

HEALTH AND SAFETY GENERAL POLICY STATEMENT

It is the policy of Archaeology Wales (which in all cases includes work undertaken by Archaeology England, a wholly owned subsidiary of Archaeology Wales) to comply with the terms of the Health and Safety at Work Act 1974 and all subsequent legislation and to provide and maintain a healthy and safe working environment. Archaeology Wales is committed to fulfil all its legal and other requirements.

The Archaeology Wales health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace. This will be achieved by continual improvement of the OH&S management system.

All employees will be provided with such equipment training and supervision as necessary to implement the policy and achieve the stated objective. Full information will be given to each individual regardless of status.

Archaeology Wales recognise and accept their duty to protect the health and safety of all visitors to the sites run by Archaeology Wales, including contractors and temporary workers, as well as members of the public who might be affected by our operations.

The management of Archaeology Wales recognise their responsibility for maintenance of any place of work under their control in a condition that is safe and without risks to health, and the provision and maintenance of proper means of access to and egress from the place of work, safe and maintained plant, equipment and people, and ensure the provision of safe storage, use, transport, and disposal of substances hazardous to health.

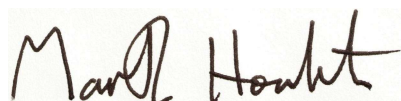
Whilst the management of Archaeology Wales will do all that is within its power to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take responsibility to take reasonable care of their own and other peoples' welfare and to report any situation, which may pose a threat to the well-being of themselves and any other person.

The management of Archaeology Wales will provide every employee with the appropriate training necessary to carry out their tasks successfully. It is the responsibility of the worker to report to the senior person on site or project manager if they are uncertain how to perform tasks or if they feel that it is dangerous to do so. An effective health and safety programme requires continuous communication between workers at all levels and on all sites. Therefore, it is the responsibility of workers to report immediately any situation or event that in their opinion will jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to a designated manager on site and to their immediate manager. Accident records are crucial to the effective monitoring and revision of the policy and therefore must be accurate and comprehensive.

Archaeology Wales health and safety policy is constantly monitored and updated on an annual basis or where there are significant changes to process, policy, equipment or the working environment. The arrangements for the implementation of the policy are the responsibility of the Managing Director and shall be brought to the attention of all personnel concerned with the company.

Signed and Authorised by Mark Houlston, Managing Director:



June 2020

