The Reno

Archaeological Excavation

Risk Assessment and Method Statement

Version: 1.0
1. Summary

Site Location: Land at the corner of Princess Road and Moss Lane East, Hulme, Manchester, Greater Manchester (SJ 83854 95816).

Internal Ref: (SA/2016/44)

Planning Ref: N/A

Prepared for: Manchester City Council

Doc Title: The Reno, archaeological evaluation.

Doc Type: Archaeological Risk Assessment and Method Statement

Version: Version 1.0

Author: Mrs Sarah Cattell

Position: Project Officer

Date: Sept 2017

Approved By: Mr Adam Thompson

Position: Director

Date: Sept 2017

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1.1 Salford Archaeology provides this Risk Assessment and Method Statement for a programme of archaeological works situated at the former site of The Reno Club, Hulme, Manchester, Greater Manchester.

1.2 This document has been prepared by Mrs Sarah Cattell, Project Officer at Salford Archaeology. It forms the basis for the archaeological evaluation to assess for the potential of conducting a Heritage Lottery Funded community excavation in the future.

1.3 This document has been checked and verified for issue by Mr Adam Thompson, Director at the University of Salford.

1.4 In formulating this RAMS the opinions were sought of Mr Norman Redhead, Heritage Management Director, at the Greater Manchester Archaeological Advisory Service (GMAAS) – who provide archaeological advice to the Local Authority planning authorities throughout Greater Manchester who has approved the methodology detailed within the document. Ms Linda Brogan was also included during the discussion.

1.5 This document has been prepared utilising the relevant data provided by Ms Linda Brogan. The document has been prepared to highlight the general methodological approaches to relevant archaeological tasks required within the programme.

1.6 GMAAS have agreed the principle methodological approaches, and will be engaged and informed at every stage. GMAAS have agreed in principle to be kept informed by the archaeological consultant of the ongoing works of the programme or upon the need for significant change to the design to be agreed.

1.7 Salford Archaeology is a constituent part of Salford Archaeology at the University of Salford and is a Registered Organisation (RO) of the Chartered Institute for Archaeologists (CIFA) and as such all work conducted as part of this programme of archaeology will uphold the relevant CIFA standards and guidance as a minimum and abides by its code of conduct for archaeological contractors.

1.8 Salford Archaeology is a member of the Federation of Archaeological Managers and Employers (FAME).

1.9 Any change to the proposed RAMS will be agreed between Manchester City Council, GMAAS and Salford Archaeology.

1.10 Salford Archaeology, will, for the remainder of this document, be referred to as SA, the Greater Manchester Archaeological Advisory Service will be referred to as GMAAS, and Manchester City Council to as MCC.

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2. Introduction

2.1 BACKGROUND TO THE REPORT

This Risk Assessment and Method Statement produced for The Reno, is provided prior to undertaking a programme of community archaeological excavation for the purposes of enhancing the knowledge of the nature, extent and quality of any surviving archaeological remains related to The Reno, Manchester in advance of the submission of a bid to the Heritage Lottery Fund to carry out a full community excavation.

2.2 PROJECT LOCATION

![Figure 1: Site of The Reno (Red Arrow). Reproduced by Permission – OS Licence: 100050261.](image)

The project is centered upon an enclosed parcel of land currently vacant, within Hulme, Greater Manchester. The land is bounded to the north by Moss Lane East, to the east by Barnhill Street, to the south by two rows of terraced housing with shops and to the west by Princess Road, (National Grid Reference: SJ 83854 95816).
2.3 THE RENO SITE

The Reno Club was housed in the basement of a large late-19th century building on the corner of Princess Road and Moss Lane East. The club came to prominence in the 1960s as a hostel for African seamen but later became a popular drinking and gambling venue for Manchester’s Caribbean and African communities. The later Victorian-style building first appeared on a 1900 map of the area, before this the land was used as a cab depot with a single small structure marked ‘cabmens hut’. Earlier mapping of the site shows the area to be farmland in the 1840s and vacant by the 1870s. Later mapping (1990s) identifies the site as again vacant following the demolition of the building in 1986 (Figures 3 & 4).

2.4 PURPOSE OF THE DOCUMENT

An Archaeological Risk Assessment and Method Statement is a comprehensive document detailing the requirements and methodological approaches of a programme of archaeological works. It is defined by English Heritage as:

“Where development will lead to the loss of a material part of the significance of a heritage asset, policy HE12.3 [of PPS5, now paragraph 141 of the NPPF] requires local planning authorities to ensure that developers take advantage of the opportunity to advance our understanding of the past before the asset or the relevant part is irretrievably lost. As this is the only opportunity to do this it is important that:

- Any investigation, including recording and sampling, is carried out to professional standards and to an appropriate level of detail proportionate to the assets likely significance, by an organisation or individual with appropriate expertise.

- The resultant records, artefacts and samples are analysed and where necessary conserved.

- The understanding gained is made publically available

- An archive is created, and deposited for future research.

The steps to be taken by the developer to achieve these aims can be controlled through a written scheme of investigation, usually drafted by the applicant. The local planning authority can advise as to what the scheme should cover. Conditions can then be applied to the consent to secure the implementation of the written scheme of investigation.
Figure 2: Location of the Reno site on 1900s OS mapping.
Figure 3: Location of the Reno site on 1950s OS mapping.
3. Excavation Strategy

3.1 SUMMARY

The programme of works will consist of a Community Open Area Excavation. The works are intended to be undertaken in October 2017.

3.2 ARCHAEOLOGICAL EXCAVATION

A single open area excavation will be placed within the site area, located over a predetermined area of archaeological interest identified by historic mapping and confirmed by the results of the evaluation trenching. The location of the trench is shown in Figure 4. The aim of the excavation is to uncover buried structures relating to the basement of the 19th century building formerly housing the Reno Nightclub.

Figure 4. Site location plan showing the area of excavation along with previous excavation trenches.
4. Excavation Methodology

4.1 EXCAVATION METHODOLOGY

All archaeological work shall be conducted following the CIfA Standards and Guidance for archaeological field evaluation (Published October 1994, Revised September 2001 and October 2008). Prior to the commencement of any excavation works, the location of the area targeted for archaeological investigation will be laid out accurately with respect to the Ordnance Survey national grid. The position of the areas will then be scanned for any live services using a cable avoidance tool. The excavations will be regularly scanned as work progresses.

All material excavated will be stockpiled away from the trench in a designated stockpile area, and made safe. Any large obstructions encountered which are not of archaeological significance will only be removed if necessary to access archaeological remains beneath them. If removed these will be stored away from the trench in a separate stockpile and not mixed into the main spoil stockpiles. If large obstructions are encountered which do not impede access to archaeologically significant remains then these obstructions will be left in situ. The excavation edges will be battered to a safe angle to allow access into and out of the excavated area. No personnel shall enter any trenches designated as unsafe.

Any surviving structural remains will be assessed for stability and any considered unsafe will be reduced to foundation level and the trench edges battered to make safe. Any surviving cellars will be emptied by machine and the contents stockpiled. As the remains date from the 18th and 19th centuries it is unlikely any will be built onto a floor slab. Any such remains would have, where surviving, stone or brick floor surfaces which would be left in situ and recorded. Thereafter, remains will be cleaned manually to define their extent, nature, form and, where possible, date.

**Context Recording:** a unique text-number site code will be created prior to the commencement of the programme of works. Separate contexts should be recorded individually on pro-forma context sheets and, where necessary, incorporated into a Harris matrix. Any hand-drawn plans and sections will be recorded on drawing sheets at an appropriate scale of 1:10, 1:20, or 1:50, depending on the complexity of the data and features encountered. All drawings will be individually identified and cross-referenced, contexts enumerated and features annotated with OD level information.

Photographic Archive: a comprehensive photographic archive will be produced utilising a high-resolution digital camera. Where necessary, artificial lighting will be employed to ensure that the images are of high quality. All frames, excluding general contextual views, will incorporate a graduated metric scale.

**Planning:** a ‘site location plan’ indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This is to be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid. The location of any OS bench marks used and site temporary bench marks will also be indicated.
The precise location of all archaeological structures encountered will be surveyed by EDM tacheometry using a total station linked to either an on-board or external pen computer data logger. This process will generate scaled plans within AutoCAD, which will then be subject to manual survey enhancement. The drawings will be generated at an accuracy appropriate to the final output scale. All information will be tied in to Ordnance Datum. All plan drawings will be geo-referenced based on the Ordnance Survey National Grid.

**Finds Policy:** all finds will be collected and handled following the guidance set out in the CIfA guidance for archaeological materials. Unstratified material will not be kept unless it is of exceptional intrinsic interest. Material discarded as a consequence of this policy will be described and quantified in the field.

Finds of particular interest or fragility will be retrieved as Small Finds, and located on plans. Other finds, finds within the topsoil, and dense/discrete deposits of finds will be collected as Bulk Finds, from discrete contexts, bagged by material type. All artefacts and ecofacts will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication First Aid for Finds, and recording systems must be compatible with the recipient museum. All finds that fall within the purview of the Treasure Act (1996) will be reported to HM Coroner according to the procedures outlined in the Act, after discussion with the client and the local authority.

4.2 **REINSTATEMENT**

Reinstatement of the trenches will take the form of the backfilled material being replaced into the trenches, with appropriate care to try and separate topsoil/subsoil where possible. The machine will then compact with the bucket.

4.3 **STAFFING**

The evaluation will be undertaken by professional archaeologists employed by Salford Archaeology. The staff will comprise Sarah Cattell (Project Officer) who will be responsible for all fieldwork, health and safety, post-excavation and publication in liaison with relevant specialists. In addition, a second suitably qualified archaeologist with proven relevant experience will be present on site for the duration of the excavation.

4.4 **METHODOLOGY FOR ONSITE RECORDING & SAMPLING**

The archaeological requirements relating to the recording and sampling of archaeological features identified during the below ground investigations will be subject to the following methodologies:

**Archaeological Recording:** All recording of below ground archaeological works will be produced in line with the Chartered Institute for Archaeologists (CIfA): Standard and guidance for archaeological evaluation. Published September 1995, Revised September 2001 and October 2008.
A unique text-number site code should be created prior to the commencement of the programme of works. It will be RMS/16 and will be immediately followed by the Trench No. (eg. RMS/15/4).

Separate contexts should be recorded individually on pro-forma context sheets. Plans and sections recorded on drawing sheets at an appropriate scale of 1:10, 1:20, or 1:50, depending on the complexity of the data and features encountered. All drawings will be individually identified and cross referenced, contexts enumerated and principal layers and features annotated with OD level information.

A ‘site location plan’ indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This is to be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. The location of the OS bench marks used and the site TBM will also be indicated.

The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

Photography of all relevant phases and features should be undertaken with digital formats. General working photographs to be taken during the duration of the archaeological works, to provide illustrative material covering the wider aspects of the archaeological work undertaken. A copy of the digital photographs should be made available to GMAAS with the production of the technical archaeological report along with photographs generated by a range of aerial photographs.

All finds to be recorded by context. Significant “small finds” located within three dimensions to the nearest 10mm and bagged and labelled separately, numbered and a simple description made so that they can be identified within the assemblage.

### 4.5 METHODOLOGY FOR POST EXCAVATION ANALYSIS & REPORTING

The archaeological requirements relating to the post excavation /recording strategies will be subject to the following methodological approaches:

**Individual archaeological methodologies**

- Post Excavation Analysis
- Archaeological Reporting
- Archiving
- Dissemination
Post Excavation Analysis: Post Excavation analysis centres around the archaeological finds assessment which is a pivotal point in the execution of an archaeological project. Its purpose is to evaluate the potential of the data-collection to contribute to archaeological knowledge and to identify the further study necessary. Any work undertaken should be directed towards allowing decisions to be made about the potential of the data and the nature of the future programme; no detailed analytical study should be undertaken until the assessment phase has been completed. Considerable breadth of academic knowledge is needed to make the necessary judgements; the best available staff should be used for assessment. Alternative sources of expert advice should be sought if not available within the project team.

All finds work to be carried out in accordance with the CIfA Guidelines for Finds Work. All identified finds and artefacts will be retained and where appropriate stabilised. A discard policy should be discussed and agreed between GMAAS and SA following the commencement of site work.

All finds to be appropriately cleaned and packaged in accordance with UKIC Archaeology Guidelines and First Aid for Finds. Guidelines established in the Museums and Galleries Commissions Standards in the Museum Care of Archaeological Collections (1991) will also be followed.

A finds assessment is to be carried out after the completion of the onsite works and should as a minimum include:

- The provenance of material: this should include comments on provisional dating and evidence for contamination or residuality.
- The range and variety of materials: this should include comment on any bias observed due to collection and sampling strategies.
- The condition of material: this should include comments on the extent to which an assemblage is likely to be affected by preservation bias, and comment on its potential for long-term storage.
- The existence of primary sources or relevant documentation may enhance the study of site data.

The quantification and cataloguing of all material will allow the formulation of a strategy of further post-excavation analysis if required, subject to discussions with the curatorial body. Following the finds assessment any finds and samples, where necessary, will be submitted for expert assessment as part of the post-excavation phase following guidelines set out in the Management of Archaeological Projects 2 (English Heritage 1991). The appointment of archaeological specialists will be carried out after consultation with and approval of the County Archaeologist and client following the formulation of a post-excavation analysis strategy.

Archaeological Reporting: The reporting of activity relating to archaeology during the programme of works will be undertaken by professional archaeologist based at Salford Archaeology under the management of Director Mr Adam Thompson.
Each individual element will be reported on during the continuation of the programme of works and produced as a separate ‘chapter’ within the final report. The production of each chapter will allow SA and GMAAS to rapidly assess each phase of the programme of works and allow for a decision relating to the mitigation to be undertaken between both parties at the earliest possible opportunity.

All reporting will follow the Standards and Guidelines produced by the CIfA, Historic England and those required by GMAAS.

The final reporting will be undertaken upon the completion of all onsite fieldwork and receipt of any archaeological specialist reports. The technical reports will produce a detailed written and illustrated report detailing the results of the above programme of archaeological work, which will include the following as minimum:

- Non-technical summary of background, objectives and conclusions
- Site name
- Name of Archaeologist(s) who undertook the excavation
- Report author, report date, evaluation dates
- Introductory statement
- Archaeological and historical background
- Aims and purpose of the project
- Methodology
- Statement of results
- Analysis of the nature and significance of the archaeology
- An objective summary statement of archaeological results
- Interpretation of the archaeological results
- Conclusion
- Sections and illustrations at appropriate scales and showing levels
- Site plans, at appropriate scales, identifying the location and reference for each trench.
- An assessment of the potential of the finds assemblage for post-excavation analysis.
- Selected drawings/photographs of retained artefacts suitably annotated, where appropriate.
- Photographs, printed and suitably annotated to trench location, direction etc.
- Supporting archaeological data tabulated or in appendices, including as a minimum a basic quantification of all artefacts, ecofacts and environmental data, where appropriate.
- Index to archive and details of archive location and References

A final draft report will be produced and forwarded to GMAAS for comment with any required alterations being undertaken prior to deposition within the archive. The completed technical reports will be sent to MCC and GMAAS in printed and digital formats.

4.3.3 Archiving

All archiving will be prepared using the CIfA Standards and guidance for the creation, compilation, transportation and deposition of archaeological archives. (Published October 2009).
The initial result of the fieldwork stage will be the site archive, which will be prepared in accordance with the Management of Archaeological Projects. The site archive will be so organised as to be compatible with the other archaeological archives produced in the Greater Manchester area. All drawn records to be transferred to and stored in digital format, in systems which are easily accessible.

All archiving will follow the Standards and Guidelines produced by the CIIfA, Historic England and those required by GMAAS.

The integrity of the site archive will be maintained upon completion of the archaeological works with the aim of the archive ultimately being deposited to Manchester University Museum (subject to their approval).

The minimum acceptable standard for the site archive is defined in the ‘Management of Archaeological Projects 5.4’ and ‘Appendix 3’ as well as The Management of Research Projects in the Historic Environment (MoRPHE) – English Heritage, 2006.

- The archaeological archive will consist of the following: The project specification or research design
  - The schedule of works or similar documents
  - All original written records created throughout the course of the project
  - All original drawings, whether created during fieldwork, in analysis or for publication
  - Indexes to the drawings
  - Indexes to the photographic archive
  - All born digital material
  - Digital material created from written, drawn or photographed original records
  - Documentation accompanying the digital archive, either in digital or written form
  - All finds and other archaeological materials selected for retention, and associated documentation
  - All scientific samples suitable for curation, and associated documentation
  - All original X-radiographs
  - All specialist reports
  - The final project report
  - Other work published during the life of the project
  - An index to the archive
  - A list of contents of the archive

Salford Archaeology will retain digital copies of the archive.
5. Health & Safety

5.1 HEALTH & SAFETY POLICY

The Salford Archaeology Site Supervisor is responsible for ensuring that a copy of the Welfare, Health & Safety Method Statement is made available at every archaeological site. Where further changes or additions to the H&S Method Statement are required and agreed these should be appended to the site master copy by the Project Officer. All changes to the WH&S Method Statement will be signed off by the Project Officer and/or the Director.

5.1.1 Site Access

General site access and visitors, Safe access routes from the site gate to work places and any offices and/or facilities will be erected and maintained at all times throughout the course of the archaeological works.

All visitors to site for archaeological purposes will be accompanied by a member of Salford Archaeology staff for the duration of their visit.

The Salford Archaeology Project Officer will monitor the safety of access routes and areas used by Salford Archaeology and the public.

Safe access into deep excavation areas will be provided and maintained by the Salford Archaeology.

5.1.2 Services – Gas, Electricity, Water, Sewers, Telecoms

No member of Salford Archaeology staff will touch or otherwise interfere with a live service even if declared ‘safe’. In the event of the accidental disruption of a live service by archaeologists the Project Officer will inform both their project manager and the Principal Contractor and, when appropriate, call the relevant emergency number.

In so far as is reasonably possible the location of all live underground and over ground services has been ascertained by Salford Archaeology.

All trench or archaeological areas will be scanned with a locating device (e.g. Digitcat 100) by a person competent to do so, before any excavation commences.

Any underground service not previously identified which is encountered during excavation will be assumed to be live and will immediately need to be made safe and isolated from further excavation by the Contractor. Any visible overhead cables, pipes, ducts etc will be assumed to be live if no written substantiation that they are dead, and will immediately need to be made safe and/or isolated from further excavation. Where for whatever reason making safe of under- or over ground services does not happen. Salford Archaeology may need to remove its staff from the site or an area.

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5.1.3 COSHH and Contaminated land

Salford Archaeology is not aware of any previous documented land usage suggesting that the site is likely to contain specific potentially dangerous subsurface ground contamination.

All Salford Archaeology staff will at all times:

- wear all required and appropriate PPE
- observe displayed procedures with regards to Dirty and Clean areas of the site, especially with regards to eating and smoking
- Report signs of any contaminants on site to the supervisor who will inform the project manager, client, or Principal contractor as appropriate – e.g. discarded containers, odd coloured deposits, and strange smells.
- be given inductions and further regular tool box talks specific to the contaminants on site indicating nature, appearance, smell, method and required preventative procedures.
- Avoid any known contaminated area where possible, e.g. only those staff required to work a trench will enter it.
- Keep their exposure to the minimum necessary to complete their work.

5.1.4 Area safety

No Salford Archaeology staff or volunteers will enter the trench/area if it is declared unsafe by any competent person or the Salford Archaeology Project Officer. The trench/area deemed unsafe will be backfilled immediately.

5.1.5 Confined Spaces

A “confined space” is any space of a substantially enclosed nature where there is a reasonably foreseeable risk of injury from a specific source. The space does not have to be completely enclosed. Salford Archaeology will accept any area as a “confined space” where so designated by the Principal Contractor and may independently designate such spaces where the Salford Archaeology contract manager in consultation with the University of Salford H&S advisor considers that conditions in the working area are consistent with the need to adopt Confined Spaces working practices. Note that work areas may become confined spaces as work progresses. Where so designated Salford Archaeology staff will operate the space in accordance with a safe system of work. At the time of writing no areas or trenches have been defined by Salford Archaeology as Confined Spaces. This will be kept under constant review.

5.1.6 National legislation

Salford Archaeology staff will at all times comply with all existing national legislation regarding Health and Safety at work.
5.1.7 Health and Safety Policies

All Salford Archaeology staff will adhere to the Health and Safety regulations and procedures laid down in the most up to date version of the Salford Archaeology Health & Safety Policy and the University of Salford Health and Safety Policy.

Copies of this document will be made available for inspection on site to volunteers, clients, visitors, Salford Archaeology staff and contractors.

The Policy reflects guidance contained in the HSE’s publication HS(G)65 Successful Health and Safety Management as a guide to management of Health and Safety; and guidance contained in the HSE ’s Protection of workers and the General Public during the Development of Contaminated Land.

5.1.8 Client or Principal Contractor H&S Policy/Instructions

In so far as they do not contradict procedures laid out in our own H&S Policy or current legislation, Salford Archaeology staff will also comply with any Health and Safety Policy or specific on-site instructions provided by MCC.

5.1.9 Specialist H&S Advice

Salford Archaeology is advised on its Health and Safety matters by the University of Salford, who provide ongoing advice on health and safety matters to all departments in the organisation. On most sites a member of this organization will visit at least once to carry out a H&S audit. They report to the Salford Archaeology site supervisor who will carry out their recommendations. Where necessary or if requested, this report will be made available to the MCC H&S representative.

5.1.10 Construction Design and Management Regulations CDM 2007

Archaeology as a stand-alone activity and profession is not considered to be part of the construction industry and is therefore currently formally exempt from the CDM regulations 2007. However, where archaeological work is undertaken as part of a construction project, whether defined as notifiable or not under the regulations, it is considered reasonable to expect that work to conform to CDM 2007. Salford Archaeology cannot act as the CDM coordinator or Principal Contractor for any construction project, but may be considered a Designer under the regulations.
CSCS

All members of Salford Archaeology staff possess a CSCS card and copies will be made available prior to the commencement of onsite works should this be required.

5.1.12 Hours of work

During the evaluation phase staff from SA will be onsite from 8am to 4pm.

5.1.13 English Language

All members of Salford Archaeology staff are sufficiently fluent in both spoken and written English to understand all verbal and written safety instructions and warnings on site.

5.1.14 Behavior

Mobile phones, personal CD players, I-pods and similar will not be used by Salford Archaeology staff in archaeological areas of work. Smoking and naked flames are not permitted in the trenches or areas of work. Alcohol is not permitted on site.

5.1.15 Legal Status of employees

As a Centre within the University of Salford, SA conforms to all UK employment legislation covering the legal right to work in the UK of all staff, and has in place, via the University’s Human Resources department, rigorous procedures to ensure that legislation is conformed to.

5.1.16 Training and Certification

Salford Archaeology provides Safety Training for its staff as follows:

- Induction Training for all staff (undertaken on joining Salford Archaeology, and as appropriate on individual projects).
- General H&S Training for all staff.
- Specialist H&S Training (designed to cover specialist areas and to update professional knowledge; as appropriate to deployment)

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All Salford Archaeology staff on site will be competent to carry out their archaeological work. Where less experienced staff are used these will at all times be under the supervision of the Site Supervisor or other experienced member of staff for training. Certain specific aspects of Salford Archaeology work require additional and specific training and certification, and only those members of staff with the relevant training and certification will be allowed to undertake them.

5.1.17 Personal Protective Equipment (PPE)

All Salford Archaeology staff are supplied with and will wear or use the following PPE where required and as appropriate:

- Safety Helmets (EN397)
- Ear Defenders (EN 352-3)
- Safety spectacles (EN166)
- Goggles (Chemical BSEN 166 Type 3)
- Dust masks plain and valved (EN149 2001)
- Half masks and filters (EN140 & A1B1E1K1P3)
- Disposable overalls (Type 5/6 disposable EN340)
- Hi-visibility vests (EN471)
- Gloves Nitrile and latex disposable, PVC, EN374
- Heavy duty nitron rubber gloves (EN420, 388)
- Safety footwear - steel toecap and mid-sole boots and Wellingtons EN345-47
- Fall arrest harnesses (EN361) with Lanyards (EN355) and connectors (EN362), winch and tripod
- Escape Set and Breathing apparatus, full-face respirator (EN136) filter (A1B1E1K1P3), PVC gauntlets, chemical overalls (type 3).

5.1.18 Liaison with Client/Principal Contractor H&S representative

The appointed Salford Archaeology site supervisor will act as the principal liaison with their counterpart at the offices of the Contractor throughout the periods of excavation. They will take advice from the University of Salford H&S advisor and liaise with the Contract Manager.

5.1.19 Personal information relating to SA staff

In compliance with the Data Protection Act (1998) and to protect the personal and financial safety of our staff, Salford Archaeology will not provide personal data for Salford Archaeology staff to clients, Principal contractors, or other bodies without the express written permission of
those staff. We will also seek to ensure that such information is being securely held and responsibly used by the organisation seeking it and not provide it without first obtaining a signed standard written statement.

5.1.20 Fire and Emergency Procedures

Where MCC has procedures for dealing with fire and other emergencies on site, Salford Archaeology staff will at all times inform themselves of these procedures and follow them.

Where MCC advises that it is necessary for Salford Archaeology to establish its own procedures with regards to fire and other emergencies on a site, this will be done by the Site Supervisor by the end of the first day of site work, after details of the site layout (e.g. entrances/exits, safe assembly points, fire equipment points, location of accommodation, trenches and other work areas) have been finalised.

5.1.21 Fire and Emergency Procedures

Where MCC has procedures for dealing with fire and other emergencies on site, Salford Archaeology staff will at all times inform themselves of these procedures and follow them.

Where MCC advises that it is necessary for Salford Archaeology to establish its own procedures with regards to fire and other emergencies on a site, this will be done by the Site Supervisor by the end of the first day of site work, after details of the site layout (e.g. entrances/exits, safe assembly points, fire equipment points, location of accommodation, trenches and other work areas) have been finalised.

5.1.22 First Aid and appointed First Aider(s)

SA will ensure that the site contains an appointed first aider(s) for the site. A SA first aid kit, of an appropriate size for the site, will be located in the site office/mess hut/canteen.

5.1.23 Salford Archaeology Safety Documents and Accident Book

- The Salford Archaeology site safety documents will be located with the first aid kit in the site office/mess hut/canteen. The safety documents will include a minimum of:
  - Current Health and Safety at Law Poster for display where legislation requires
  - Accident Book compliant with the Data Protection Regulations.
  - Salford Archaeology Public Liability Insurance & Employers Liability Insurance for display

<table>
<thead>
<tr>
<th>Project</th>
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<th>Author</th>
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<th>Version</th>
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<tbody>
<tr>
<td>The Reno</td>
<td>RAMS, The Reno, Greater Manchester: Archaeological Evaluation</td>
<td>Risk Assessment and Method Statement</td>
<td>S Cattell (Project Officer)</td>
<td>13/09/2017</td>
<td>1.0</td>
</tr>
</tbody>
</table>
- Where To Get First Aid poster – to be displayed if required.
- Current Salford Archaeology Health and Safety Policy
- A copy of the site Welfare, Health and Safety Method Statement, extracted from the Site WSI, and modified as agreed during the course of the site.

### 5.1.24 Inductions and Tool Box talks

All Salford Archaeology staff and volunteers receive a full induction including Health and Safety on commencement of their first day of work with the organisation. A record of the induction is kept.

Where a site is under the control of a Principal contractor, Salford Archaeology staff will attend all initial site inductions and subsequent toolbox talks as required and managed by the Principal Contractor.

Where Salford Archaeology has control of a site: A site-specific induction will be undertaken by the Site Supervisor (or other competent staff member) for each member of staff on their first day of work. All visitors to the site will also receive a short Health and Safety induction on their first visit. A signed record of all on site inductions will be maintained by SA for inspection.

Irrespective of whether the site is controlled by Salford Archaeology or a Principal Contractor, on larger projects e.g. those with more than 2-3 staff and of a week or longer duration, regular toolbox talks will be given by the Salford Archaeology Supervisor or other suitable member of staff using the *CITB: construction site safety tool box talks manual*. As a minimum requirement these talks will occur 1-2 times per week and be of 10-15 minutes duration.

### 5.1.25 Accident reporting and RIDDOR

In order to identify quickly problem areas and allow corrective action to be taken all accidents, dangerous occurrences and near misses, including those that do not cause injury, will be a) reported immediately to the Salford Archaeology supervisor and b) entered in the site Accident Book. The *Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)* Regulations 1995 sets out requirements for the reporting of certain types of accidents. RIDDOR notifiable accidents will be reported immediately by the SA site supervisor to:

- The Salford Archaeology Senior Archaeologist, who inform the appropriate enforcing authority, normally the Health and Safety Executive.
- If necessary the scene of the accident will be sealed off by Salford Archaeology and left undisturbed until the HSE’s Inspector and any other interested party have carried out an investigation.
5.1.26 Stopping work for Health and Safety issues

If at any time the site or part of the site being worked by Salford Archaeology is made unsafe or the safety of Salford Archaeology staff is endangered, other than through the actions of Salford Archaeology, then Salford Archaeology will give notice to MCC of the unsafe conditions which will be confirmed in writing if a claim for compensation is to be made. If reasonable steps are not taken immediately to abate the danger or risk then Salford Archaeology reserves the right to withdraw its staff and workforce from the site until it is declared safe, and the period of time of the withdrawal will be added to any agreed period of work. If Salford Archaeology is unable to find suitable work to redeploy such staff financial compensation will also be sought.

5.1.27 Asbestos

MCC will supply Salford Archaeology with a copy of the documents required under Regulation 4 of the Control of Asbestos Regulations 2006 relating to any building that Salford Archaeology staff will be required to enter. No work will be undertaken without this.

Where risks are identified, mitigations will be put in place before work starts.

5.1.28 Welfare

For the duration of this project Salford Archaeology will provide an onsite secure cabin and two portable toilets for use by the volunteers. Tools will also be kept in a secure onsite cabin.

5.1.29 Site Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, Salford Archaeology has undertaken a preliminary assessment of the risks to H&S of employees, other contractors, and visitors (authorised and unauthorised) to which they may be exposed whilst they are on site.

Prior to the commencement of the onsite work Salford Archaeology has prepared an Overall Site Risk Assessment for the hazards it feels are likely to be present on the site. This exercise is not intended to, and cannot, replace the need to conduct more detailed Risk Assessments on site once work has commenced. Further Risk Assessments for specific activities and areas of work will be made as work progresses and as required.

Risk Assessments form part of the Health and Safety controls for the site and will be kept on file on site and brought to the attention of and made available to all staff working there.
6. Risk Assessment

<table>
<thead>
<tr>
<th>Task/Activity: Archaeological Excavation</th>
<th>Location: Former site of The Reno Club</th>
<th>Date of Assessment: 01/09/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>People affected: SA staff, volunteers, monitoring staff, client personnel, members of the public.</td>
<td>Hazards Identified: Collapse of trench edge, falling into trench</td>
<td>Site Client: N/A</td>
</tr>
<tr>
<td>No. of people involved: Maximum 50</td>
<td>Resultant Injury: Crushing, Suffocation, Personal Injury</td>
<td></td>
</tr>
<tr>
<td>Existing Precautions: Appropriate PPE will be worn by SA staff at required times. This will include steel toe capped safety boots, safety helmet, high visibility jackets. No one will sit or walk on the edge of an excavation. Stability of trench edges will be monitored daily by the site supervisor. Sections or baulks to be angled appropriate to the material involved. CDM Regulation 31 (2007) to be observed and guidance given in GE706: Section 7 Management meetings and visitations to be guided around the site by SA staff using designated route ways located at least 1m away from the trench edges, with barrier fencing in-between.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Precautions: None</td>
<td>Risk level with existing precautions:</td>
<td></td>
</tr>
<tr>
<td>Who is responsible for implementing the precautions: Project Officer on site</td>
<td>Risk level with additional precautions:</td>
<td></td>
</tr>
<tr>
<td>Other Comments:</td>
<td></td>
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<table>
<thead>
<tr>
<th>Risk Evaluation</th>
<th>No injury</th>
<th>First aid</th>
<th>&lt;3 days absence</th>
<th>&gt; 3 days absence</th>
<th>Long term injury/ill health</th>
<th>Death or disabling</th>
<th>Action Required</th>
</tr>
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<tbody>
<tr>
<td>Almost impossible</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>No action</td>
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<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>Review controls to ensure they remain effective</td>
</tr>
<tr>
<td>Unlikely &lt;50/50 chance</td>
<td>I</td>
<td>L</td>
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<td>M</td>
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<td>M</td>
<td>If greater than low, identify additional controls to reduce risk further</td>
</tr>
<tr>
<td>Likely &gt;50/50 chance</td>
<td>I</td>
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<td>M</td>
<td>Identify additional actions to reduce risk further</td>
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<tr>
<td>Very likely</td>
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<td>Seek further advice</td>
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<tr>
<td>Virtually certain</td>
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<td>H</td>
<td>C</td>
<td>STOP seek further advice</td>
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<td>S Cattell (Project Officer)</td>
<td>13/09/2017</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Task/Activity: Archaeological Excavation
Location: Former site of The Reno Club
Date of Assessment: 01/09/2017

People affected: SA staff, volunteers, monitoring staff, client personnel.
Hazards Identified: Working in areas of deep excavation
Site Client: N/A

No. of people involved: Maximum 50
Resultant Injury: Crushing, Suffocation, Personal Injury

Existing Precautions:
Any areas where excavations exceed 1.00m are to be risk-assessed by the senior supervisor. If such areas are considered unstable they will be either:
- Abandoned and fenced off.
- Made safe by reducing the height of surrounding trench edges or walls

Checks to all walls and sections will be carried out daily by a senior supervisor.

Risk level withexcising precautions: I/L

Additional Precautions: None

Risk level with additional precautions

Who is responsible for implementing the precautions:
Senior Supervisor on site

Other Comments:

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<thead>
<tr>
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<td>Unlikely &lt;50/50 chance</td>
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<tr>
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<td>H</td>
<td>C</td>
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<th>Action Required</th>
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<td>Review controls to ensure they remain effective</td>
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<tr>
<td>Identify additional actions to reduce risk further</td>
</tr>
<tr>
<td>Seek further advice</td>
</tr>
<tr>
<td>STOP seek further advice</td>
</tr>
</tbody>
</table>
Task/Activity: Machine excavation  
Location: Former site of The Reno Club  
Date of Assessment: 01/09/2017  
People affected: SA staff, volunteers, monitoring staff, client personnel,  
No. of people involved: Maximum 50  
Resultant Injury: Crushing, Suffocation, Personal Injury  
Existing Precautions:  
All licenses and documentation of mechanical excavators and drivers are to be checked prior to commencement of work. No member of staff is to participate in the changing of buckets and equipment of such mechanical excavators. All staff to work within lines of sight of the driver and to attract this attention prior to entering the trench. SA staff instructed in appropriate use of machine and appropriate routes to use whilst in operation. Upon encountering any services excavation will cease within that area. Appropriate PPE will be worn by SA staff. This will include steel toe capped safety boots, safety helmet, high visibility jackets and gloves. Stability of trench edges will be monitored daily by the site supervisor. Sections or baulks to be angled appropriate to the material involved.  
CDM Regulation 31 (2007) to be observed and guidance given in GE706: Section 7  
Management meetings and visitations to be guided around the site by SA staff using designated route ways located at least 1m away from the trench edges, with barrier fencing in-between.  

Additional Precautions:  
None  

Who is responsible for implementing the precautions:  
Senior Supervisor on site  

Other Comments:  

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<tr>
<th>Risk Evaluation</th>
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<th>First aid I</th>
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<th>Long term injur M</th>
<th>Death or disabl M</th>
<th>Risk Level</th>
<th>Action Required</th>
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<td>I</td>
<td>I</td>
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<td>I</td>
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<td>I=Insignificance</td>
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<td>L</td>
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<td>L</td>
<td>L</td>
<td>L=Low</td>
<td>Review controls to ensure they remain effective</td>
</tr>
<tr>
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</tr>
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<td>M</td>
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<td>M=Medium</td>
<td>Identify additional actions to reduce risk further</td>
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<tr>
<td>Very likely</td>
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<td>H=High</td>
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<tr>
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<td>C</td>
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Risk Evaluation = Level of Risk

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<td>Task/Activity:</td>
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<tr>
<td>Manual Handling of Tools</td>
<td>Former site of The Reno Club</td>
<td>01/09/2017</td>
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<table>
<thead>
<tr>
<th>People affected:</th>
<th>Site Client:</th>
</tr>
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<tbody>
<tr>
<td>SA staff, volunteers, monitoring staff, client personnel,</td>
<td>N/A</td>
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</table>

<table>
<thead>
<tr>
<th>No. of people involved:</th>
<th>Resultant Injury:</th>
<th>Risk level with excising precautions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 50</td>
<td>See Above</td>
<td>I/L</td>
</tr>
</tbody>
</table>

**Existing Precautions:**
- All staff and volunteers to be trained in proper use of tools.
- Tools to be kept clean, to be regularly checked and maintained in good working order, and safely and securely stored away from non-staff when not in use.
- Faulty tools to be replaced immediately and stored separately.
- Only tools appropriate to the job at hand to be used.
- Gloves, goggles and other appropriate Personal Protective Equipment to be worn at appropriate times and these to be kept in good order.
- Tools and equipment to be carried and moved in a safe and appropriate manner and number with regular breaks required if carrying for long distances.
- Regular rest breaks to be taken whilst carrying out physically demanding work.
- Sufficient space to be kept between tool users and nearby persons.
- Qualified First Aider always present, with vehicle available for transport to hospital.
- **Guidelines in ‘Getting to grips with manual handling – a short guide’ (HSE) to be followed and MHOR (1992) to be observed at all times.**
- All equipment to meet PUWER (1998) requirements.

**Additional Precautions:**
- None

**Who is responsible for implementing the precautions:**
- Senior Supervisor on site

**Risk Evaluation**

<table>
<thead>
<tr>
<th>Risk Evaluation = Level of Risk</th>
<th>No injury</th>
<th>First aid</th>
<th>&lt;3 days absence</th>
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</tr>
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<tr>
<td>Almost impossible</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
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<tr>
<td>Very unlikely</td>
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<tr>
<td>Unlikely &lt;50/50 chance</td>
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</table>

**Risk Level**

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>I=Insignificant</td>
<td>No action</td>
</tr>
<tr>
<td>L=Low</td>
<td>Review controls to ensure they remain effective</td>
</tr>
<tr>
<td>If greater than low, identify additional controls to reduce risk further</td>
<td></td>
</tr>
<tr>
<td>M=Medium</td>
<td>Identify additional actions to reduce risk further</td>
</tr>
<tr>
<td>H=High</td>
<td>Seek further advice</td>
</tr>
<tr>
<td>C=Critical</td>
<td>STOP seek advice</td>
</tr>
</tbody>
</table>

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Project: The Reno
Document Title: RAMS, The Reno, Greater Manchester: Archaeological Evaluation
Document Type: Risk Assessment and Method Statement
Author: S Cattell (Project Officer)
Date: 13/09/2017
Version: 1.0
## Task/Activity:
Hand Excavation and Cleaning

## Location:
Former site of The Reno Club

## Date of Assessment:
01/09/2017

## People affected:
SA staff, volunteers, monitoring staff, client personnel,

## Site Client:
N/A

## No. of people involved:
Maximum 50

## Resultant Injury:
Cut, puncture wound, infection

### Existing Precautions:
Guidelines in ‘Getting to grips with manual handling – a short guide’ (HSE) to be followed and MHOR (1992) to be observed at all times.
Appropriate gloves conforming to BS EN 420 to be worn when needed.
If syringes or sharps are uncovered all work will cease until appropriate containment and control measures are implemented.
Syringes and sharps to be removed by qualified persons and deposited in appropriate containers.

### Risk level with excising precautions:
I/L

### Additional Precautions:
None

### Who is responsible for implementing the precautions:
Senior Supervisor on site

### Other Comments:

### Risk Evaluation = Level of Risk

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<th>Document Title</th>
<th>Document Type</th>
<th>Author</th>
<th>Date</th>
<th>Version</th>
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<tr>
<td>The Reno</td>
<td>RAMS, The Reno, Greater Manchester: Archaeological Evaluation</td>
<td>Risk Assessment and Method Statement</td>
<td>S Cattell (Project Officer)</td>
<td>13/09/2017</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Task/Activity: Archaeological Excavation
Location: Former site of The Reno Club
Date of Assessment: 01/09/2017

People affected:
SA staff, volunteers, monitoring staff, client personnel,
Site Client: N/A

No. of people involved: Maximum 50
Resultant Injury: Cutting, Eye Damage, White finger, Repetitive strain.

Existing Precautions:
All staff and volunteers trained in proper use of tools.
Tools to be kept clean, to be regularly checked and maintained in good working order, and safely and securely stored away from non-staff when not in use.
Faulty tools to be replaced immediately and stored separately.
Only tools appropriate to the job at hand to be used.
Gloves, goggles and other appropriate Personal Protective Equipment to be worn and these to be kept in good order.
Tools and equipment to be carried and moved in a safe and appropriate manner and number with regular breaks required if carrying for long distances.
Regular rest breaks to be taken whilst carrying out physically demanding work
Sufficient space to be kept between tool users and nearby persons.
Qualified First Aider always present, with vehicle available for transport to hospital.

Additional Precautions:
None

Who is responsible for implementing the precautions:
Senior Supervisor on site

Other Comments:

<table>
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<tr>
<th>Risk Evaluation</th>
<th>No injury</th>
<th>1st aid</th>
<th>&lt;3 days absen</th>
<th>&gt;3 days absen</th>
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<th>Death or disabling</th>
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<tbody>
<tr>
<td>Almost impossible</td>
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<td>Very unlikely</td>
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<tr>
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<td>M</td>
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<td>C</td>
</tr>
</tbody>
</table>

Risk Level | Action Required
= Insignificant | No action
L=Low | Review controls to ensure they remain effective
If greater than low, identify additional controls to reduce risk further
M=Medium | Identify additional actions to reduce risk further
H=High | Seek further advice
C=Critical | STOP seek advice

Project | Document Title | Document Type | Author | Date | Version
--- | --- | --- | --- | --- | ---
The Reno | RAMS, The Reno, Greater Manchester: Archaeological Evaluation | Risk Assessment and Method Statement | S Cattell (Project Officer) | 13/09/2017 | 1.0
### Task/Activity:
Recording

### Location:
Former site of The Reno Club

### Date of Assessment:
01/09/2017

### People affected:
SA staff, volunteers, monitoring staff, client personnel,

### Site Client:
N/A

### No. of people involved:
Maximum 50

### Resultant Injury:
Musculo-Skeletal Injury, Eye Damage, Impact Injury,

### Existing Precautions:
Drawing boards and other lightweight materials will be weighed down.
Due care and attention to be paid in the use of tapes and string lines.
Tapes and string lines to be removed to allow vehicular and pedestrian traffic to pass.
Care will be taken with equipment and unused equipment will be securely stored in an appropriate place.
Road pins, fencing pins and grid pegs to be made clearly visible.

### Risk level with existing precautions:
L

### Risk level with additional precautions:

### Who is responsible for implementing the precautions:
Senior Supervisor on site

### Other Comments:

### Risk Evaluation

<table>
<thead>
<tr>
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<td>STOP seek advice</td>
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### Risk Evaluation Table

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<td>01/09/2017</td>
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<td>Site Client:</td>
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<td>No. of people involved:</td>
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<td>Resultant Injury:</td>
<td>See Above, also infections and weariness</td>
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<td>Existing Precautions:</td>
<td>Portable toilet provided. Staff to observe a high standard of personal hygiene. Staff to take regular rest breaks. Clean water and Alcohol free hand wipes to be provided. First aid certificate holders and fully stocked first aid kits always on hand, and vehicle always available for transport to hospital. <strong>Guidelines on HSE information sheet no.18 ‘Provision of Welfare Facilities at fixed construction sites’, GE706: Section 13 to be followed</strong></td>
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<th>No injury</th>
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<th>&lt;3 days absence</th>
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<tr>
<td>C=Critical</td>
<td>STOP seek further advice</td>
</tr>
</tbody>
</table>
### Task/Activity:
Storage of Equipment and Spoil

### Location:
Former site of The Reno Club

### Date of Assessment:
01/09/2017

### People affected:
SA staff, volunteers, monitoring staff, client personnel,

### Site Client:
N/A

### No. of people involved:
Maximum 50

### Resultant Injury:
Personal injury, cutting, impact injury

### Existing Precautions:
All equipment will be stored securely in a designated vehicle compartment when not in use.

All equipment will be kept clean and in good order in accordance with PUWER (1998).

Spoil will be stored in two specific locations that will be individually fenced off.

All spoil mounds will be checked on a daily basis for slippage and stability.

Spoil mound to be battered and levelled by machine, maximum battering level of 45 degrees, 35 degrees for non compacted spoil.

Angle and height of spoil to be checked daily.

### Risk level with excising precautions:
I/L

### Additional Precautions:
None

### Risk level with additional precautions:

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### Who is responsible for implementing the precautions:
Senior Supervisor on site

### Other Comments:

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<tr>
<th>Task/Activity</th>
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<th>Author</th>
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<td>Risk Assessment and Method Statement</td>
<td>S Cattell (Project Officer)</td>
<td>13/09/2017</td>
<td>1.0</td>
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</tbody>
</table>
**Task/Activity:**
General Access and Movement Around Site

**Location:**
Former site of The Reno Club

**Date of Assessment:**
01/09/2017

**People affected:**
SA staff, volunteers, monitoring staff, client personnel,

**No. of people involved:**
Maximum 50

**Resultant Injury:**
Musculo- Skeletal Injury,

**Existing Precautions:**
Staff to wear rubber grip soled boots with ankle protection, steel toe caps and sole plate conforming to BS EN 345 and use all handrails, steps, bridges, stilts and ladders in a safe and careful manner, and to assess sturdiness prior to use.

Staff to wear safety helmets conforming to BS EN 397 and high visibility clothing conforming to BS EN 471 Class 3 when in proximity to machine excavators.

Staff to park where instructed and are not to drive vehicles directly onto the site.

Car parking confined to designated areas.

Staff to use only established tracks and paths around site, obeying all safety signage and using pedestrian crossing points.

Staff to be aware of motor vehicles within the car park area.

Staff to be instructed to use one crossing point if crossing between sites and made aware of traffic conditions.

Extra care to be taken on wet or slippery surfaces, and weather conditions to be monitored.

Care to be taken when crossing roads or tracks open to vehicular traffic.

All equipment and materials to be kept clear of tracks and pathways so as not to endanger other persons.

Staff to visit [http://www.hse.gov.uk/construction/slips/index.htm](http://www.hse.gov.uk/construction/slips/index.htm) for information and guidelines on slipping and falling.

**Additional Precautions:**

**Who is responsible for implementing the precautions:**
Senior Supervisor on site

**Other Comments:**

<table>
<thead>
<tr>
<th>Risk Evaluation = Level of Risk</th>
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<tr>
<td>Almost impossible</td>
<td>I I I I I</td>
<td>L L</td>
<td>M M M</td>
<td>M M H</td>
<td>H C</td>
<td>STOP</td>
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<tr>
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<td>H C</td>
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<td>STOP</td>
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**Risk Level**

- I=Insignificant
- L=Low
- M=Medium
- H=High
- C=Critical

**Action Required**

- No action
- Review controls
- Identify additional controls to reduce risk further
- Identify additional actions to reduce risk further
- Seek further advice
- STOP seek further advice
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<tr>
<td>Lone Working</td>
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<tr>
<th>People affected:</th>
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<tbody>
<tr>
<td>SA staff, volunteers, monitoring staff, client personnel,</td>
<td>Musculo- Skeletal Injury, Personal injury, cutting, impact injury.</td>
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</table>

<table>
<thead>
<tr>
<th>No. of people involved:</th>
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<tbody>
<tr>
<td>Maximum 50</td>
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**Existing Precautions:**
Staff to wear rubber grip soled boots with ankle protection, steel toe caps and sole plate conforming to BS EN 345 and use all handrails, steps, bridges, stiles and ladders in a safe and careful manner, and to assess sturdiness prior to use.
Staff to wear safety helmets conforming to BS EN 397 and high visibility clothing conforming to BS EN 471 Class 3 when in proximity to machine excavators.
Staff to visit [http://www.hse.gov.uk/construction/slips/index.htm](http://www.hse.gov.uk/construction/slips/index.htm) for information and guidelines on slipping and falling.
All staff involved in lone working will inform the project manager before work commences and maintain regular contact with the project manager throughout working hours and following the close of working.
Full contact and address details for the site to be held by the project manager and site visits to be undertaken if necessary.

**Additional Precautions:**
Who is responsible for implementing the precautions:
Senior Supervisor on site, Project Manager.

**Other Comments:**

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**Risk Level**
- I=Insignificant
- L=Low
- M=Medium
- H=High
- C=Critical

**Action Required**
- If greater than low, identify additional controls to reduce risk further
- If greater than medium, identify additional actions to reduce risk further
- Seek further advice
- STOP seek further advice

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