



UNIVERSITY OF
LEICESTER

Archaeological Services

Written Scheme of Investigation for Archaeological Excavation

Site: Burnmill Road, Market Harborough, Leicestershire

NGR: SP 73019 88637 `

Client: BDW Trading Ltd

Planning Authority: Harborough District Council

Planning Ref:

ULAS Job No: 20-371

Acc No/Site Code: XA12 2017

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University of Leicester
Archaeological Services
University Rd., Leicester, LE1 7RH
Tel: (0116) 2522848 Fax: (0116) 2522614

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Figure 2: Location of the proposed site. Plan provided by client. 4

Figure 3: Areas to be excavated outlined in red and contingency areas in yellow. Trenches are also visible and numbered.....6

Written scheme of investigation for Archaeological Excavation

1. Introduction

Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation (WSI) for a phase of archaeological excavation on land off Burnmill Road, Market Harborough, Leicestershire, SP73019 886307. (Figs 1-2) in accordance with National Planning Policy Framework (NPPF): Section 16 Conserving and Enhancing the Historic Environment (DCLG 2018) and will be submitted to the Planning Archaeologist for approval prior to any archaeological work taking place. The WSI is a variation of one submitted in 2019 needs to be submitted to discharge Condition 17 of planning permission 17/02020/FUL covers a 2nd Phase of works restarted after a period of several months due to a combination of weather and COVID-19.
- 1.2 The work has been commissioned by BDW Trading Ltd. and is informed by a Desk-based Assessment (Hunt and Score 2017), Geophysical Survey (Stratascan 2017), and a trial trench evaluation (Brown 2017). It will also be revised in light of any amendments to the proposed development which could affect archaeological remains, in consultation with the Planning Officer.
- 1.3 Archaeological excavation is an intrusive form of archaeological work which will record the deposits before development. The definition of archaeological excavation, taken from the Chartered Institute for Archaeologists Standards and Guidance: for Archaeological Excavations (2014a) is a programme of archaeological recording within a research framework to record, as appropriate, archaeological features, structures, deposits, artefacts or ecofacts within a specified area.

2. Background

Context of the Project

- 2.1 The application area covers an area of c.6.5 hectares comprising two arable fields located north of a farm trackway that runs from Burnmill Road to the east to a farm at the end of the track bordering the site to the west. It lies on a ridge north of Market Harborough. (Figs 1-2). The proposed site development plan is for approximately 128 residential units as well as associated infrastructure and roads.
- 2.2 Previous archaeological survey and evaluations have identified archaeological remains across the site suggesting phases of mid-late Iron Age activity to the west running to late Iron Age/early Roman in the middle of the site and north-east and later Romano-British activity to the south-east. **Work in 2019-Feb 2020 excavated a large area of the site to the west. Following a prolonged period of rain, it was decided to suspend the rest of the site work until weather conditions improved. In March 2020 the UK went into lockdown with the spread of COVID-19 and the return to site was delayed until July 2020.**

Topography and Geology

- 2.4 The application area lies on a fairly prominent ridgeline (120m aOD) to the north of the town running approximately east to west. It is currently arable fields bounded in the south by the farm trackway and a modern housing estate, in the west by farm

buildings, in the east by Burnmill Road and to the north by a line of trees and hedging. Beyond this line of trees the land slopes downwards towards the Grand Union Canal. The land of both fields slightly undulates and slopes towards the hedgeline that separates the two fields. Overhead pylons run along the access road to the south of the site.

- 2.5 The Ordnance Survey Geological Survey of Great Britain indicates that the underlying geology of the site is likely to consist of mid Pleistocene Till overlying Whitby Mudstone Formation.

Historical and Archaeological Background

- 2.6 The archaeological desk-based assessment (Hunt and Score 2017) notes that there are several known archaeological sites containing Iron Age and Roman settlement close to the proposed development. A large number of archaeological investigations have been undertaken in the area recently including large scale archaeological investigation on the prehistoric and Roman site at Airfield Farm to the west and recent excavations on an Iron Age and Roman settlement site at Waterfield Place to the east as well as desk-based assessments on several of the surrounding areas.
- 2.7 The assessment area lies in an area that was once within the rural hinterland of the town. Although the site itself has no obvious agricultural earthworks there is ridge and furrow surrounding it, suggesting it was once part of the medieval fields surrounding the village. The map evidence suggest that the site was fields on the outskirts of the settlements of Market Harborough and Great Bowden during the medieval period and has remained agricultural in nature since then.
- 2.8 A geophysical survey (Stratoscan 2017) found extensive anomalies indicative of Iron Age/Roman settlement across the site – particularly in the east of the site, possibly related to other sites along the ridge. Evidence of later prehistoric or Romano-British settlement activity has been revealed, comprising a series of adjoining enclosures, indicative of a ladder settlement, along with larger enclosures, boundary ditches and pits.
- 2.9 Trial Trenching in 2017 confirmed the anomalies on the geophysical survey as archaeological features revealing areas of prehistoric and Romano-British settlement activity. The area of settlement comprises a series of adjoining enclosures, along with larger enclosures, boundary ditches and pits. Pottery from the west of the development area (Area 1) consisted of abraded fragments of Iron Age pottery of mid-late date but the majority of the ceramic remains suggest an occupation period of 1st -3rd centuries with the majority of finds from the late 1st and 2nd centuries in the east of the area.
- 2.10 Samples from five of the features reveal evidence of grain processing so it is likely that the grain was grown in the area and used for bread and/or beer making, but only in Area 2.
- 2.11 the dating evidence provided by the pottery indicate early to mid Iron Age use of the western field for occupation (or, more likely animal husbandry, given the high percentage in recovered bone of cattle bone). Moving west across the development site, the evidence suggests early-mid Roman settlement activity with a roughly north-south enclosure ditch curving round to the east delineating the settlement. Some pottery of a

later 3rd century date indicates later Roman occupation in the south-eastern corner of the area.

- 2.12 This previous work has identified that significant buried remains could be affected by the proposed development and preservation by record of the archaeological deposits is therefore required.



Figure 1. Site Location

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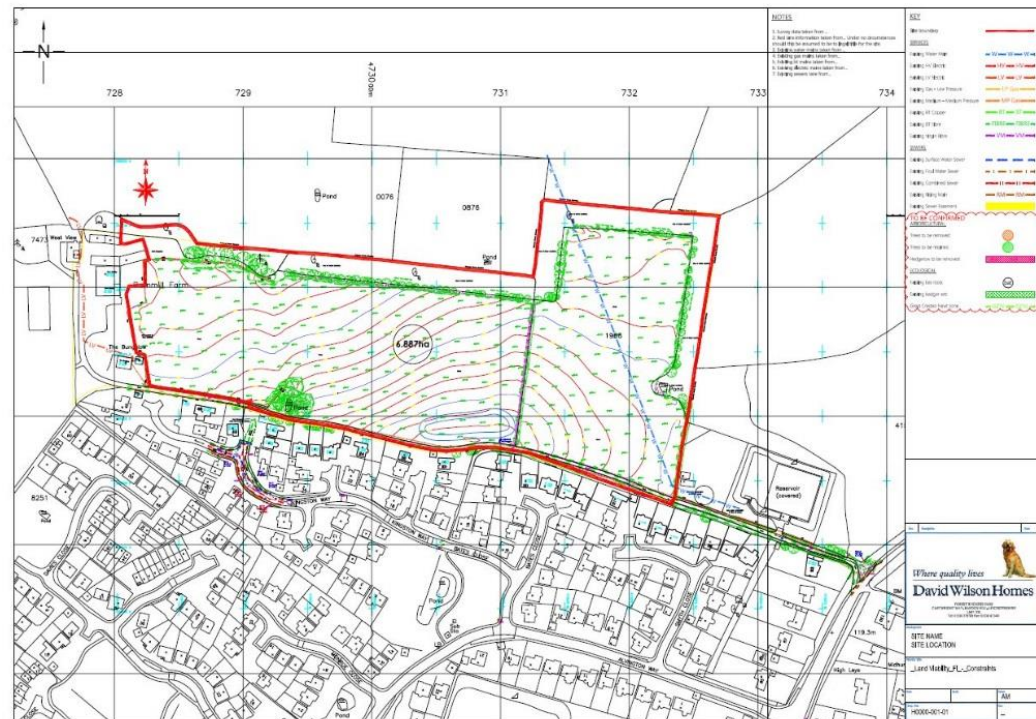


Figure 2: Location of the proposed site. Plan provided by client.

3. Aims and Objectives

- 3.1 The main aim of the investigation is to provide evidence to understand the nature, date, function, and character of the archaeological remains at the site in their cultural and environmental setting and to preserve it by record.
- 3.2 The objectives of the excavation are:
- To identify the presence/absence of any archaeological deposits and provide evidence of the nature and extent of surviving archaeological remains on the site.
 - To characterise the extent, date range, character, condition and significance of any archaeological deposits to be affected by the proposed ground works.
 - To excavate and record significant archaeological deposits whose future integrity may be compromised by groundworks associated with the proposed construction works.
 - To advance understanding of the heritage assets
 - To produce an archive and report of any results.

Research Objectives

- 3.3 The previous evaluation suggested evidence for settlement dating from the Iron Age to Roman in the form of enclosures, ring ditches, ditches, gullies and pits with pottery dating from the mid to late Iron Age to the late Roman period. On this basis it is possible to determine some initial objectives identified within *The Archaeology of the East Midlands: An Archaeological Resource Assessment and Research Agenda*,

Leicester Archaeology Monograph 13, (ed. Cooper 2006) and *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (ed. Knight et al 2012).

- 3.4 Excavations may contribute to knowledge on rural settlement, landscape and society. Information on the sequence and chronology of boundaries and their relationship to settlements may be recovered and palaeoenvironmental evidence could provide information on agricultural practices and land use. Artefacts can provide evidence for evidence for craft industry and exchange across broad landscape areas.
- 3.5 The excavation results have potential to contribute to knowledge on Iron Age – Roman transitions in rural settlement, landscape and society. Specific research questions arising from the results of the evaluation include:
- How are the nucleated settlements related to one another and to other settlements of the period? In particular, is there evidence for a developing settlement hierarchy? [Iron Age: 4.5.2];
 - Can we shed further light upon the development of field and boundary systems? [Iron Age: 4.6.1];
 - How may agricultural changes have impacted upon settlement patterns? Can the relationship between sedentary and mobile economies be clarified, and how did this vary spatially and over time? [Iron Age: 4.8.3];
 - How did field and boundary systems relate to earlier systems of land allotment, and how did these boundary networks develop over time? [Roman: 5.4.4];
 - Can we elucidate further the daily life of settlements and their role in the processing and marketing of agricultural products? [Roman: 5.4.6].
 - To what extent may communication routes have been influenced by Late Iron Age settlement patterns and routes of movement? [Roman: 5.7.3]
 - How may roads and waterways have impacted upon established communities and how may roads have influenced urban morphology? [Roman: 5.7.4]
- 3.6 These research aims have been identified based on the current state of knowledge within the area of the scheme. The research aims will be re-assessed and updated during the course of the fieldwork.

4. Constraints

- 4.1 The client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the archaeological works commence. There is a known water sewer across the site which will need to be avoided.

4.2 This site will operate under COVID-19 Social distancing measures.

5. Methodology

- 5.1 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) Standard and Guidance for Archaeological Excavation (2014b) and adhere to their Code of Conduct (2014a).

- 5.2 The accession number obtained from Leicestershire County Council Museum Service and used for the evaluations XA129.2017 will be used to identify all records and artefacts.
- 5.3 This WSI is for archaeological excavation to be undertaken within specified areas. These areas comprise the required core area of mitigation. The precise excavation boundaries will vary based upon the results of the soil stripping, within or exceeding the identified mitigation area. The red areas shown on Fig. 3 represent the minimum stripped extent and the yellow areas are a contingency reserve and comprise the following:
- **Area 1: Mid- Late Iron Age features**
This area contains a series of semicircular and D-shaped enclosures which contained mainly animal bone with little pottery and suggests an area devoted to animal husbandry as there was little settlement evidence.
 - **Area 2: Late Iron Age – Late Roman**
This area contained a possible Roman ladder settlement towards the north east of the site with pottery of a late Iron Age/early roman date. The south east of Area 2 produced later pottery including pieces of mortaria and substantial pieces of cooking pottery indicative of nearby settlement of a late Roman date, possibly extending into the adjacent field to the east, outside the development area.

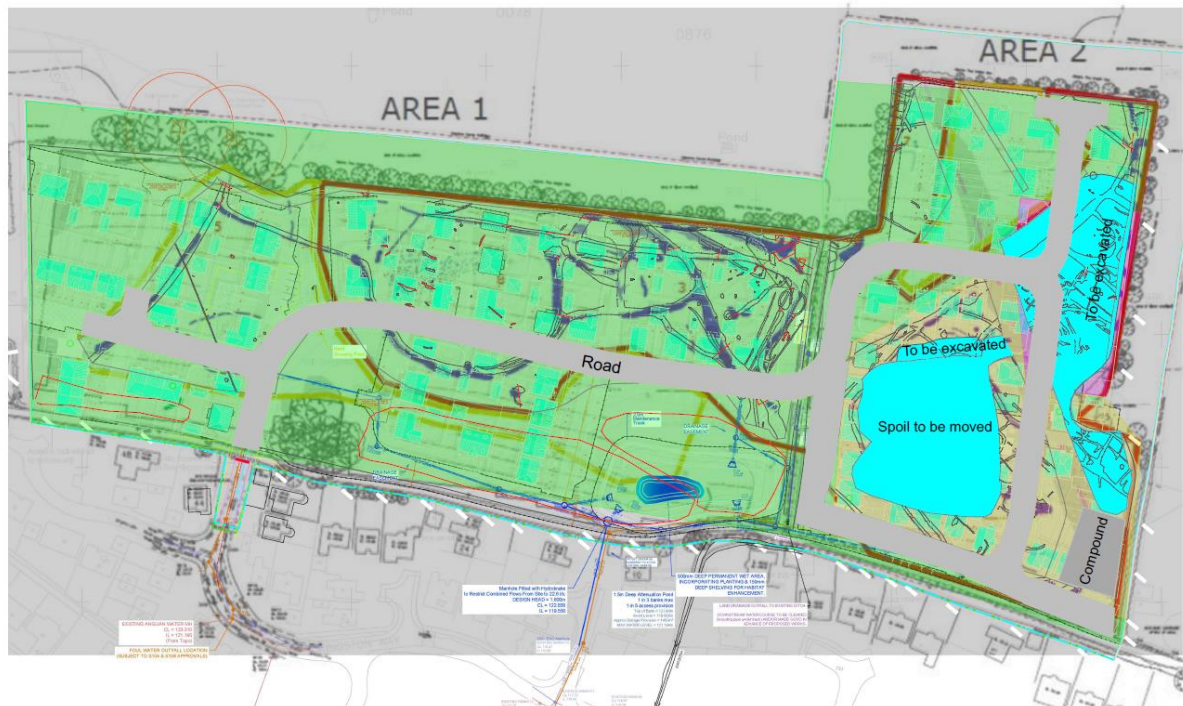


Figure 3: Areas left to be excavated shown in Cyan. Grey lines represents the road network that needs to go in as the 1st Phase once the archaeology is cleared.

- 5.5 Excavation areas will be set out on OS National Grid (NGR) co-ordinates using an appropriate methodology (e.g. DGPS). The position and size of excavation areas may be adjusted on site to account for constraints.
- 5.6 The project will involve an initial phase of machine stripping of the overburden across the area outlined in red on Fig. 3, supervised by an experienced professional archaeologist (Approximately 3.5ha). Following the stripping and initial characterisation of the contingency area, a decision will be made on how much of the contingency area required (Fig. 3 yellow outline), following a monitoring meeting and discussions with the planning archaeologist. Where archaeological remains terminate or otherwise cease to be present excavation may be terminated once a 10m buffer zone absent of deposits is established.
- 5.7 The machine stripping will be to the top of any archaeological deposits revealed or the top of the natural substratum.
- 5.8 A programme of excavation and recording will then be undertaken. Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated.
- 5.9 Any archaeological deposits encountered will be recorded in plan and excavated using standard ULAS procedures. Particular emphasis will be placed upon retrieving a stratigraphic sequence and upon obtaining details of the phasing of the site. Sufficient proportions of any archaeological features or deposits will be hand excavated in order to provide the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. The sample strategy is expected to incorporate the following:

Discrete archaeological features (e.g. postholes, slots, pits)	50% of will be excavated unless their common / repetitious nature suggests they are unlikely to yield significant new information.
Linear features (boundary features, ditches, trackways, pathways etc)	10% although work will only be undertaken as necessary to advance the understanding of the significance of the asset. In areas outside the main foci of interest, where the nature and significance of remains is understood, the sampling rate may be reduced. All excavation slots will be at least 1m wide and will include intersections and terminals A flexible approach will be adopted to the location of excavation samples e.g. areas with higher artefact or ecofact content may be targeted.
Bulk horizontal deposits	10% after which a decision may be taken to remove the remainder with machinery. Priority will be attached to features which yield sealed assemblages which can be related to the chronological sequence of the site.
Stone structures or other buildings	These will be excavated in sufficient detail to establish their construction sequence and sequence of repairs or extensions. All stratigraphic associations will be recorded.

Funerary/ritual activity and domestic/industrial deposits including potential ovens and hearths	Fully excavated and sampled for analysis. Furnaces or kilns are not anticipated but should these be encountered they will be left in situ until a strategy for their excavation has been developed.
Tree throw holes/ possible natural or geological features	A sample will be excavated sufficient to establish the nature of the features.

- 5.10 The ULAS recording manual will be used as a guide for all recording. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.
- 5.11 A site plan based will be prepared showing the location of the areas examined in relationship to the overall investigation area and OS grid. All principal contexts will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using GPS) and drawn sections (scale 1:10 or 1:20 as appropriate).
- 5.12 The relative height of all principal strata and features will be recorded.
- 5.13 A photographic record of the investigations will be prepared, illustrating in both detail and general context the principal features and finds discovered and their location and context. The primary photographic record will be by digital camera, although 35mm Black and White photographs will be taken if required and as appropriate. The photographic record will also include overall site and working shot' to illustrate more generally the nature of the archaeological operation mounted.
- 5.14 This record will be compiled and checked during the course of the excavations.

Contingency Provisions

- 5.15 In the event of potentially significant archaeological deposits being found for which the resources allocated are not sufficient or which are of sufficient significance to merit an alternative approach the archaeologist will inform the developer and the planning authority in order for detailed discussion between all relevant parties to take place.
- 5.16 Where design modification is not practically possible the client / developer must allow sufficient time and financial resources for the full excavation, conservation and curation of the archaeological resource before development continues.

Monitoring

- 5.17 Notification of the start of the site works will be made to the Planning Archaeologist prior to commencement of the recording work in order that monitoring arrangements can be made.
- 5.18 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning Authority and the Client, if required. Monitoring points are expected to be as follows

- Following machine stripping of the minimum (red) area of the site to determine if further stripping is required
 - Following further stripping of the contingency (yellow) area to agree the extent of the area for excavations
 - Regular site visits to sign off any completed areas and discuss strategies and percentages of excavation
 - A final site visit to sign off the excavations as satisfactory.
- 5.19 Unlimited access to monitor the project will be available to the Client and his representatives, the planning authority, the Planning Archaeologist subject to the health and safety requirements of the site.

6. Finds

- 6.1 All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with CifA Guidelines for Finds Work (2014).
- 6.2 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Archaeological Advisor.
- 6.3 All objects or remains of archaeological interest, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client other than articles subject to the Treasure Act, shall be deemed to be the property of ULAS provided that ULAS after due examination shall transfer ownership of all Archaeological Discoveries unconditionally to the appropriate authority for storage in perpetuity.

Treasure

- 6.4 In the event of discovery of artefacts that might constitute Treasure under the definition of The Treasure Act 1996 and its revisions (Treasure (Designation) Order 2002), these will be excavated and removed to a safe place. The client, the Planning Archaeologist, the Coroner and the Finds Liaison Officer (FLO) will be informed immediately. A treasure receipt will be completed and submitted to the Coroner's Office and the FLO within 14 days. Notwithstanding any to the contrary contained in the Treasure Act and its revisions or the Code of Practice, the value of any artefacts which constitute Treasure shall belong solely to and be paid to the landowner. All articles subject to the Treasure Act which are disclaimed shall belong solely to the landowner.

Human Remains

- 6.5 If human remains are encountered they will be left in situ. ULAS will inform the client and the Planning Archaeologist immediately. If excavation of human remains is required ULAS will obtain a Ministry of Justice Licence (Section 25 of the Burial Act 1857). All excavation and post-excavation will also be in accordance with the standards set out in CifA Technical Paper 13: Excavation and Post-excavation Treatment of Cremated and Inhumed Remains (McKinley and Roberts1993). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice License.

7. Environmental Samples

- 7.1 All environmental work will be undertaken in accordance with English Heritage guidelines (*Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. Centre for Archaeology Guidelines 2011).
- 7.2 If features are appropriate for environmental sampling a strategy and methodology will be developed on site following advice from ULAS's Environmental Specialist. Preparation, taking, processing and assessment of environmental samples will be in accordance with current best practice. The sampling strategy is likely to include the following:
- A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well-sealed and with little intrusive or residual material.
 - Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
 - Spot samples will be taken where concentrations of environmental remains are located.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
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 -
- 7.3 All collected samples will be labelled with context and sequential sample numbers.
- 7.4 Appropriate contexts (i.e. datable) will be bulk sampled (50 litres or the whole context depending on size) for the recovery of carbonised plant remains and insects.
- 7.5 Recovery of small animal bones, bird bone and large molluscs will normally be achieved through processing other bulk samples or 50 litre samples may be taken specifically to sample particularly rich deposits.
- 7.6 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue >0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of >0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.
- 7.7 Where evidence of industrial processes are present (e.g. indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g. hammer scale).

Scientific Dating

- 7.8 Due care will be taken to identify deposits and structures which may have potential for scientific dating. Suitable samples for radiocarbon dating will be subsampled from the processed and identified plant remains in the bulk samples and monolith sample (if taken) as deemed appropriate. Consideration will also be given to the use of Dendrochronology, Archaeomagnetic dating, Thermoluminescence and Optical Luminescence Dating (TL and OSL). Specialists will be consulted in this regard and where deemed appropriate to provide advice and where necessary supervise sampling, take readings and undertake post-excavation reporting.

8. Timetable and Personnel

- 8.1 The excavation is currently scheduled for late summer 2019, TBC.
- 8.2 This project will be under the management of Vicki Score MCifA, Deputy Director, ULAS. The Project Manager will direct the overall conduct of the excavation as required during the period of fieldwork. Day to day responsibility will rest with the Site Supervisor who will be on-site throughout the project.
- 8.3 The site supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.
- 8.4 ULAS uses in-house specialists for the majority of post-excavation work as follows

Environmental analysis and reporting:	Rachel Small BSc Adam Santer
Lithics:	Lynden Cooper BA, MifA
Prehistoric and Roman Pottery:	Nicholas Cooper BSc, Dip post-ex, FSA, MifA Elizabeth Johnson BSc MA (Roman pottery) member SGRP
Post-Roman Pottery:	Deborah Sawday BA, PGCE (Post Roman pottery) member MPRG
Animal bone	Jennifer Browning BA, MA, MifA (Animal Bone) Rachel Small BSc
Human bone	Jennifer Browning BA, MA, MifA Rachel Small BSc
Small Finds	Nicholas Cooper BSc, Dip post-ex, FSA, MifA
Wood/Geoarchaeology	Matthew Beamish, BA, Man MiFA

9. Post Excavation Analysis and Reporting

- 9.1 Following completion of fieldwork, all artefacts and samples will be processed, assessed, conserved and packaged in accordance with CifA 2014 and ULAS procedures and the relevant Museums guidelines for transferring archaeological archives (Leicestershire County Council 2014).
- 9.2 Unless otherwise agreed a post-excavation assessment will be undertaken in accordance with the specification given in Appendices 4 and 5 of Management of

Archaeological Projects 2 (English Heritage 1991) and Management of Research Projects in the Historic Environment (MoRPHE): Project Managers' Guide (EH 2006).

- 9.3 Should the post-excavation assessment identify the potential for further analysis, an updated project design will be prepared for agreement by the Planning Authority prior to the commencement of the detailed analysis and reporting.
- 9.4 The final report will take into account the scale of the project, the overall importance of the site and its status within local and regional research strategies. The report will include consideration of:
- The aims and methods adopted in the course of the excavation.
 - The nature, location and extent of any structural, artefactual and environmental material uncovered.
 - The anticipated degree of survival of archaeological deposits.
 - The anticipated archaeological impact of the current proposals.
 - Appropriate illustrative material including maps, plans, sections, drawings and photographs.
 - Summary.
 - A summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
 - A quantitative and qualitative assessment of the potential of the archive for further analysis leading to full publication, following guidelines laid down in Management of Archaeological Projects (English Heritage).
- 9.5 A draft digital version of the report will be provided for the client and the Local Planning Authority for approval. Once approved it will be deposited with the Historic Environment Record on the understanding that it will become a public document after an appropriate period of time.
- 9.6 An, indexed, site archive will be prepared and deposited with the agreed museum in accordance with Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation (Archaeological Archives Forum 2007) and the relevant museum guidelines (LCC, LMARS 2014).

Publication and dissemination of results

- 9.7 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.
- 9.8 Arrangements will be made for an appropriate level of academic publication of the results of the excavations. A summary report will be published in the local journal where available. Where wider dissemination is appropriate and the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication in relevant academic journals.
- 9.9 ULAS supports the Online Access to the Index of Archaeological Investigations (OASIS) project. An online OASIS form will be completed detailing the results of the project. Once a report has become a public document following its incorporation into the HER it will be uploaded onto the web-site.

10. Public Engagement and Publicity

- 10.1 This project is likely to afford opportunities for public engagement and participation during the course of the fieldwork. ULAS will provide resources for approved visitors to visit the site as appropriate and will look at other opportunities for public involvement. The results will be made publicly available on the ADS websites in due course and following the excavations ULAS will organise talks for local interested communities.
- 10.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

11. Health and Safety

- 11.1 All work will be conducted in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, University of Leicester Statement Of Safety Policy Health and Safety and Environmental policies as well as any Principal Contractor's policies or procedures. A site specific Risk Assessment and Method Statement will be formulated prior to commencement of fieldwork (Appendix 1). This will be monitored on site and updated as necessary.
- 11.2 The safety of ULAS staff will take priority over the desire to record archaeological deposits.

12. Insurance

- 12.1 All ULAS work is covered by the University of Leicester's Public Liability, Professional Indemnity and Employers Liability Insurance as documented in the RAMS.

13. Quality Assurance

- 13.1 ULAS is a Registered Organisation (RO) with the Chartered Institute for Archaeologists and endorses the Code of Conduct (CIfA 2014) and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (CIfA 2014). All ULAS Project Managers hold either full Member or Associate status within the CIfA and all ULAS Projects are overseen by the Project Manager who is responsible for the quality of the project.

14. Staff Training and CPD

- 14.1 All ULAS staff are subject to University of Leicester's Personal Development Discussion (PDD) strategy which reviews personal performance, identifies targets and areas for improvement and identified the need for appropriate. All members of staff are required to maintain a Personal Development Plan and log.

15. Bibliography

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Appendix 1: Archaeological excavation method statement & risk assessment

Site Name	Job No	PM	Contact
Burnmill Road, Market Harborough	20-371	Vicki score	0116 252 2848
Site Director	Site Contacts	Team (Nos)	
Roger Kipling	TBA	TBC	

SITE WORKS & METHOD STATEMENT

Excavation Areas are to be machine excavated as detailed in the specification to look at archaeological deposits

Excavation Method Statement

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

All staff will be inducted by the site director prior to starting work on site (Annex 3).

Services: A CAT Scanner may be used in both POWER and RADIO mode to scan trench lines 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.

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. Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored.

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.

Excavation:

Excavation will be conducted as per the methodology detailed in the WSI. Machining will be conducted using ULAS SSOW1. Excavation of trenches will be undertaken according to ULAS SSOW3 (Annex 1).

Any lone working on site will be undertaken according to ULAS SSOW2 (Annex 1).

A first aid kit and a site phone will be available on site at all times. At least one member of staff will have first aid training.

Equipment

A mechanical excavator will be used for the excavation. The site director will ensure that the appropriate certification is carried.

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.

Personnel

The site director will be responsible for the day to day running of the site. Specialists and visitors may be invited to visit the site during fieldwork. It is expected to hire plant and operators from a reputable local company.

All personnel are experienced in working with plant and in the excavation of trenches. 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 7 hours a day between 8am and 6pm Monday to Friday.

Monitoring and communications

ULAS management and site staff details are as above.

Work will be monitored internally by the ULAS Project Manager and/or Health & Safety Co-ordinators.

ULAS method statements are prepared following standard guidelines and after consultation with the University Safety Services Department. Communication of the contents of the method statement to site staff is the responsibility of the Site Director. The risk assessment will be updated weekly or when conditions change.

Accident Reporting

All accidents will be logged using ULAS accident forms and report to the ULAS Main Office (0116 252 2848) and if necessary to the University of Leicester Safety Services Dept (Annex 2).

INSURANCE DETAILS

Station Square
One Gloucester Street
Swindon
SN1 1GW

Telephone 01793 468049

Email ukpublicsector@ajg.com
www.ajginternational.com/gh

30th July 2019

Our Ref: 11017548

TO WHOM IT MAY CONCERN

University of Leicester

We act as Insurance Brokers and Consultants to University of Leicester and hereby certify that the following described insurance is in force at this date.

Type of Insurance:	EMPLOYERS LIABILITY
Limit of Indemnity:	£10,000,000 any one occurrence
Insurers:	MS Amlin Insurance SE (UK Branch)
Policy Number:	9397511
Period of Insurance	1 st August 2019 to 31 st July 2020

This Letter is provided for you as a matter of information only. The issuing of this document does not make the person or organisation to which it has been issued an additional Insured, nor does it modify in any manner the Contracts of Insurance between the Insured and Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsements attached thereto.

Should the above-mentioned Contract of Insurance be cancelled, assigned or changed during the above policy period in such a manner as to affect this document, no obligation to inform the holder of the Document is required by Arthur J. Gallagher (UK).

If you have any further queries regarding our client's insurance cover, please do not hesitate to contact the undersigned.

Yours sincerely

Timothy Phillips
Client Advisor

Arthur J. Gallagher (UK) is a trading name of Heath Lambert Limited, which is authorised and regulated by the Financial Conduct Authority. Registered Office: The Walbrook Building, 25 Walbrook, London, EC4N 8AW. Registered No 1199129 England and Wales



24th July 2019

TO WHOM IT MAY CONCERN

We, the undersigned Insurance Brokers, hereby certify that the following described insurance:

VERIFICATION OF INSURANCE

Unique Market Reference:	B1262 FI0675319
Type:	Errors and Omissions
Insured:	University of Leicester and/or subsidiaries
Period:	From: 1 st August 2019 To: 31 st July 2020 Both days inclusive at Local Standard Time.
Interest:	This Policy will indemnify/Cover the insured in respect of their Legal Liabilities arising out of the Insured's activities and as more fully disclosed within the Policy Wording.
Limit of Indemnity:	GBP 10,000,000 Any One Claim and GBP 10,000,000 in the Aggregate, including costs and expenses
Excess:	GBP 10,000 Each and Every Claim, other than United States of America Jurisdiction where USD 25,000 each and every Claim shall apply
Underwriter:	100.0000% Newline Syndicate 1218

This document is for information only and does not make the person or organisation to whom it is issued an additional Insured, nor does it modify in any manner the Contract of Insurance between the Insured and the Insurers. Any amendment, change or extension to such Contract can only be affected by specific endorsement attached thereto.

Should the above mentioned Contract of Insurance be cancelled, assigned or changed during the above policy period in such manners as to affect this document, no obligation to inform the holder of this document is accepted by the undersigned or by the Insurers. The information provided is correct at the date of signature.

Authorised Signatory
Arthur J Gallagher



Station Square
One Gloucester Street
Swindon
SN1 1GW

Telephone 01793 468049

Email ukpublicsector@ajg.com
www.ajginternational.com/gh

6th August 2019

Our Ref: 11017548

TO WHOM IT MAY CONCERN

University of Leicester

We act as Insurance Brokers and Consultants to University of Leicester and hereby certify that the following described insurance is in force at this date.

Type of Insurance:	HIRED-IN PLANT
Limit of Liability:	£500,000
Insurers:	Aviva Insurance Limited
Policy Number:	100691481CCI
Period of Insurance	1 st August 2019 to 31 st July 2020

This Letter is provided for you as a matter of information only. The issuing of this document does not make the person or organisation to which it has been issued an additional Insured, nor does it modify in any manner the Contracts of Insurance between the Insured and Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsements attached thereto.

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One Gloucester Street
Swindon
SN1 1GW

Telephone 01793 468049

Email ukpublicsector@ajg.com
www.ajginternational.com/gh

30th July 2019

Our Ref: 11017548

TO WHOM IT MAY CONCERN

University of Leicester

We act as Insurance Brokers and Consultants to University of Leicester and hereby certify that the following described insurance is in force at this date.

Type of Insurance:	PUBLIC & PRODUCTS LIABILITY
Sums Insured:	£10,000,000 any one claim / in the aggregate for Products Liability
Insurers:	MS Amlin Insurance SE (UK Branch)
Policy Number:	9397511
Period of Insurance	1 st August 2019 to 31 st July 2020

This Letter is provided for you as a matter of information only. The issuing of this document does not make the person or organisation to which it has been issued an additional Insured, nor does it modify in any manner the Contracts of Insurance between the Insured and Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsements attached thereto.

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EMERGENCY NOS

IN AN EMERGENCY DIAL 999

Local Police - 101

NHS Advice – 111

Gas: Gas Emergency Contact Number: **0800 111 999**

Electricity:

- Central Networks Eastern Region: 0800 056 8090
- Npower: 0845 331 331
- Yorkshire Electricity DL: 0800 375 675

Water

- Severn Trent Water
Water services and emergencies (including Leakline): 0800 783 4444
- Anglian Water: 0345 145145

RISK ASSESSMENT

Possible Outcomes based on levels of Estimated Risks

	Likely	Probable	Possible	Remote	Improbable
Fatal	Intolerable	Intolerable	Substantial	Substantial	Significant to Moderate
Major Injury/ Permanent Disability	Intolerable	Substantial	Significant	Moderate to Acceptable	Acceptable
Minor Injury	Moderate	Moderate	Acceptable	Trivial	Trivial
No injury					

Risk Levels/Actions

RISK LEVEL	ACTION AND TIME-SCALE
TRIVIAL	No action is required to deal with trivial risks, and no documentary records need to be kept
ACCEPTABLE	No further preventive action is necessary, but consideration should be given to more cost-effective solutions, or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
SIGNIFICANT	If an extremely harmful situation may arise, even if highly unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be closely monitored until the risk has been significantly reduced. This reduction in risk should be achieved within a short time period.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves critical work in progress, the problem should be remedied as soon as reasonably practicable but within one to three months, depending on the number of people exposed to the hazard.
INTOLERABLE	Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not be begun, or must remain prohibited.

Derived from BS8800

Likely – Occurs repeatedly/to be expected; **Probable** – will occur several times/not surprising; **Possible** – could occur sometimes; **Remote** – unlikely though conceivable; **Improbable** – freak event, so unlikely that probability is close

Site Name: Burnmill Road, Market Harborough Activity: Strip, plan and sample excavation		Completed by: Claire Brown Date: 13/07/2020	
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
<i>Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss</i>	<i>Likelihood x Severity = Risk</i>	<i>A short summary of the control measure and standards/guidance.</i>	<i>Likelihood x Severity = Risk</i>
Site Access/Egress Entering/Leaving site and parking vehicles	Substantial	1. Only use designated access onto site. 2. Only park in designated areas on site parking facilities. 3. Hi Vis clothing to be worn. Roads only to be crossed at safe locations. 4. Be aware of obvious hazards and take care when entering/exiting gateways.	Moderate
Driving Tiredness driving to and from site	Substantial	1. Have 2 drivers where possible. 2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	Moderate
Existing Services Contact with service - electrocution, fire, explosion Damage to service	Substantial	1. All services to be located before excavation using plans and CAT scanner 2. Move trenches to avoid services where known. 3. Be aware of changes in the soil that may indicate services	Moderate
Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	Moderate	1. Agreed and supervised visitors only allowed on site. 2. Trenched area to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing etc.)	Acceptable
Excavations Deep/unstable trenches - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	Substantial	1. All trenches regardless of depth will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. 2. All sections to be checked every day by supervisor and after bad weather for potential problems. 3. Backfilling to be done as soon as possible. 4. Fencing and warning signs to be used as required 5. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Spoil Unmanaged spoil heaps - collapse or falling into trenches	Significant	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Plant & Machinery Collisions with plant, persons Contact with moving parts Over turning of machines	Substantial	1. Use certificated personnel for machine operations. 2. A competent banksman to be used during excavations. 3. ULAS SSOW 01: <i>Working with plant</i> to be followed	Moderate
Hand Tools Incorrect Use, Strains and muscle injuries	Significant	1. All tools to be used correctly and broken tools replaced. 2. Store tools carefully when not in use.	Acceptable
Slips, Trips & Falls Untidy site Hidden obstacles	Moderate	1. Visual awareness on site 2. Site to be kept tidy – particularly around trenches 3. Agreed access to trenches to be used 4. Suitable PPE	Acceptable
Manual Handling Musculoskeletal injuries Falling/tripping Trapping toes/fingers	Substantial	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting. 3. Be aware of heavy loads when shovelling 4. ULAS Manual Handling Assessment 1 to be followed	Acceptable
Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	Substantial	1. Use Ear protection when ever the excavator is running. 2. Ear plugs to be available at all times .	Moderate

Infection & Disease From contact with soil, water etc. and minor cuts and scrapes.	Significant	1. Adequate washing and toilet facilities available. 2. First aid kit and first aider on site 3. PPE available if needed	Acceptable
Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, infection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess safety and act accordingly - fence, backfill if necessary 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	Acceptable
Weather Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	Moderate	1. Suitable clothing to be worn for conditions. 2. PPE available if required. 3. Drinking water to be available 4. Personnel to be aware of tetanus, leptospirosis etc.	Acceptable
Human / Animal Remains Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	Substantial	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any animal remains 4. Be aware of Leptospirosis	Acceptable
Waste Management Damage to health through contact Damage to the environment	Acceptable	1. Place all waste in appropriate waste containers. Do not litter.	Acceptable
Lone Working Risk of illness, accidents, assault	Substantial	1. No Lone working on site unless approved 2. ULAS SSOW:02 Lone working to be followed 3. Mobile phones to be carried & buddy system to be set up.	Acceptable
SITE SPECIFIC RISK ASSESSMENT			

This form is to be checked and kept up to date during time on site.

Form checked by..... Date.....

Amended by:..... Date.....

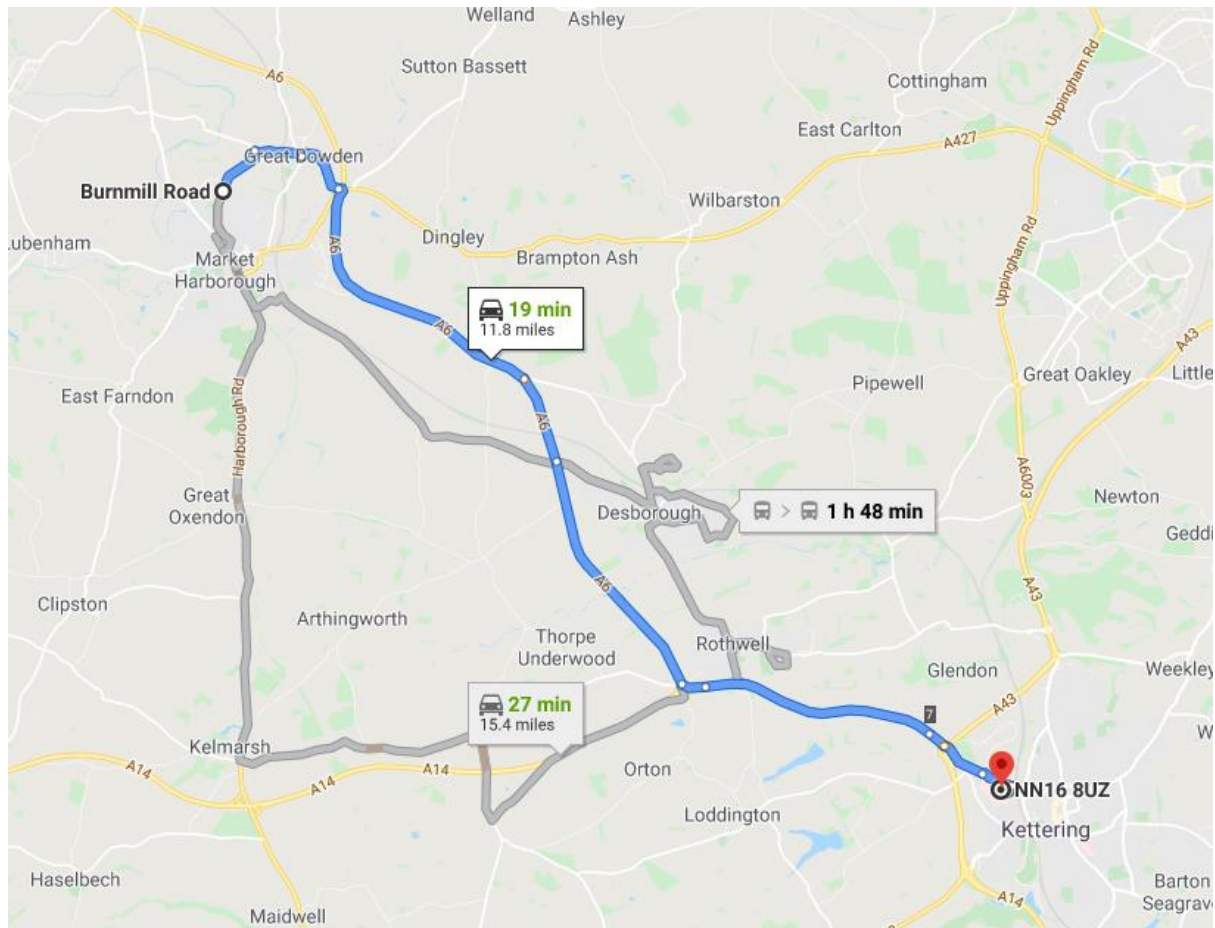
HOSPITAL LOCATION

Hospital Details

Kettering General Hospital

Tel: 01536 492000 **Fax:** 01536 493767

Address: Rothwell Road, Kettering, Northamptonshire, NN16 8UZ



Location to location of nearest Accident and Emergency services.

ANNEX 1: Safe Systems of Work (SSOW)

ULAS – SSOW1-Working with plant and heavy machinery

Guidance Used: FAME Manual Section 4.1 – 4.3

1. All machine operators must be competent in their operation and must have correct certification for the work.
2. PPE must be worn by all persons while machinery is working on site. Minimum PPE includes, high visibility clothing, hard hats and suitable footwear. Ear protection should be available if required. Note – ear plugs are better at noise reduction than ear defenders.
3. Plant should not be left running where exhaust gases can build up.

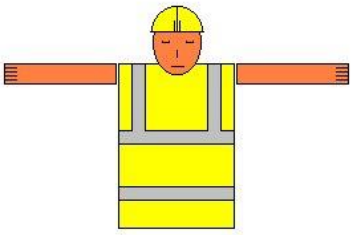
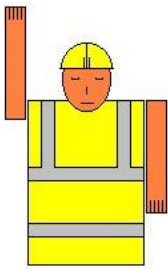
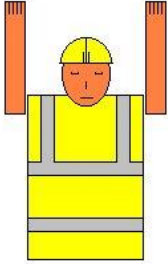
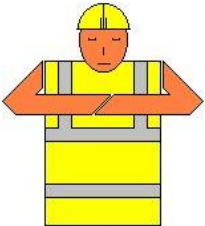
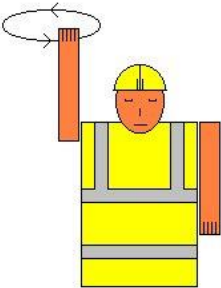
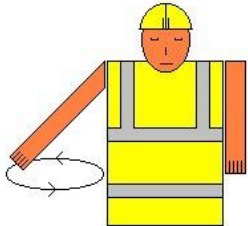
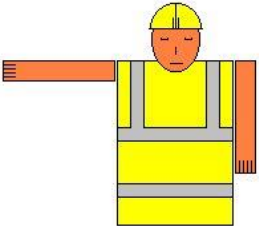
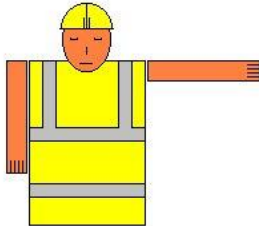
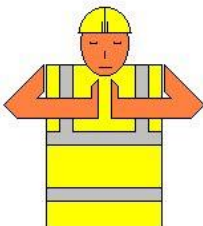
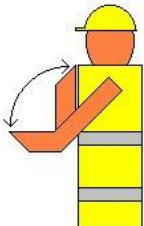
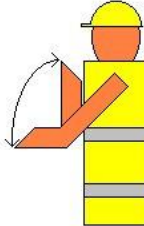
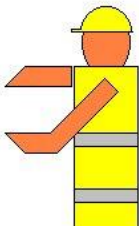
Excavators

4. At least one member of staff should act as a banksman to supervise the machine during all archaeological work. All other staff should keep away from the working area.
5. Members of staff working with the machine should stand at a safe vantage point, away from the radius of the bucket arm and in full view of the driver. They should make sure that the driver has fully stopped the machine and is aware of their intentions before inspecting the stripped ground.
6. Basic signals should be agreed with the driver before work commences (See below).
7. Passengers are not allowed on the machine at any time unless on a seat or safe riding position.
8. Do not approach machinery particularly from behind unless you are sure that the driver has seen you.
9. Banksman should be particularly aware of the dangers involving the changing of buckets/breakers. The machine operator should confirm the bucket/breaker has been attached properly by crowning (lifting) the attachment away from other people before work re-commences (see ULAS safety alert 10/04/06)
10. Members of staff should be aware that the weight of machinery can affect the stability of the sides of an excavation.
11. Members of staff should also be aware of the possibility of unforeseen hazards in the ground (such as services) or any overhead hazards (as for example power cables, telephone wires etc).

Dumper trucks

12. Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.
13. Loading should be even and the load should not obscure the driver's vision.
14. Loads must not be tipped while the machine is in motion. During loading/unloading, the handbrake must be applied and the gears put in neutral. Adequate means of preventing an overrun should be provided on all edges.
15. Dumpers require more room to manoeuvre than is often realised. The driver should be aware of local gradients, obstructions and ground conditions and reduce speed when necessary.

BANKING: AN INTRODUCTION TO COMMONLY USED SIGNALS

 START	 STOP	 DANGER
 END	 RAISE	 LOWER
 MOVE TO THE LEFT	 MOVE TO THE RIGHT	 HORIZONTAL DISTANCE
 MOVE FORWARD	 MOVE BACKWARDS	 VERTICAL DISTANCE

ULAS SSOW2- Working alone in Safety**Guidance used: HSE Leaflet INDG73 (rev). Working alone in Safety****Definition**

Lone workers are those who work by themselves without direct supervision. Examples of this type of work include

- Site visits
- Site/building recording
- Walkover surveys
- Some watching briefs
- Office work out of hours
- Starting early/finishing late on site without the team or other contractors.

Procedures for lone working on site

16. No personnel are to work alone on site without their line manager being aware of it.
17. Pregnant women should not work alone.
18. A mobile phone and personal first aid kit should be carried at all times on site (not buried in the site vehicle parked miles away!).
19. Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.
20. A risk assessment should be carried out prior to work taking place and hazards identified that might pose a risk to lone workers. Special consideration should be given to
 - the use of any substances, goods and heavy objects.
 - the risk of violence
 - risks to young or female members of staff
 - medical conditions of the staff involved
 - what training has been given
21. All lone workers should be assigned to a 'buddy'. Depending on the circumstances, a system needs to be set up to ensure adequate communication. At the very least this should involve
 - knowing when the lone worker is on site (e.g. phone call or text to let the buddy know they are on/off site)
 - A failsafe means of regular contact (e.g mobile phone/radio)
 - An emergency procedure for the buddy to follow should the lone worker not make contact at the appropriate time.
 - Checks that the lone worker has returned home or to base after completion of the work.

The procedures set up MUST be documented either in the risk assessment or as an attachment to the risk assessment.

Procedures for lone working in the office

1. Anyone working in the office outside normal hours (7:30am – 6:00pm), should sign the Out of Hours book located at Reception in the Front Lobby.
2. A mobile phone or land line should be available when working alone.

ULAS SSOW3- Safe Trenches and Excavations**Guidance used: HSE Construction Information Sheet No 8 (Revision 1)****Fame Section 3****Before any trenches are excavated or entered you should always plan:**

- A preferred entrance/exit.
- Any measures needed to support the sides or excavate the trench safely (e.g. steps or battering).
- Weather or localised conditions (e.g. flooding) that might compromise the trench sides.
- Where machinery will be positioned to excavate further.
- Where spoil is going to be stored.
- The location of any services/building or other constraints.
- How you would get out if there was an emergency.
- Whether the trench is accessible to members of the public.

Procedures for trenches

1. Access – the ends of each trench will be battered to a safe angle. One end will be designated as the entrance/exit/

2. Trench depth - For any trenches over 1m deep or in unstable soil/overburden consideration should be given to the need for shoring/ battering / stepping.

Any trenches over 2m deep should be protected by substantial barriers e.g. toe boards and guard rails. Deep trenches in unstable ground may require a separate method statement.

3. Vehicles - should be kept well away from any excavations once they are open.

Exhaust fumes can be dangerous. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of an excavation.

4. Working in excavations - even work in shallow trenches can be dangerous.

Consideration should be given to whether trenches should be supported or hard hats worn. All staff should be aware of how best to exit the trench in an emergency.

Consideration should also be given to the best method of removing spoil from the trenches.

5. Spoil - Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.

Spoil should be stored safely and managed regularly to avoid collapse. No one should climb on spoil heaps.

6. Public –Fence off all excavations in public places or where the public has access.

7. Inspections - A competent person must inspect excavations at the start of each shift before work begins, after any event likely to have affected the strength or stability of the excavation and - after any accidental fall of other material and sign the inspection sheet.



UNIVERSITY OF
LEICESTER

REPORT OF A
HEALTH AND SAFETY INCIDENT
Safety Services Office 0116 252 2426

Office use only
Incident Number

/

A: TYPE OF REPORT BEING MADE

Type of incident

Other injury or exposure	Illness	Violence	Fatality	Near miss	Unsafe act	Damage only

If the incident is serious and requires the involvement of emergency services, please report the incident to Security immediately on the EMERGENCY NUMBER 888 (0116 252 2888)

[Information on accident/incident reporting on the Safety Services Website](#)

B: WHERE THE INCIDENT OCCURRED

Date:

Time:

Place where incident occurred

Location of incident

Onsite_within_building	Onsite_grounds or between buildings	Offsite

Department where incident occurred (if known)

Department

Area/floor/room/ full description if offsite or onsite grounds or between buildings

Building

C: DETAILS OF THE INCIDENT

Please give relevant details of what was happening leading up to, during and after the incident. Please feel free to supply photos, a diagram or sketch as additional documents if this will help.

D: ABOUT THE INJURED PARTY					
Forename		Surname		Email	
Age		Gender			
Job title/Student Status					
Home Address					
Street		Line 2			
Town/City		Post Code			
Telephone					
Briefly describe any injury or injuries, and the affected part(s) of the body. eg 'Cut to index finger, right hand' or 'strain of lower back' etc					
Was First Aid treatment needed?					
What first aid treatment was given?					
Who gave the first aid treatment?					
	Yes	no			
Did the injured party continue working following the accident?					
Did the injured party go direct to hospital (eg. the A&E at the LRI)?					
Has any information about how to access emotional support been given to those affected e.g. Counselling & Wellbeing?					
Following the accident, was the injured party sent home from work, likely to be off work, or unable to do their normal work.			Please give duration of absence if known (days)		
The Safety Services Office must be kept informed of developments and the date of the party's return to work NOTE: Follow up and advise Safety Services if an injury causes subsequent time off work, even if the injured party originally returned to, or carried on working immediately following the accident.					
Trade Union appointed safety representatives have a legal right under the Safety Representatives and Safety Committees Regulations 1977 to see all accident reports. If the injured party is happy for their personal details on this form to be provided to Trade Union appointed representatives then please indicate below					
Yes		No		Not consented	
Date					

E: Witnesses

Please provide witness details where applicable

Name	Department	Email	Telephone Number

F: Subsequent Action

In the case of an incident - whether involving physical injury or not - please summarise any action taken and/or planned to prevent a recurrence

G: Details of the person making the report.

Where possible, the person completing this section should be the Departmental Safety Officer, Supervisor or other Manager-**NOT** the injured party. They should also be the person responsible for taking action to make the location/activity safe.

Forename Surname Position

Department Date Telephone Email Signature

Please state who in management you have sent this incident report to for review

Name

Annex 3: Site Briefing Register

By signing the your name in the table below you confirm that you have been briefed by the Site Director/Supervisor, are aware of the proposed safe system of working and the hazards associated with the site and the planned works.

NAME (print)	Signature	Date
--------------	-----------	------

Briefing Given by:

--	--	--

Briefing Received by:



METHOD STATEMENT AND RISK ASSESSMENT

Site Working with COVID-19
20-271 Burnmill Road, Market harborough

Filename/Version	Checked by	Date
V1	Vicki Score	21/07/2020

University of Leicester
Archaeological Services
University Rd., Leicester, LE1 7RH
Tel: (0116) 2522848

ULAS STATEMENT & PROTOCOL

The wellbeing of our staff is our priority and we have put in place protocols for our field staff to ensure that we can continue to function as a company whilst being as safe as possible.

- The current situation with Coronavirus is changing constantly. This Risk Assessment will be continually assessed and updated to ensure all work is carried out in accordance with the most up to date guidance.
- No staff are allowed to go out to site without approval from ULAS Managers and the Executive Board, Director of Operations. ULAS staff will receive a letter notifying them personally of that approval.
- We will not send you to a site without a completed Risk Assessment & Method Statement (RAMS) document updated and approved by Senior Management. If you have any concerns about the risk mitigation strategies we have put in place please raise them with your project manager and they will liaise with you to address your concerns.
- We will provide sufficient resources (cleaning products, sanitising products and access to water, tools, vehicles and welfare etc.) to enable you to follow the risk assessment.
- We will provide you with all necessary PPE to do your work.

Although this Risk Assessment is specific to the site in question, ULAS as a Registered Organisation will follow all guidance issues by the Chartered Institute of Field Archaeologists:

We will do all we can to conform to the requirements set out in HM Government publication Working Safely During Covid 19 in construction and other outdoor work, the latest CLC guidance (Version 4) and our Method Statement and Risk Assessment reflects the guidance laid down.

ALL ULAS FIELD STAFF MUST READ THIS GUIDANCE

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Sites that cannot operate in line with this guidance must not stay open

If you are unable to work according to the RAMS or you are working alongside contractors who are not operating in accordance with the RAMS, stop work immediately and contact your line manager.

Burnmill Road, Market Harborough: Staff Requirements

This Risk Assessment is for a team of archaeologists to excavate as specified in the WSI.

Driver with access to an appropriately insured vehicle
Not restricted by current govt. guidelines (e.g. not looking after children or other dependants, not self-isolating or sharing accommodation with someone else self-isolating or in the At Risk Category)

Site Name: 20-334 Activity: Excavation		Completed by: Vicki Score Date: 21/07/2020	
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
<i>Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss</i>	<i>Likelihood Severity = Risk</i>	<i>A short summary of the control measure and standards/guidance.</i>	<i>Likelihood Severity = Risk</i>
Home life	Substantial	1. Take precautions at home not to put yourself at risk of catching COVID 19 e.g. practice self-isolating while at home 2. If you feel ill or have any of the symptoms or have been in contact with anyone who has DO NOT COME IN. Phone your line manager and let them know. Everyone in England can now get tested if they have symptoms.	Acceptable
Vehicles / Driving to work	Substantial	1. Where possible walk/cycle to site or one person using an appropriately insured vehicle 2. If there is no option to share transport • Journeys should be shared with the same individuals with the minimum number of people • Good ventilation (e.g. open windows) and face away from each other • Clean vehicles regularly especially handles and other surfaces. 3. No stopping at service stations except to fuel the vehicle. After fuelling you must wash/sanitise hands upon leaving and entering the vehicle. 3. Keep your vehicle clean of rubbish. Spray/wipes to be available to wipe down surfaces, steering wheels, gear sticks, door handles etc. regularly. 4. Do not allow anyone else into your vehicle.	Acceptable
Access to campus/home	Substantial	1. Any access to campus (e.g. to pick up equipment) must be specifically arranged in advance. 2. All tools should be left in your vehicle or site welfare storage. 3. Expensive equipment (e.g. GPS, cameras) requires storage safely within a locked area when not in use.	Acceptable
Access to Site	Substantial	1. No sign in required 2. Make sure you park where you can maintain a 2m distance from other people at all times.	Acceptable

Site working	Substantial	1. Make sure you have access to adequate cleaning facilities (hand washing, wipes, hand gel) 2. Clean your hands regularly esp. after visiting/touching shared spaces/surfaces (e.g. vehicles, site huts, toilets.) 3. Arrange tasks to keep people separated by at least 2m at all times.	Acceptable
Welfare	Substantial	1. Consider multiple cabins to accommodate larger groups or use vehicles/sit outside. 2. If possible assign seating to specific people 3. Make sure you have access to adequate cleaning facilities (hand washing, wipes, hand gel). Hands should be washed/sanitised before entering a vehicle, after arriving on site, before entering welfare or the toilet. 4. Use your own mugs and food containers. 5. Bin all rubbish immediately	Acceptable
Site meetings	Substantial	1. Only essential site meetings should be held. 2. If you do have site meetings ensure you practice social distancing. Don't shake hands or give/receive any material to visitors and keep a strict 2m distance.	Acceptable
Other People	Substantial	1. If contact with the wider public, contractors or site monitors, is unavoidable, follow governmental social distancing guidelines and keep a distance of 2m at all times. 2. Consider the need and use of PPE such as face coverings to protect others	Acceptable
Equipment and records	Substantial	1. Staff will use their own personal tools and records. No sharing. 2. GPS: If the GPS is to be used wipe down all surfaces before receiving or handing it over including Receiver unit/detail pole/logger/cradle/box/USB stick	Acceptable
Machine watching	Substantial	1. While machine watching can be done in isolation, care should be taken to keep 2m distance from the machine and driver at all times. When speaking to the driver do not touch or lean on any part of the plant.	Acceptable
Monitoring and Communications	Substantial	1. The appropriateness of the RA will be assessed and discussed between site staff and the project manager daily to take account of the effectiveness of the measures and any new information.	Acceptable

This form is to be checked and kept up to date during time on site.

Form checked by.....Date.....

Amended by:.....Date.....

Amended by:.....Date.....

SITE CHECKLIST – Please go through this 1st day on site with all staff and discuss regularly afterwards

- Has everyone been briefed with the risk assessment and the social distancing requirements?
 - Are you happy with the vehicle arrangements and getting people to site?
 - Have you worked out how to maintain a 2m distance from others on site and going to and from cabins/ tool stores etc.
 - Have you a rota in place for T-breaks and for collecting rubbish and wiping down surfaces after each break?
 - Can you ensure that people wash their hands or use sanitiser when entering and exiting the cabin/store room/toilets?
 - Do you have your own drinks/food supplies and containers?
 - Do you have enough toilets and hand washing equipment/sanitiser. (Note hand washing with soap is the best protection) ?
 - Do you have your own clearly marked set of tools/recording kit/drawing boards etc.?
 - Have you made arrangements for use of paper records and equipment that is usually shared such as cameras, finds bags and trays, sample containers etc. – Either nominate 1 person to use them or operate several separate sets?
 - Do you have arrangements in place for use of survey equipment and hand-over strategies?
 - Have you discussed procedures for 1st aid – 1st aiders may need to breach social distancing guidelines in order to preserve life.
 - Have you discussed a procedure for taking someone home/to hospital if they were ill?
 - Have you set up regular communications to discuss issues and for staff to air any concerns?
 - Does everyone know how to deal with unexpected visitors to site or challenges as to why we are working?
 - Has everybody read the ULAS Risk Assessment and the Government Guidelines for Working safely during COVID-19 in construction and other outdoor work?
 - Do you have systems in place for checking in with staff and considering their mental health?
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- Does everyone know who they can contact if they are worried or concerned about any aspect of site working?