



# THE MILESTONE SOCIETY

## HEALTH AND SAFETY POLICY

The Milestone Society is committed to ensuring the health and safety of those engaged in or affected by its activities, including the Society's own members, members of the public and those organizations and individuals following its guidance.

### **Responsibilities**

As a registered charity (registered number 1105688), the Trustees of the Society:

- have the responsibility for governance of health and safety within the Society,
- have the responsibility for the periodic review of this Policy at intervals not exceeding five years.

The Executive Committee of the Society has the responsibility for:

- promoting the awareness of this Policy,
- implementation of this Policy.

Members of the Society have the responsibility for:

- following the requirements of this Policy,
- assessing the risks to themselves and to others in specific situations and locations,
- endeavouring to keep themselves and others safe whilst undertaking the Society's activities.

### **Activities**

The Society undertakes various activities in pursuit of its aims and objectives to identify, record, protect, preserve, research and publicise milestones and other wayside heritage, collectively called roadside heritage assets (RHAs), for the benefit of the public. These activities include but are not limited to:

- field work comprising surveying and maintenance of RHAs
- organizing meetings for members and others
- publication of guidance documents
- leading guided walks.

### **Field Work**

The searching for, location and recording of milestones and way-markers beside roads and waterways creates particular risks from traffic and from water. Practical work of conservation and restoration of RHAs creates hazards and risks to and from passing traffic, from manual handling, from the use of tools and from substances potentially hazardous to health.

As such, the Society requires that all work, without exception, within 5m of live traffic lanes shall be carried out in full compliance with the CDM 2015 Regulations and in accordance with the health & safety rules and guidance of the appropriate local, regional or national highways or canal authority: all work must be supervised by an appropriately



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knowledgeable, skilled and experienced person who may or may not be a member of the Society.

### **Meetings**

Organisers of meetings shall take reasonable action to ensure that:

- meeting venues are as free as practicable from obvious hazards,
- meeting attendees are made aware of any residual hazards,
- meeting attendees are made aware of emergency arrangements.

### **Guidance**

Guidance documents published on the Society's web pages shall include general guidance on health and safety procedures to be adopted during activities on roadside milestones and way-markers including generic risk assessments. Members and others following the Society's guidance while involved in and/or organising roadside surveying or maintenance activities are themselves individually responsible for undertaking appropriate training and for carrying out all necessary risk assessments and for adapting the health & safety requirements to specific situations and locations and for mitigating all identifiable risks.

### **Guided Walks**

Leaders of walks shall:

- assess the route for specific hazards and warn participants of those hazards,
- pay particular attention to traffic hazards and water hazards when leading walks by the roadside and waterways,
- be aware that participants may be less attentive to those hazards when they have stopped to look at milestones and way-markers,
- carry a mobile phone to summon emergency assistance.

Leaders of walks are not always expected to be first aid qualified or carry first aid equipment as that may not be a practical proposition but it may be a sensible precaution for the leader or his/her deputy to carry a basic first aid kit.

### **Insurance cover**

The insurance cover for the Society is limited to that of a voluntary archaeologist organisation and does not cover members for the consequences of accidents while travelling to/from or attendance at meetings, or actions or omissions by members undertaking physical work at the roadside.

Members are strongly advised therefore to check that their own individual or family motor and/or household insurance policies provide appropriate cover before undertaking activities that interface with the general public or are concerned with public property.