

2 Introduction to Health and Safety Procedures

- A) Participants should be aware of the contents of WGCG Health and Safety Policy Document which is available on the website
- B) The following Health and Safety Procedure documents are available on the website for copying.

For leaders

Guidance to leaders (Document 3)

Risk assessment form (Document 4)

Site registration form (Document 5)

Accident and Incident report form (Document 8)

For participants:

Leaflet – Safety Guide for Work Parties (Document 6)

Leaflet – Safety Guide for Site Visits (Document 7)

Health Declaration for residential field trips Document 9

Leaders should check 3 at least two weeks before the visit; 4 and 5 must be completed for each occasion; 9 must be completed in case of accident or incident; Participants must be aware of the contents of 6 or 7, whichever is appropriate; 9 must be completed for residential field trips

C) Safety Protection

The level of safety equipment required depends on the level of risk at a particular site. The leader should advise participants in advance.

The following safety equipment may be required for some venues: (i) **safety helmets** (undamaged and less than five years old, the use of out-of-date helmets is entirely a responsibility of the user); (ii) **high-visibility jackets**; (iii) **Stout boots** preferably with reinforced toecaps and thick gripping soles are recommended for conservation work, visits to quarries and other venues involving rough or uneven terrain; (iv) **eye-protective spectacles or goggles** (when hammering or in the vicinity of others using tools and equipment).

Attention is drawn to the advice on use of safety equipment in the WGCG *Safety Guide for Site Visits* on the website.

The availability of suitable clothing – water and windproof coats and trousers, hats and gloves is advised at all times. In areas of rough/uneven terrain the use of a walking stick or pole is advised.

There will be specific safety protection requirements for visits to working and disused commercially owned quarries and these should be advised to participants in advance.