



Risk Assessment & Method Statement

Department:	ULAS	Site Name:	Irchester Fieldschool 2026
Process being assessed:	Excavation	Completed by:	G. Speed
Job No:	26-102	Date:	22/05/2026

Statement

- This RAMS covers the named project only and will be reviewed and updated as necessary.
- All Staff, official visitors and volunteers have been inducted into ULAS’s health and Safety Policy and provided with relevant health and safety guidelines and are covered by ULAS Insurance
- Before commencing work all ULAS staff (and subcontractors if relevant) will be shown this document as part of a site induction from the Site Director and will be asked to sign the induction register to acknowledge their understanding of its contents.
- All ULAS Supervisors and above are trained in first aid and Site Supervision Safety Training Scheme.
- All ULAS vehicles are maintained in roadworthy condition by the Designated Vehicle Manager to whom all faults must be reported. Drivers are responsible for daily safety checks.
- First aid equipment assessments are regularly undertaken and First Aid boxes supplied according to the types of work carried out.
- All use of chemicals is subject to a formal COSHH Risk Assessment.
- This document provides the foundation for a dynamic risk assessment. It will be reviewed and updated on the first day on site, and subsequently at regular intervals or whenever site conditions change, using the ULAS online Point of Work Risk Assessment system.

Scope of Works

The work will involve the excavation by machine of areas followed by hand excavation of archaeological deposits, surveying of excavation areas and features, hand recording of excavation areas and features and collection and removal of artefacts and samples as detailed in the WSI. Once excavation areas and any archaeological deposits have been recorded, the site will be backfilled by machine.

General: Health and Safety will take priority over archaeological matters. All ULAS staff undertaking fieldwork will comply with all Health and Safety legislation at all times and have a responsibility to:

- Take care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work.
- Follow safe systems of work and other precautions identified in the project risk assessments.

- Report any changes to personal circumstances that may affect their ability to work safely.
- Maintain and wear any PPE provided in the correct manner
- Report potential hazards, incidents and near misses to the Site Director

Plant: A mechanical excavator will be used for the excavation hired from a reputable local company. The site director will ensure that the appropriate certification is carried. Machines will be supervised at all times by a responsible member of ULAS staff. All archaeological supervision of machine excavation will be carried out by suitably experienced staff and conducted using ULAS SSOW1.

Excavation: Excavation will be conducted as per the methodology detailed in the WSI using standard ULAS recording techniques.

First Aid: A member of staff with a 1st Aid at Work qualification will be on site at all times. The location of the first aid kit will be made known to all staff and kept accessible at all times. A mobile phone will be available on site at all times.

Lone Working: Any lone working on site will be undertaken according to ULAS SSOW2.

Access: Access and parking will be gained via authorized routes to be arranged with the land owner/tenant.

Services: Services will be checked for prior to excavation.

- A CAT Scanner may be used in both POWER and RADIO mode to scan excavation areas for services prior to excavation. The CAT must be in calibration and used by a competent person and used in both POWER and RADIO mode.
- Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored. Areas will not be excavated within 15m of known water mains or sewers or in the vicinity of other underground services or electrical cables without a separate SSOW.
- No work will be undertaken beneath overhead cables. If a tracked machine is required to pass below an overhead cable a separate SSOW will be followed.

Equipment: ULAS vehicles or personal cars will be used (all appropriately insured and maintained). Besides the plant, equipment will include a variety of hand tools (e.g. shovels, mattocks, trowels), recording materials (e.g. photographic equipment, computers, levels etc.), survey equipment (e.g. EDM, DGPS) CAT scanners and metal detectors may be used.

PPE: The following PPE is issued to all site staff as a matter of course:

- Hard Hat (to EN397)
- High Visibility Clothing (EN471 Class 2 or greater).
- Safety Footwear (EN345/EN ISO 20346 or greater).
- Wet weather gear

Additional PPE that are available if needed or on request:

- Gloves (general and to EN388).
- Eye Protection (safety glasses to at least EN 166 1F).

- Hearing protection where required following a Noise Risk Assessment; where the dB exceeds 85dB(a) then hearing protection is a mandatory requirement under 'The Control of Noise at Work Regulations 2005'

Personnel: The site director will be responsible for the day to day running of the site. All personnel are experienced in working with plant and in the excavation of trenches and excavation areas. All site staff hold CSCS cards and many also hold a SPA quarry passport. All site supervisors have some first aid training.

Normal working hours are between 8am and 6pm Monday to Friday.

Specialists and visitors may be invited to visit the site during fieldwork.

Staff Wellbeing: All staff are advised on available counselling services <https://uniofleicester.sharepoint.com/sites/staff/wellbeing/SitePages/Home.aspx>

Monitoring: Work will be monitored internally by the ULAS Project Manager and/or Health & Safety Coordinators (see below for contact details).

Environmental issues: The Site Director will monitor environmental issues and will alert staff to any environmental constraints or concerns. Any known ecological constraints or required methodologies should be highlighted in the WSI.

- All plant machinery will be well serviced and be as quiet a model as is practicable.
- All rubbish will be bagged and removed either to areas designated by the client or returned to ULAS .
- Water will not be pumped into any water course, storm drain etc. without prior consent from the Environment Agency.
- Where possible, excavation Areas will be placed to minimise damage to sensitive flora and fauna or their habitats.

Reporting Accidents and Near Misses

Please report all accidents or incidents no matter how small. If there is an accident or incident notify your Project Manager/ Main office immediately (0116 2522848). Fill in the accident\incident form and send to ulas@le.ac.uk

On-line form:

<https://uniofleicester.sharepoint.com/sites/staff/health-safety/accidents-and-incidents/SitePages/Home.aspx>

A printable version of the accident/incident reporting form

<https://uniofleicester.sharepoint.com/sites/staff/health-safety/accidents-and-incidents/Shared%20Documents/Accident%20Form%20final%20printable.pdf>

If you need to speak to the UoL health & safety team urgently, telephone 0116 2522426

Insurance

ULAS holds Insurance for Employer's Liability, Public/Products Liability, Professional Indemnity and Hired-in Plant and Motor Insurance.

Copies of these are available on request.

SITE VISIT	Yes/No	Details
Has a site visit been undertaken? Who by?	Y	G. Speed and J. Taylor
Footpaths		
Are there any? You can check here: https://footpathmap.co.uk/	Y	
If so what will be done to protect footpath users and prevent them straying into excavation areas?		Public open space. Trench and spoil heaps to be fenced off with orange netlon type fencing
SERVICES		
Has a free linesearch survey been done? https://lsbud.co.uk/ and the results added to the file/excavation plan	Y	
Overhead Cables		
Are there any overhead cables?	N	
Do you need to track beneath overhead cables	N	
If so have the electricity company visited and provided a plan?	-	
Do you have a suitable site strategy for tracking beneath the cables?	-	
Underground Services		
Is a services plan available?	-	
Has the client confirmed no services on site or that they are made safe?	-	
Do you have a suitable site strategy to check for presence of services?	Y	
Will a CAT scanner be needed to survey the area first?		Yes – ULAS CAT scanner to be used in advance of opening trench



Risk Assessment

Risk [R] = Likelihood [L] x Impact [I]

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain	Impact	1 Insignificant [Scratch, bruise]	2 Minor [First-aid]	3 Moderate [Medical treatment]	4 Major [Broken bones, serious injury, disease]	5 Severe [Death, permanent loss]
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Risk 1 - 4	LOW [Maintain Controls]	Risk 5 - 9	Medium [Consider Improving]	Risk 10 - 15	High [Seek to Improve]	Risk 16 - 25	Critical [Stop / Actions Required]
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Who could be affected?

Employees <input checked="" type="checkbox"/>	Students <input type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Visitors / Public <input checked="" type="checkbox"/>	Young persons (Under 18) <input type="checkbox"/>	Pregnant women <input type="checkbox"/>	Persons with impairments <input checked="" type="checkbox"/>
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Item no.	Significant Hazards & Hazardous Event	Risk before controls			Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
1	Site Access/Egress Entering/Leaving site and parking vehicles	4	5	20	<ul style="list-style-type: none"> Only use designated access onto site. Only park in designated areas on-site parking facilities. Roads only to be crossed at safe locations. Be aware of obvious hazards and take care when entering/exiting gateways off main roads. If possible always reverse into parking spaces. Do not obstruct other vehicles/access when parking. 	2	5	10	
2	Occupational Driving Tiredness driving to and from site	3	5	15	<ul style="list-style-type: none"> All ULAS drivers to read and adhere to HSE document INDG 382 'Driving at Work'. Daily checks of vehicles to ensure roadworthy condition. Do not wear work boots to drive. Drive with due care and attention and in accordance with the law. Mobile phones are not to be used while driving. Earphones are not to be used while driving. 	2	4	8	

Item no.	Significant Hazards & Hazardous Event	Risk before controls			Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
3	Slipping and Tripping	4	3	12	<ul style="list-style-type: none"> Be aware of uneven ground and obstacles especially if there is long grass/scrub where you can't see the ground levels. Site to be kept tidy particularly around excavation edges. Only use agreed access to excavation areas. Wear correct footwear/PPE for your environment. Carry all equipment in the proper manner 	1	3	3	
4	Manual Handling Musculoskeletal injuries Falling\tripping Trapping toes\ fingers	4	3	12	<ul style="list-style-type: none"> Use correct lifting procedures (See HSE: INDG 143). Make sure equipment is suitably stowed away before carrying it. Wear appropriate PPE (e.g. Safety boots, gloves). Apply mechanical assistance where possible or tandem lifting. Be aware of heavy loads when shoveling , moving buckets or wheelbarrows. Only fill what you can lift comfortably. ULAS <i>Manual Handling Assessment 1</i> to be followed. 	2	3	6	
5	Excavations Deep/unstable excavation areas - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	4	5	20	<ul style="list-style-type: none"> All excavation areas, regardless of depth, will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. No person will sit or walk on the edge of an excavated section or an excavation area. All sections to be checked regularly by supervisor and after bad weather for potential problems. Keep excavations away from standing structures. Backfilling to be done as soon as possible. Fencing and warning signs to be used as required No ladders to be used without a separate Risk Assessment. ULAS SSOW3: Safe working with Trenches to be followed. 	2	5	10	

Item no.	Significant Hazards & Hazardous Event	Risk before controls			Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
6	Spoil Unmanaged spoil heaps - collapse or falling into excavation areas	3	4	12	<ul style="list-style-type: none"> Spoil heaps to be stored at a safe distance from excavation edges. Spoil to be checked regularly by supervisor and after bad weather for potential problems. No walking on or digging beneath spoil heaps. Wheelbarrow routes will be kept clear of obstruction and slipping hazards, with planks used where required. Planks will be non-slip or chicken wire coated. ULAS SSOW3: Safe working with Trenches to be followed. 	1	4	4	
7	Plant & Machinery Collisions with plant, persons Contact with moving parts Overturning of machines	4	5	20	<ul style="list-style-type: none"> Use certificated personnel for machine operations. Be aware of all moving plant on site at all times and ensure other contractor are aware of your operations. Machines should only be supervised by a competent banksman Make sure the plant operator is aware of your location at all times - do not enter the excavation area until the driver has stopped the machine. No staff other than the banksman to work in areas where plant is operating. PPE (Hard hats, Hi-viz vests/jackets, safety boots) to be worn at all times. Ear plugs and defenders to be available for staff working close to plant. Bucket changes and refuelling should take place in a safe area away from the excavations. Plant to be turned off and parked safely away from working areas when not in use. ULAS SSOW 01: Working with Plant to be followed. 	2	5	10	

Item no.	Significant Hazards & Hazardous Event	Risk before controls			Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
8	Hand Tools Incorrect Use, Strains and muscle injuries	3	3	9	<ul style="list-style-type: none"> All tools to be used correctly and broken tools disposed of and replaced. Store tools carefully when not in use. Wheelbarrow and bucket loads to be adjusted to suit the material being carried, the person using it and the distance being pushed/carried. 	1	3	3	
9	Existing Services Contact with service - electrocution, fire, explosion Damage to service	3	5	15	<ul style="list-style-type: none"> All services to be located before excavation using plans and CAT scanner. No machine excavation near to live underground services. All work near Overhead power cables to be done in accordance with <i>SSOW4_OverheadCables</i>. Move excavation areas to avoid services where known. Be aware of changes in the soil that may indicate the presence of services. If damage is done to any service stop work and contact the service provider (see Contact Nos below). 	1	5	5	
10	Human / Animal Remains and other contamination Contamination and infection – from deer, cattle, pigeons, rats, human remains etc. Infection from contact with soil, water etc. and minor cuts and scrapes	2	4	8	<ul style="list-style-type: none"> Ensure tetanus protection is up to date. Stay away from any animal remains you may come across. Be aware of Leptospirosis and psittacosis. If you feel unwell tell your doctor that you work in outdoor environments. Good personal hygiene -washing hands, carry wet wipes. Adequate washing facilities and first aid facilities on site. Appropriate gloves will be worn when needed. Gloves will be supplied when requested. Clean and cover up any cuts or scrapes. Wash hands thoroughly at the end of fieldwork, and always before eating or smoking Set up proper procedures for recovery/excavation of any remains that need excavating and wear necessary PPE. 	1	4	4	

Item no.	Significant Hazards & Hazardous Event	Risk before controls			Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
11	Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, infection	3	5	15	<ul style="list-style-type: none"> Keep well clear of water and be particularly careful when walking close to water sources. Never work with your back to a water sources – ensure you know where the edges are at all times. If areas are filling with water assess safety and act accordingly – stay away until they have been drained and made safe. Never use still/stagnant water for any purpose. 	1	5	5	
12	Weather Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	4	4	16	<ul style="list-style-type: none"> Suitable clothing to be worn for the conditions. Drinking water to be available. Regular breaks to be scheduled as necessary. Be aware of the effects of sunstroke and hypothermia and look out for each other. 	2	4	8	
13	Hazardous Substances Damage to health through exposure to substances such as dust, asbestos	2	5	10	<ul style="list-style-type: none"> Request Asbestos survey information from client if available. All staff to be trained in the dangers of contact with asbestos or dust on site. If asbestos is identified on site, stop work in the area and inform the site director/PM/client immediately. Dust from running machines, wind-blown sand etc. to be monitored and assessed as necessary. Dust masks (FFP3 min standard) are available. 	1	5	5	
14	Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	3	4	12	<ul style="list-style-type: none"> Use Ear protection when the excavator is running. Ear plugs to be available. Noise assessments to be undertaken if there is excessive noise and appropriate measures taken. 	1	4	4	

Item no.	Significant Hazards & Hazardous Event	Risk before controls			Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
15	Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	2	4	8	<ul style="list-style-type: none"> Agreed and supervised visitors only allowed on site. Excavation areas to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing, signs etc.). Any footpaths to be fenced off and signs put up. Access kept closed during working hours. 	2	3	6	
16	Lone Working Risk of illness, accidents, assault while alone	3	5	15	<ul style="list-style-type: none"> ULAS SSOW:02 Lone Working to be followed. Ensure someone in the office knows where you are supposed to be, your contact details and when you should be back. Check in with Project Manager before you set out to site and arrange contact at suitable intervals. 	1	5	5	
17	Waste Management Damage to health through contact. Damage to the environment	2	3	6	<ul style="list-style-type: none"> Place all waste in appropriate waste containers. Do not litter. Remove all waste from site regularly. Report any fuel spills immediately. 	1	3	3	
18	Stress All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	2	4	8	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are. Staff can talk to manager or 1:1 supervisor if they are feeling unwell or ill at ease about things at work. Key staff trained in MHFA. All staff to be aware of and adhere to the Dignity at Work policy. Staff are advised on counselling services available at the University. 	1	4	4	

SITE SPECIFIC RISKS = please add any risks specific to your site (e.g. hostile farmers/landowners, animals, overgrown sites, derelict areas, weather)									

**** Where there are unacceptable risks you should first consider whether the procedure or activity can begin or continue**

Item no	Additional risk control measures needed <i>[guards, emergency stops, servicing, PPE, systems of work, training, supervision, access restrictions, emergency plan, cleaning etc.]</i>	Person responsible	Target date	Date completed

Where it would aid understanding, detail any relevant regulations, guidance or standards which informed your choice of control measure
HSE: HSG150 <i>Health and safety in construction</i>
HSE: INDG382 <i>Driving at Work</i>
HSG136 <i>A guide to workplace transport safety</i>
HSE: INDG225 <i>Preventing slips and trips at work</i>
HSE: INDG401 <i>Work at height Regulations</i>
HSE: INDG143 (rev4) <i>Getting to grips with Manual handling</i>
HSE: INDG258 <i>Safe work in confined spaces</i>
HSE: HSG47 <i>Avoiding danger from underground services</i>
HSE: GS6 <i>Avoidance of danger from overhead cables</i>
HSE: INDG229 <i>Using Work Equipment safely</i>
HSE: INGD174 <i>Personal protective equipment (PPE) at work A brief guide</i>
HSE: INDG362 <i>Noise at work: A brief guide to controlling the risks</i>

Assessment carried out by:	G. Speed	Assessment shared with:	All staff
Position:	Project Manager	Date written:	22/05/2026

Likelihood categories				
Rare	Unlikely	Possible	Likely	Almost Certain
This will probably never happen/recur.	Do not expect it to happen/recur but it is possible it may do so.	Might happen or recur occasionally.	Will probably happen/recur but is not a persisting issue.	Will undoubtedly happen/recur, possibly frequently.

Impact categories				
Insignificant	Minor	Moderate	Major	Severe
Minimal injury requiring no/minimal intervention or treatment. No time off work.	Minor injury or illness, requiring minor intervention (First Aid / GP). Requiring time off work for >3 days.	Moderate injury, incapacity/disability requiring medical / hospital intervention. Requiring time off work >7 days. RIDDOR reportable incident.	Major injury leading to long-term incapacity / disability. Requiring time of work for >14 days.	Incident leading to death. Multiple permanent injuries or irreversible health effects.

Risk Matrix [Likelihood x Impact]

Impact \ Likelihood	Rare [1]	Unlikely [2]	Possible [3]	Likely [4]	Almost Certain [5]
Severe [5]	5	10	15	20	25
Major [4]	4	8	12	16	20
Moderate [3]	3	6	9	12	15
Minor [2]	2	4	6	8	10
Insignificant [1]	1	2	3	4	5

Risk Level	Action and Time-Scale
Low	No further preventative action is necessary, but consideration should be given to more cost-effective solutions or improvements. Monitoring is required to ensure controls are maintained.
Medium	Efforts should be made to reduce the risk, but the costs of prevention should carefully measured and limited. Risk reduction measures should be implemented within 3 to 6 months, depending on the number of people exposed to the hazard.
High	If an extremely harmful situation may arise, even if unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be monitored closely until the risk has been significantly reduced, in a short period of time.
Critical	Work should not be started or continued until the risk level has been reduced. While the control measures selected should be cost-effective, legally there is an absolute duty to reduce risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not start.

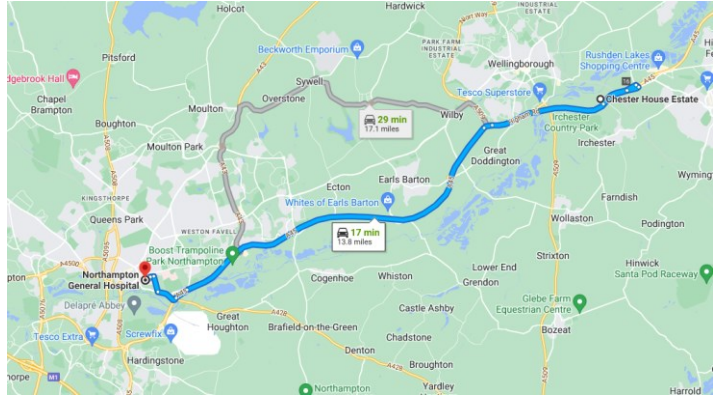
CONTACT DETAILS

Based on: ULAS_RA10_Excavation_ProForma	Date of Issue: 12/08/2022	Next Review by: 01/01/2026	Page 12 of 17
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Nearest A and E

Kettering Hospital Rothwell Rd, Kettering NN16 8UZ (22 mins)

Kettering General Hospital | Kettering General Hospital NHS (kgh.nhs.uk)

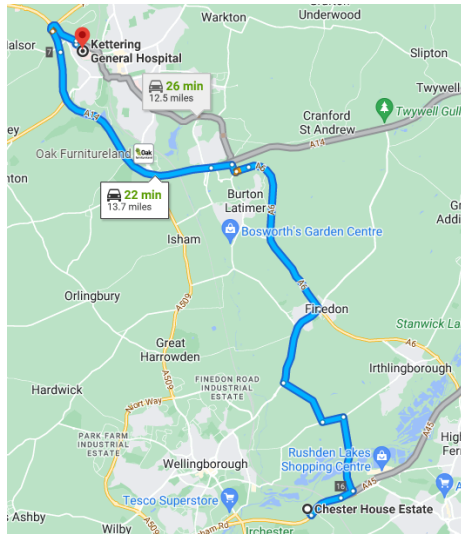


Nearest Hospital:

Northampton General Hospital, Cliftonville, Northampton NN1 5BD (17 mins)

[Contact Us \(northamptongeneral.nhs.uk\)](http://northamptongeneral.nhs.uk)

Or



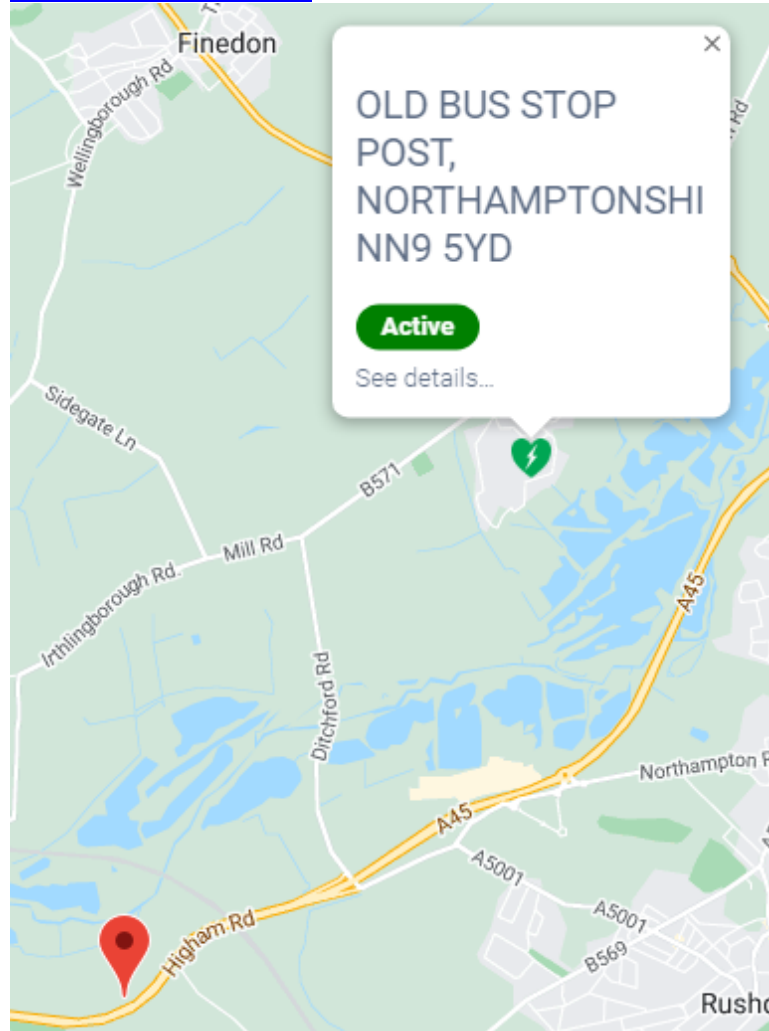
WHAT 3 WORDS/POSTCODE:

<https://what3words.com/housework.mashing.glides>

NN29 7EZ

Nearest Defibrillator

<https://www.defibfinder.uk>



Emergency Contacts		
Emergency	DIAL 999 If possible send someone to the nearest access point to direct them to site	
Local Police	Non-emergency number	101
NHS	Non-emergency number	111
National Gas Emergency Service	Gas emergency hotline	0800 111 999
Electricity:	Western Power (OH Cables) Emergency Number Central Networks Eastern Region Npower Yorkshire Electricity	105 or 0800 6783 105 0800 056 8090 0845 331 331 0800 375 675
Water	Severn Trent Water Emergencies and Leakline Anglian Water	0800 783 4444 0345 7145145
Environment Agency	Customer Services Line (8am to 6pm) 24 hour Emergency Hotline	03708 506 506 24 0800 807060
Telephone	BT Openreach	0800 917 2993
ULAS Main Office	Adam Thuraisingam	0116 2522848 (Office) 07881 260 927
ULAS Health & Safety Coordinators	Vicki Score Adam Clapton Claire LaCombe	Vicki.score@le.ac.uk 07793 018897 ac562@le.ac.uk 07876 660 967 cl368@le.ac.uk 07932 309 072
UoL Safety Services Team	Matt Taylor Safety Services Online	mjgt1@leicester.ac.uk 0116 2297770

Filename/Version	Amended/Checked by	Date	Notes
V1	Vicki Score	24/11/2021	Amended to UoL template
V2	Vicki Score	5/7/2022	Added Services details and Induction list
V3	Vicki Score	12/08/2022	Added new insurance details
V4	Vicki Score	15/09/2023	Added Point of work signing. New insurance details added
V5	Vicki Score	6/8/24	Review New insurance details added
V6	Vicki Score	24/09/2025	Review Insurance details changed