

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES**Written Scheme of Investigation for archaeological work**

Job title: MIRA, Higham on the Hill, Leicestershire. Training Centre

NGR: SP 36660 95226

Client: MIRA Technology Ltd

Planning Authority: Hinckley and Bosworth Borough Council

Planning application No. : 16/01049/FUL

Proposed Start date: 11/09/2017

1 Introduction**1.1 Definition and scope of the specification**

This document is a design specification for an archaeological strip plan and sample excavation and watching brief at the above site, in accordance with National Planning Policy Framework (NPPF) Section 12 Conserving and Enhancing the Historic Environment (DCLG 2012). This specification provides a written scheme of investigation (WSI) for the fieldwork specified below which is intended to provide information on the character and extent of any buried archaeological remains which may exist on the site and if present record to an appropriate level.

- 1.2 The definition of archaeological excavation, taken from the Chartered Institute for Archaeologists Standards and Guidance: for Archaeological excavations (CifA S&G) is a controlled programme of intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features, structures, and as appropriate, retrieves artefacts or ecofacts within a specified area or site on land, inter-tidal zone or underwater. The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the project design.

Background***Context of the Project***

- 2.1 This document sets out a Written Scheme of Investigation (WSI) to record potential archaeological deposits at MIRA, Higham on the Hill, Leicestershire in advance of a proposed New training centre (Use Class D1) with associated service yard, car parking and landscaping. An Archaeological Desk Based Assessment and Environmental Statement has been prepared for the overall scheme (Hunt & Speed 2008), and fieldwalking, metal detecting and geophysical surveys undertaken (Coward 2010; Mackinder 2011; Austrums 2011). Some targeted trial trench evaluation has been undertaken of infrastructure works to the west (Thomas 2011) while further evaluation and strip map and sample excavation has been undertaken of Phase 1, Areas 1-3 (Higgins 2014) within which the new Training centre lies. Roman deposits were located in the area of the Training Centre development (Higgins 2014, Trenches 9 and 12).
- 2.2 The site lies within the parish of Higham-on-the-Hill, in the District of Hinckley and Bosworth, Leicestershire, around 5 miles north-west of Hinckley and 5 miles south-east of Atherstone (Figure 1). It is demarcated by the A5 (Roman Watling Street) to the south; which is the border with Warwickshire. The dismantled Ashby and Nuneaton Joint Railway runs to the south-east of the site and to the north-west and north-east lie fields and local roads. The total area of the MIRA site is around 310 hectares. The overall development site consists of two areas currently occupied by various MIRA buildings, which are surrounded by two large arable fields to the north, east, and west.
- 2.3 The Historic Environment Record (HER) for Leicestershire and Rutland shows that the assessment area lies on the site of the old Lindley Airfield (HER Ref. **MLE15973**). The site also lies on the site of the deserted parish of Rowden (**MLE2795**) and adjacent to earthworks associated with the abandoned

village of Lindley (**MLE2792**). There are also enclosures dating from the Iron Age adjacent to the site (**MLE9578**) and other prehistoric sites are located nearby (**MLE8245**, **MLE6080** and Warks HER No. **4420 & 4501**). The southern part of the site lies adjacent to the A5 Watling Street, a former Roman Road (**MLE1388**) and the Mancetter Roman Road has been projected to run to the north of the site (**MLE3019**). Roman pottery has been found within the former Lindley parish at the edge of the assessment area (**MLE8503**) and a large amount has been found further to the south (Warks HER No. **7439**). Roman coins have also been retrieved from two hoards to the south (Warks HER No. **5141**) of the site and near Harper's Hill, around 800m south-east of the site (Warks HER No. **1653**).

- 2.4 The fieldwalking, metal detecting and geophysical surveys did not locate significant material or anomalies. Two areas where detailed gradiometry was undertaken revealed anomalies with possible archaeological origins while some medieval and post-medieval pottery from the fieldwalking is interpreted as manuring scatters. The trial trench evaluation to the west located evidence of Roman occupation (Thomas 2011).
- 2.5 Trial trench evaluation of Phase 1 Areas 1-3 revealed some evidence of archaeological deposits in the eastern section of Area 3 including the area of the proposed Training Centre (Higgins 2014). In view of this the Leicestershire County Council Senior Planning Archaeologist as advisor to Hinckley and Bosworth Borough Council has requested a strip, map and sample excavation of this area to record any archaeological deposits which would be impacted on by the groundworks connected with the outline planning permission P.A 11/00360/OUT. This work has been undertaken for groundworks to date including new road lines but no archaeological deposits have been located and is covered by ULAS WSI 15/607 (Clay 2015). Although within the area of 11/00360/OUT, this document specifically addresses PA 16/001049/FUL.

2.5 **Geology and topography**

- 2.5.1 The British Geological Survey of England and Wales, sheet 169 (Coventry) shows that the underlying geology over most of the site is likely to be Thruxington Till overlain by Dunsmore Gravel and Anker Sand and Gravel to the south, with skerries of siltstone. To the north and north-west of the site lie Wolston Clay and alluvial deposits. The site lies at a height of around 100m above OD, with the high point of the site lying at 104m above OD close to the southern edge.

3. **Archaeological Objectives**

- 3.1. The archaeological strip, map and sample excavation has the potential to contribute to the following research aims.

The Roman Period (Taylor 2006; Knight et al 2012; English Heritage 2012)

- 3.2 There are several Roman sites close to the area including enclosures and a major Roman road. The evaluations may contribute to knowledge on Iron Age – Roman transitions in rural settlement, landscape and society. Artefacts may identify trade links and economy.
- 3.3 The main objectives of the archaeological work will be:
- To identify the presence/absence of archaeological deposits.
 - To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
 - To record any archaeological deposits to be affected by the ground works.
 - To produce an archive and report of any results.

4. **Methodology**

4.1 **General Methodology and Standards**

- 4.1.1 All work will follow the Chartered Institute for Archaeologists (CIfA) Code of Conduct and adhere to their *Standard and Guidance for Archaeological excavations* (2008).
- 4.1.2 Staffing, recording systems, health and safety provisions and insurance details are included below.

- 4.1.3 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 Senior Planning Archaeologist, the Planning authority and the Client.

4.2 Strip map and sample excavation

- 4.2.1 The project will involve the control and supervision of overburden removal by an experienced professional archaeologist to determine the presence/absence of any archaeological remains. It will commence with control and supervision of the access road followed by the footprints of the new buildings (Fig. 3). If the deposits are found to continue the area will be extended until a 20m buffer zone with no archaeological deposits has been established.
- 4.2.2 Should significant archaeological remains be identified this will be followed by a programme of excavation and recording, using additional personnel as necessary.
- 4.2.3 The archaeologist will control and supervise the topsoil and overburden stripping in order to obtain an adequate record of any archaeological deposits or finds which would be disturbed or exposed by groundworks associated with the development. All top and subsoil stripping should be undertaken so as to avoid damaging and obscuring archaeological remains.
- 4.2.4 Any archaeological deposits encountered will be recorded and excavated using standard ULAS procedures (see section 5 below).

4.3 Recording Systems

- 4.3.1 The archaeological deposits will be hand-cleaned by trowel or draw hoe. The cleaned surface will be scanned by metal detector.
- 4.3.2 The archaeological features exposed by the machine stripping will be planned and sample excavated to provide an adequate sample to address the aims and objectives (3.1-2).
- 4.3.3 Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid using a Total Station Electronic Distance Measurer (EDM). All excavated sections will be recorded and drawn at 1:10 or 1:20 scale, levelled and tied into the Ordnance Survey datum. Spot heights will be taken as appropriate.
- 4.3.4 The location of the excavation will be surveyed using a GPS or Total Station Electronic Distance Measurer (EDM) linked to a hand held computer.
- 4.3.5 A photographic record of the investigations will be prepared illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. This will comprise digital colour images of at least 10 megapixels, captured in a RAW format and converted into uncompressed TIFFs.
- 4.3.6 Archaeological deposits will be excavated and recorded as appropriate to establishing the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.
- 4.3.7 Any human remains encountered will be initially left in situ, where appropriate the police and coroner shall be informed. Human remains will only be removed following appropriate liaison with the Ministry of Justice and in compliance with their requirements and in accordance with appropriate professional standards and guidance, as well as other relevant environmental health regulations. In all circumstances the developer and Leicestershire County Council, will be informed immediately upon the discovery of significant human remains.
- 4.3.8 Any material recovered which would be regarded as treasure following the Treasure Act 1996 will be reported to the coroner.

- 4.3.9 Internal monitoring procedures will be undertaken including visits to the site from the project manager. These will ensure that professional standards are being maintained. Provision will be made for monitoring visits with representatives of the developer (Leicestershire County Council Highways), Leicestershire County Council's Historic & Natural Environment Team and the planning authority.
- 4.3.10 In the event of significant archaeological remains being located during the fieldwork programme there may be the need for contingency time and finance to be provided to ensure adequate recording is undertaken. On the discovery of potentially significant remains the archaeologist will inform the developer, the Planning Archaeologist at Leicestershire County Council, HNET and the planning authority. If the archaeological remains are identified to be of significance additional contingent archaeological works will be required.

5. Finds

- 5.1 The CIfA *Guidelines for Finds Work* will be adhered to.
- 5.2 Before commencing work on the site, a Site code/Accession number will be agreed with the Planning Archaeologist that will be used to identify all records and finds from the site.
- 5.3 All antiquities, valuables, objects or remains of archaeological interest, other than articles declared by Coroner's Inquest to be subject to the Treasure Act, 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 shall be deemed to be the property of ULAS provided that ULAS after due examination of the said Archaeological Discoveries shall transfer ownership of all Archaeological Discoveries unconditionally to the appropriate authority for storage in perpetuity.
- 5.4 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 Planning Archaeologist.
- 5.5 All finds and samples will be treated in a proper manner. Where appropriate they will be cleaned, marked and receive remedial conservation in accordance with recognised best practice. This will include the site code number, finds number and context number. Bulk finds will be bagged in clear self sealing plastic bags, again marked with site code, finds and context.
- 5.6 Finds which may constitute 'treasure' under the Treasure Act, 1996 must be removed to a safe place and reported to the local Coroner. Where removal cannot take place on the same working day as discovery, suitable security will be taken to protect the finds from theft.

6. Environmental Sampling

- 6.1. 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.
- 6.2 All collected samples will be labelled with context and sequential sample numbers.
- 6.3 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.
- 6.4 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.

- 6.5 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.
- 6.6 Where evidence of industrial processes are present (eg indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g hammer scale).

7 Report and Archive

- 7.1 Interim reports will be provided during extraction phases at intervals of at least one every 12 months. The full report in A4 format will usually follow within six months of the completion. Copies will be provided for the client and the Local Planning Authority and deposited with the Historic Environment Record.
- 7.2 The report will include consideration of:
- The aims and methods adopted in the course of the evaluation.
 - 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.
 - The location and size of the archive.
 - 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).
- 7.3 A full copy of the archive as defined in the IfA Standard and Guidance for archaeological archives (Brown 2008) will normally be presented to Leicestershire County Council within six months of the completion of fieldwork. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken and will follow the LCC guidelines detailed in *The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service* (LMARS).
- 7.4 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.

8 Publication and Dissemination of Results

- 8.1 A summary report will be submitted to a suitable regional archaeological journal following completion of the fieldwork. A full report will be submitted to a national or period journal if the results are of significance.
- 8.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at <http://www.oasis.ac.uk> will be completed detailing the results of the project. ULAS will contact the HER prior to completion of the form. Once a report has become a public document following its incorporation into the HER it may be placed on the web-site.
- 8.3 Where possible the archaeological work will include community involvement in the form of displays, open days and talks subject to the results of the archaeological work..

9 Acknowledgement and Publicity

9.1 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.

9.2 ULAS and the Client shall each ensure that a senior employee shall be responsible for dealing with any enquiries received from press, television and any other broadcasting media and members of the public. All enquiries made to ULAS shall be directed to the Client for comment.

10 Copyright

10.1 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.

11 Monitoring arrangements

11.1 Unlimited access to monitor the project will be available to both the Client and his representatives and Planning Archaeologist subject to the health and safety requirements of the site.

11.2 All monitoring shall be carried out in accordance with the *CIfA Standard and Guidance for Archaeological Excavations* (2014)

11.3 Internal monitoring will be carried out by the ULAS project manager.

12 Timetable and Staffing

12.1 A start date for the groundworks is to be arranged.

12.2 The on-site director/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.

13 Health and Safety

13.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (revised 2010) with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is in the Appendix. The relevant Health and Safety Executive guidelines will be adhered to as appropriate.

14. Insurance

14.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. Employers Liability Insurance and Public/Products Liability Insurance Allianz Insurance plc Policy No. SZ/21696148 Professional Indemnity Insurance – Newline Underwriting Management Ltd Policy No. WD1100541.

15. Contingencies and unforeseen circumstances

15.1 In the event that unforeseen archaeological discoveries are made during the project, ULAS shall inform the site agent/project manager, Client and the Planning Archaeologist and Planning Authority and prepare a short written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by the Planning Archaeologist, ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

16. Bibliography

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Thomas, J., 2011 *An Archaeological Field Evaluation on land at MIRA, Higham on the Hill, Leicestershire. NGR: SP 368 957*. ULAS Report 2011-148.

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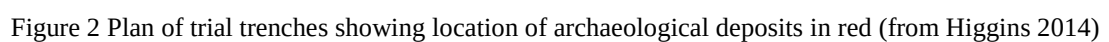




Figure 3 Plan of the proposed development showing the location of the evaluation trenches 9 (North) and 12 which contained archaeological deposits.

ARCHAEOLOGICAL EXCAVATION METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	PM	Contact
MIRA, Higham on the Hill, Leicestershire	17/694	Patrick Clay	0116 252 2848 07796940240
Site Director	Site Contacts	Team (Nos)	
TBA		1-2	

SITE WORKS & METHOD STATEMENT

The work will involve the supervision of machining across the area as detailed in the specification followed by excavation of 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 (Appendix 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.
- Trenches 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:** Work will be conducted as per the *Methodology* detailed in the specification. Machining will be conducted using ULAS SSOW1. Any lone working on site will be undertaken according to ULAS SSOW2 (Appendix 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

All plant will be the responsibility of the client.

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 (as above) 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 staff 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 2522848) and if necessary to the University of Leicester Safety Services Dept (Appendix 2).



Arthur J. Gallagher

28th July 2017

TO WHOM IT MAY CONCERN

We, the undersigned Insurance Brokers hereby certify that we have placed the following Insurance:

VERIFICATION OF INSURANCE

Unique Market Reference: B1262F10675317

Type: Professional Indemnity Insurance

Insured: University of Leicester and/or subsidiaries

Period: From: 01st August 2017
To: 31st July 2018 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, including costs and expenses

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 manner 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



Arthur J. Gallagher

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27th July 2017

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

Insurers: Allianz Insurance plc

Policy Number: SZ/21696148

Period of Insurance: 1st August 2017 to 31st July 2018

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.

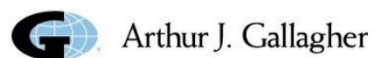
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If you have any further queries regarding our client's insurance cover, please do not hesitate to contact the undersigned.

Yours sincerely

Timothy Phillips
Client Service Advisor

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27th July 2017

Our Ref: 11017548

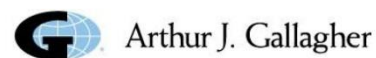
TO WHOM IT MAY CONCERN**University of Leicester**

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:	CONTRACTOR'S PLANT
Insurer:	Allianz Engineering
Policy Number:	NJ/16603815
Period of Insurance:	1 st August 2017 to 31 st July 2018
Insured Property:	Hired in Plant – Tools, tackle, plant and equipment, site huts and other temporary accommodation hired by the Insured and for which they are responsible under the terms of their hiring agreement or other wise but not plant on hire purchase or subject to a lease agreement or on free loan.
Limit of Indemnity:	£500,000
Excess:	£500 each and every loss
Territorial Limits:	Great Britain, Northern Ireland, the Isle of Man and the Channel Islands.

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27th July 2017

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
Limit of Indemnity:	£10,000,000 any one claim / in the aggregate for Products Liability
Insurers:	Allianz Insurance plc
Policy Number:	SZ/21696148
Period of Insurance:	1 st August 2017 to 31 st July 2018

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 Service Advisor

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EMERGENCY NOS**IN AN EMERGENCY DIAL 999****Local Police:** 01162 222222**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					

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

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

Site Name: MIRA, Higham on the Hill, Leicestershire	Completed by: Patrick Clay		
Activity: Strip, plan and sample Excavation	Date: 22.01.2015		
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss	Likelihood x Severity = Risk	A short summary of the control measure and standards/guidance.	Likelihood x Severity = Risk
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

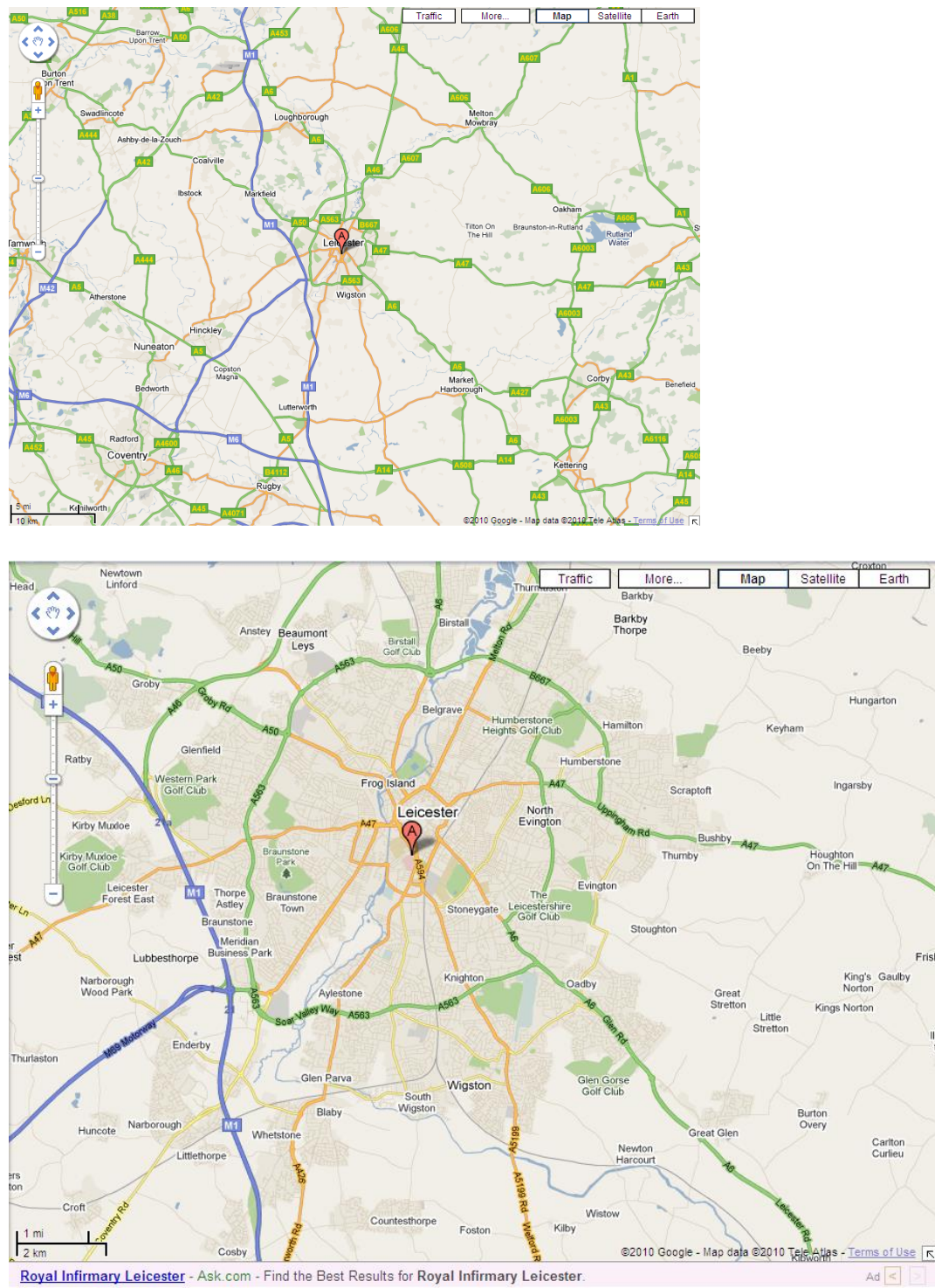


Figure 1: Location to location of nearest Accident and Emergency services.

Hospital Details

ED, Leicester Royal Infirmary
Infirmary Square,
Leicester
LE1 5WW Phone: 0300 303 1573

Route :

Take A5 then M69 north-east towards Leicester
and follow signage

Appendix 1: Safe Systems of Work (SSOW)**ULAS – SSOW1-Working with plant and heavy machinery****Guidance Used:** FAME Manual Section 4.1 – 4.3

All machine operators must be competent in their operation and must have correct certification for the work.

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.

Plant should not be left running where exhaust gases can build up.

Excavators

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.

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.

Basic signals should be agreed with the driver before work commences (See below).

Passengers are not allowed on the machine at any time unless on a seat or safe riding position.

Do not approach machinery particularly from behind unless you are sure that the driver has seen you.

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)

Members of staff should be aware that the weight of machinery can affect the stability of the sides of an excavation.

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

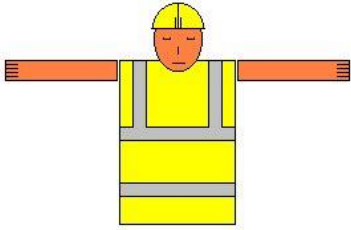
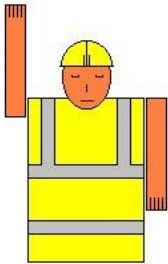
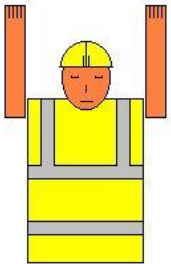
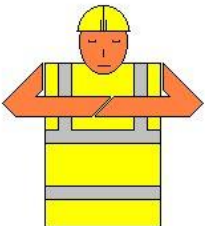
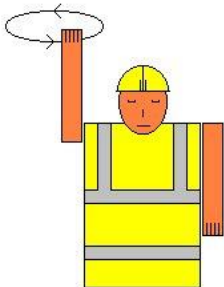
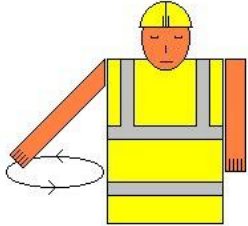
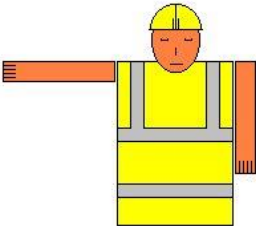
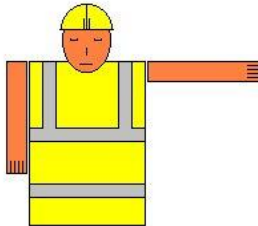
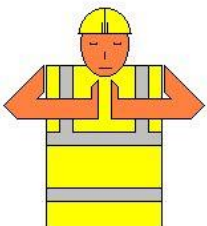
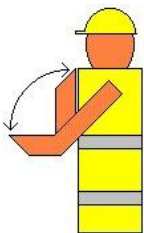
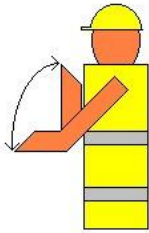
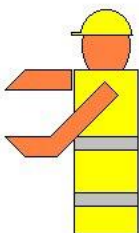
Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.

Loading should be even and the load should not obscure the driver's vision.

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.

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
- No personnel are to work alone on site without their line manager being aware of it.
- Pregnant women should not work alone.
- 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!).

Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.

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
-

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

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.

A mobile phone or land line should be available when working alone.



REPORT OF A HEALTH OR SAFETY INCIDENT OCCURRENCE

Safety Services Office: 0116 252 2426

No:

Office Use Only

A - TYPE OF REPORT BEING MADE

Please tick appropriate box:

1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
Fatality	Major Injury (as defined in attached Guidance)	Violence at Work	Work- Related Illness	Other Injury	Dangerous Occurrence (as defined in attached Guidance)	No Injury
						(where an incident occurs that could have led to an injury but did not - and was not a

Telephone 2426 IMMEDIATELY: if you have ticked shaded boxes 1, 2, 3, 4 or 6, or
if the injured person has been taken to hospital

Information on accident/incident reporting can be found at: www.le.ac.uk/safety/forms/accident-report-form-04.doc

B - ABOUT THE INCIDENT (AND THE INJURED PERSON, WHERE APPLICABLE)

Date:
dd mm yyyy

Place where incident occurred (Room/Lab Number, Department and Building/Hall of Residence, etc.):

Forename(s) & Surname

Address and
Postcode

Telephone No:

Age: Gender: (Female, M=Male)

Status
(tick box)

☐ ☐ ☐ ☐ ☐ ☐

Employee Undergraduate Student Postgraduate Student Visitor Contractor Other

Job Title +
Department

C - 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 initiating remedial action where this is required to prevent a recurrence of the incident.

Name: _____ Position: _____

Department: _____ Date of Report: _____

Telephone & Email: _____ Signature: _____

(NOTE: Completing and signing this report does not constitute an admission of liability of any kind, either by the person making the report or any other person.)

Continued overleaf

D - DETAILS OF THE INCIDENT AND SUBSEQUENT ACTION

Briefly describe any injury or injuries, and the part(s) of the body affected, e.g. 'Cut to index finger, right

Both in the case of a non-injury incident, or an event where an injury was sustained, please give relevant details of what was happening leading up to, during and after the incident. Please feel free to add a diagram or sketch if this will help:

In the case of an accident involving

What First Aid treatment was given, and by whom?

.....

Did the injured party continue working following the accident?

Yes

☐

No

☐

(tick box)

Did the injured party go direct to hospital (eg. the A&E at the LRI)?

Yes

☐

No

☐

(tick box)

Was the injured party: sent home from work, or likely to be off work, or unable to do their normal work, following the accident?

Yes

☐

No

☐

(tick box)

(If 'Yes', 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.

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

Appendix 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:
