

# 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=-qtIEU2TF5A&feature=youtu.be>