

### Oxford Archaeology's Health and Safety Policy Statement

Oxford Archaeology undertakes to safeguard, so far as is reasonably practicable, the health, safety and welfare of its staff and of others who may be affected by our work. This applies in particular to providing and maintaining suitable premises, ensuring the safety of all equipment supplied by the Company and providing all reasonable safeguards and precautions against accidents.

OA is fully familiar with and will comply with all current and relevant legislation, as set out in the OA Compliance Obligations Register, which can be found at:

<https://files.oxfordarchaeology.com/nextcloud/index.php/f/13893637>

The responsibilities of staff, employees and volunteers in maintaining high standards of health and safety are set out in the OA Health and Safety Policy, as are the arrangements in place to ensure safe systems of work.

The Health and Safety Policy of Oxford Archaeology is, so far as is reasonably practicable:

- to maintain a working environment for employees that is safe and without risks to health, and adequate as regards to facilities and arrangements for their welfare at work;
- to provide and maintain equipment and systems of work that are safe and minimise risk to health;
- to make arrangements for ensuring safety and minimal risk to health in connection with the use, handling, storage and transport of articles and substances;
- to provide such information, instruction, training and supervision as is considered necessary to ensure the health and safety of all staff, and to ensure that staff are competent to carry out their roles;
- to assess the risks involved in all activities and environments and to eliminate, or reduce those risks to the lowest practicable level, through appropriate control measures;
- to maintain a Legal Compliance Register, listing all of the legislation and other requirements relevant to the company's activities, and the way in which compliance with that legislation, and other requirements, will be ensured;
- to set annual Health and Safety objectives that are specific, measurable, achievable, realistic, and timely;
- to engage all employees in the processes of Health and Safety management by facilitating consultation and participation of staff and their representatives, and
- to continually improve the Health and Safety management system.

To achieve these core objectives, the full co-operation of (and between) all staff is essential. While at work they will be expected to act with reasonable care for themselves, other employees and the general public.

A copy of the OA Health and Safety Policy and any subsequent revision or amendment will be made available to all staff during their initial induction and through the company intranet. The signed master copy is kept by the Chief Executive Officer.

Health and Safety Policy Statement	Version Number 24.1	Issue Date: 15/12/21
OA COO	Page 1 of 2	Review date: Annually

The Officer under whom the safety function is placed in the company is:

**Dan Poore MCifA TechIOSH**

**Chief Operating Officer**

Oxford Archaeology

Janus House

Osney Mead

Oxford OX2 0ES

The policy will be reviewed regularly as activities develop.

Signed



**Ken Welsh MCifA**

**Chief Executive Officer**

6<sup>th</sup> December 2021

24th revision

October 2021

(Updated to version 24.1 December 2021)

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