no/not sure****, then you should consult with your designated trained and competent health and safety professional.*

Useful Links

The HSE website <https://www.hse.gov.uk/index.htm> provides current advice and information, including:

* The law
* COVID-19 guidance
* The basics for your business
* Managing risk
* Chemicals, fumes and dust
* Asbestos
* Lone working
* Construction
* Get free updates on a wide range of topics by subscribing to the HSE Ebulletin <https://www.hse.gov.uk/news/subscribe/index.htm> (Lessons learnt from accidents and near misses can be translated into action to make your workplace a safer environment. Subscribing to the HSE bulletin provides a wide range of examples)
* “Provision of welfare facilities during construction work” is very relevant to archaeological work <https://www.hse.gov.uk/pubns/cis59.pdf>
* Prospect Trade Union have a guide to Health and Safety including home and lone working. <https://www.prospect.org.uk/help-at-work/health-and-safety/index?_ts=1>.
* Many organisations rely on digital solutions to enhance their lone working/safe home policy. The Suzy Lamplugh Trust gives a list of lone worker apps. <https://www.suzylamplugh.org/Pages/Category/app-directory>. A digital solution is usually only effective for as long as the battery lasts. Consider having a backup ‘power bank’ to power your phone.
* The Federation of Archaeological Managers and Employees (FAME) <http://www.famearchaeology.co.uk/> provide health and safety advice to the archaeological sector
* Introducing the Social Distancing for Archaeology (SoDA) Toolkit <https://www.youtube.com/watch?v=-qtlEU2TF5A&feature=youtu.be>