UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for Strip, map and sample excavation

THE OLD RECTORY, SHEEPY ROAD, SIBSON, NUNEATON CV13 6LE

National Grid Reference: SK 35437 00845

Client: Stoneacre Properties Ltd

Planning Authority: Hinckley and Bosworth

Planning Permission: 09/00324/FUL

1 Introduction

1.1 *Definition and scope of the specification*

This document is a design specification for an archaeological strip/map and sample excavation at the above site, in accordance with Planning Policy Statement 5: Planning for the Historic Environment, Policy HE12.3 (DCLG 2010). It has been produced in response to a condition placed on the planning permission by Hinckley and Bosworth Borough Council following advice from the Historic and Natural Environment Team, Environment and Heritage Services Department, Leicestershire County Council. This specification provides a written scheme of investigation (WSI) for a phase of archaeological control and supervision of groundworks with excavation of affected deposits. The fieldwork specified below is intended to investigate and record any buried archaeological remains which may exist on the site that are affected by the proposals.

1.2 The definition of archaeological excavation, taken from the Institute for Archaeologists Standards and Guidance: for Archaeological excavations (IFA 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 are published in detail appropriate to the project design.

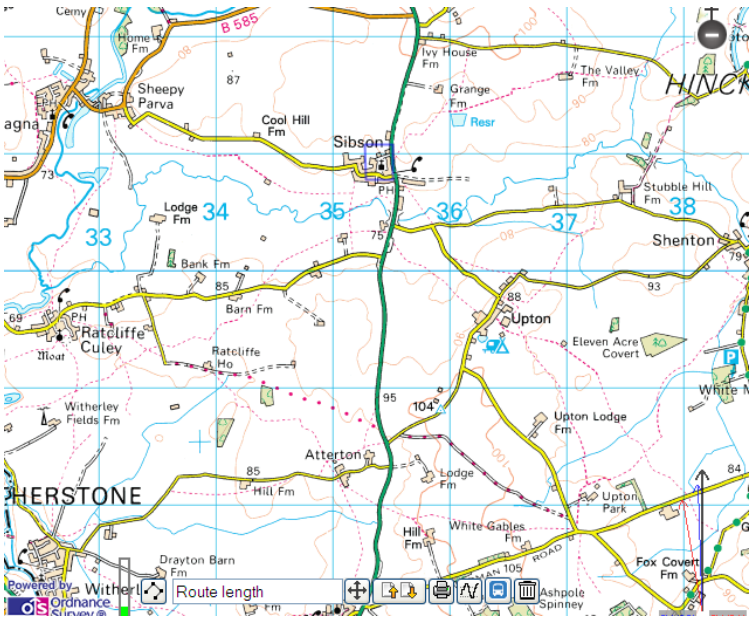


Fig 1: Site location

2 Background and context of the project (taken from planning permission)

2.1 Planning permission has been granted for the demolition of an outbuilding and the construction of an extension at the Old Rectory, Sibson, Sheepy, Leicestershire. The Old Rectory lies on the north side of Sheepy Road and is within the Sibson Conservation Area. The dwelling is a large Georgian style two-storey property which has been enlarged over time and has various features such as corbel detail, a tower and remains of a previous building within its fabric.

2.2 On the advice of Leicestershire County Council Senior Planning Archaeologist, planning consent for the restoration has been granted with a condition for a further programme of historic building inspection and recording (covered by a separate WSI) and control and supervision of groundworks during construction of the new office. The Senior Planning Archaeologist, Leicestershire County Council has issued an advice letter providing details of the requirements (appendix 1).

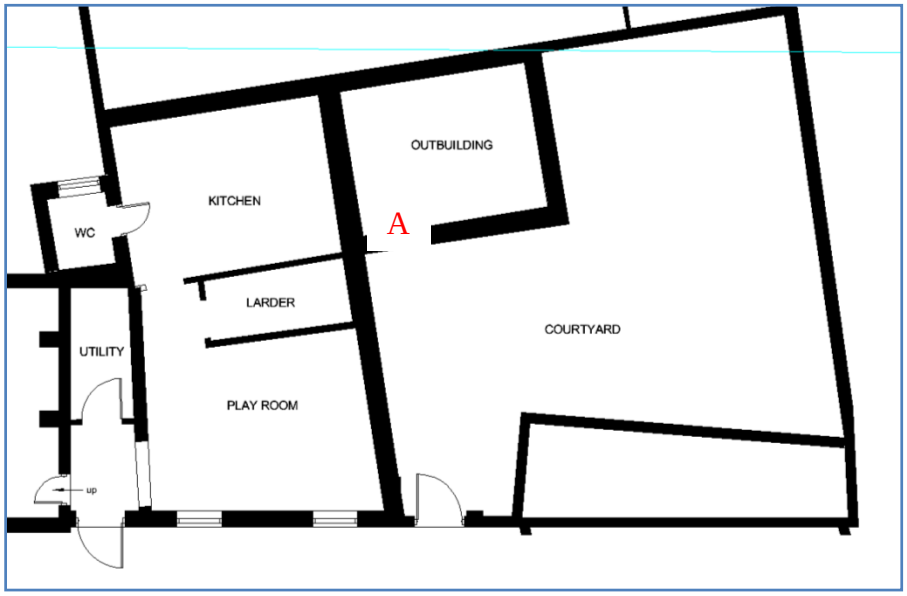


Fig. 2 Plan of Existing. Outbuilding 'A' is to be demolished. The kitchen, larder and play room will be subject to alteration at a later date (not to scale)

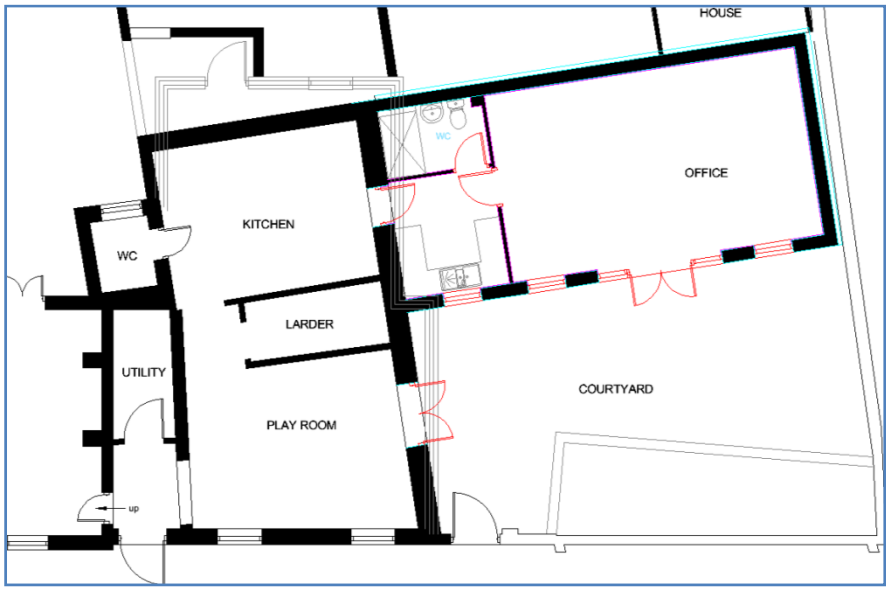


Fig. 3 Plan of proposed showing new office and WC.

2.2.3

3. Archaeological Objectives

3.1 The main objectives of the archaeological work will be:

- To identify the presence/absence of any earlier building phases or 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 Institute for Archaeologists (IfA) Code of Conduct and adhere to their *Standard and Guidance for Archaeological watching briefs* (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, Plan and Sample

4.2.1 The project will involve the supervision of overburden removal and other groundworks by an experienced professional archaeologist in advance of the commencement of groundworks and determine the presence/absence of any archaeological remains. This may involve the initial excavation of trial trenches.

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 co-operate at all times with the contractors on site to ensure the minimum interruption to the work.

4.2.4 Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated. 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 an Electronic Distance Measurer (EDM) where appropriate.

4.2.5 Archaeological deposits will be excavated and recorded as appropriate to establish 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.

4.2.6 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.

4.2.7 Any human remains encountered will be initially left in situ and only be removed under a Ministry of Justice Licence and in compliance with relevant environmental health regulations. The developer and Leicestershire County Council will be informed immediately on their discovery.

4.2.8 In the event of significant archaeological remains being located 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 and the planning authority. If the archaeological remains are identified to be of significance additional contingent archaeological works will be required.

4.3 Archaeological on-site recording

4.3.2 The archaeological features exposed by the machine stripping or foundation excavation will be planned and sample excavated to provide an adequate sample to address the objectives (3.1).

© ULAS 2011

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 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.

4.3.6 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.

4.3.7 Any material recovered which would be regarded as treasure following the Treasure Act 1996 will be reported to the coroner.

4.3.8 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.

4.3.9 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.

4.4 ***Recording Systems***

4.4.1 The ULAS recording manual will be used as a guide for all recording.

4.4.2 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.

4.4.3 A site location plan based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at appropriate scale, which will show the location of the areas investigated in relationship to the investigation area and OS grid.

4.4.4 A record of the full extent in plan of all archaeological deposits encountered will be made. Sections including the half-sections of individual layers of features will be drawn as necessary, typically at a scale of 1:10. The OD height of all principal strata and features will be recorded.

4.4.5 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.

4.4.6 This record will be compiled and checked during the course of the excavations.

5. Finds and Samples

5.1 The IfA *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 During the fieldwork, different sampling strategies may be employed according to the perceived importance of the strata under investigation. Close attention will always be given to sampling for date,

structure and environment. If significant archaeological features are sample excavated, the environmental sampling strategy is likely to include the following:

i. 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.

ii. Any buried soils or well sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.

iii. Spot samples will be taken where concentrations of environmental remains are located.

iv. Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated and datable. Consultation with the specialist will be undertaken.

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 Senior Planning Archaeologist. The IfA *Guidelines for Finds Work* will be adhered to.

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 numbers and boxed by material in standard storage boxes (340mm x 270mm x 195mm). All materials will be fully labelled, catalogued and stored in appropriate containers.

6. Report and Archive

6.1 A report on the fieldwork will be provided following analysis of the records and materials.

7.2. 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.

7.3 A full copy of the archive as defined in Brown (2008) will be presented to an appropriate registered museum within six months of the completion of analysis. This archive will include all written, disk-based, drawn and photographic records relating directly to the investigations undertaken.

7.4 On the completion of fieldwork the on-line OASIS form at http://oasis.ac.uk will be submitted.

8. Acknowledgement and Publicity

8.1 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.

8.2 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.

9. Copyright

9.1 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.

10. Timetable

10.1 The strip map and sample excavation will be undertaken following demolition of the building at a date to be confirmed.

10.2 Following the fieldwork 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.

Richard Buckley

ULAS
University of Leicester
University Road
Leicester LE1 7RH

Tel:0116 252 2848
Fax: 0116 252 2614
Email: rjb16@le.ac.uk

© ULAS 2 October 2011

APPENDIX 1
Advice from Leics CC

Louise Forman

From: Lucy Griffin [Lucy.Griffin@leics.gov.uk]
Sent: 13 August 2009 15:49
To: Louise Forman
Subject: The Old Rectory, Sheepy Road, Sibson

Dear Louise,
Planning Application 09/00324/FUL - The Old Rectory, Sheepy Road, Sibson

As archaeological advisors, we would prefer to see the 'preservation in situ' of the historic fabric of the building and of any below ground archaeological remains within the site. This is in accordance with the advice outlined in Planning Policy Guidance Note 16 (PPG16) which highlights archaeological remains as a finite and non renewable resource. The historic fabric in the office wall is considered to date to the late 17th century and is probably testimony to an earlier structure on the site, partially incorporated in to later re-builds on the site which has itself been occupied for at leasl 300 years. The lack of other significant physical evidence for understanding this earlier structure further enhances the archaeological importance of this section of brickwork. However, it is understood that other factors will need to be considered in reaching a decision over the submitted application

Should the application be viewed favourably, then we would reccommend that further archaeological investigation and recording of both the standing structure and any below ground archaeological remains be secured by the following conditions.

1. No development shall take place within the application area until the applicant, or their agents or successors in title, has secured the implementation of a programme of historic building inspection and recording. This should be conducted in accordance with a written scheme of investigation, which has been submitted and approved in writing by the planning authority.

Reason: To ensure satisfactory historic building inspection and recording.

The programme of historic building recording will require any additional recording of those areas to be removed prior to their alteration (to

supplement the work already undertaken by TR Projects and to provide a long term archaeological record of the building). In addition, further targeted

investigation and recording work will also be necessary during the works on site- for example removal of internal wall finishes, creation of new openings.

We will prepare the brief for this work and comment on the suitability of the subsequent specification,. At the applicants request and keep the planning

authority informed of all correspondance.

2. No development shall take place within the application area until the applicant, or their agents or successors in title, has secured the

implementation and completion of a programme of archaeological work commencing with an initial exploratory investigation. This work shall be undertaken in accordance with a written scheme of investigation which has been submitted to and approved in writing by the planning authority.

Reason: To ensure satisfactory archaeological investigation and recording.

It is not felt that a 'watching brief' is the preferred way of managing the impact of the development upon any buried archaeological remains that may be

14/08/2009

present. The level of past disturbance to any remains and their complexity is not known at this stage, although the history of the existing

structure and its location in an area of high archaeological potential make them likely to exist. As such, the above condition (2) requires that an intial

stage of exploratory trial trenching be carried out to locate, assess and characterise any remains present. Further archaeological investigation and

recording of these remains will then be designed based upon these results so that the disturbance caused by the development is appropriately

mitigated.

These conditions are as advised in paragraph 55 of DoE Circular 11/95. The Historic and Natural Environment Team, as advisors to the planning authority, will monitor the work, to ensure that it is undertaken to the satisfaction of the planning authority.

I would emphasise the need to programme the above phases of work into the development schedule at the earliest opportunity and for the programmes of work to be planned in order to maximise the archaeological result. For example, removal of the paving slabs in the area of the existing office may expose the foundations of the standing building and perhaps further areas of stone plinth.

Please do not hesitate to contact me should you wish to discuss the above further.

Kind regards

Lucy Griffin (Assistant Planning Archaeologist)
Leicestershire County Council
Historic And Natural Environment Team
Tel: 0116 3056217
Fax:0116 3057965
http://www.leics.gov.uk/historic_natural_environment_archaeology

APPENDIX 2

ARCHAEOLOGICAL WATCHING BRIEF METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	Start Date	PM	Contact
The Old Rectory, Sheepy Road, Sibson	12-130	TBA	Richard Buckley	0116 252 2848

Site Director	Site Contacts	Team (Nos)
Gerwyn Richards		1

SITE WORKS & METHOD STATEMENT

The work will involve the monitoring of groundworks across the area as detailed in the specification followed by excavation of archaeological deposits.

All work will adhere to the University of Leicester Health and Safety Policy and follow the guidance in the ULAS Health and Safety Manual (2001)

Watching Brief Method Statement

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

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).

INSURANCE DETAILS

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



AON

158 Edmund Street
Birmingham
B3 2HB
t: 0121 253 3100
f: 0121 212 1200

University of Leicester
Insurance Services
106 New Walk
Leicester
LE1 7EA

15th August 2011

CLIENT INFORMATION LETTER: UNIVERSITY OF LEICESTER

We, Aon Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that to the best of our knowledge the contract of insurance described below (the '**Insurances**') are in force at the date of this letter.

Employers Liability

Insurer: Allianz Insurance plc
Policy Number: SZ/21696148
Period of Insurance: 1st August 2011 to 31st July 2012 (both days inclusive)
Limit of Indemnity: £10,000,000 any one occurrence

Yours Sincerely,

Chris Barley
Client Service Specialist
Direct Dial: 0121 253 3009
Email: christopher.i.barley@aon.co.uk
For and on behalf of Aon Limited

Disclaimer

All of the insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised in this letter. Please refer to the actual policies for the full terms and conditions.

In the event that you disclose this letter to any third party, such third party shall not be entitled to rely on its contents, and you should inform them of the same. Under no circumstances shall any person or entity to whom/which this letter is disclosed by you become insured, nor does such disclosure modify the insurances in any way.

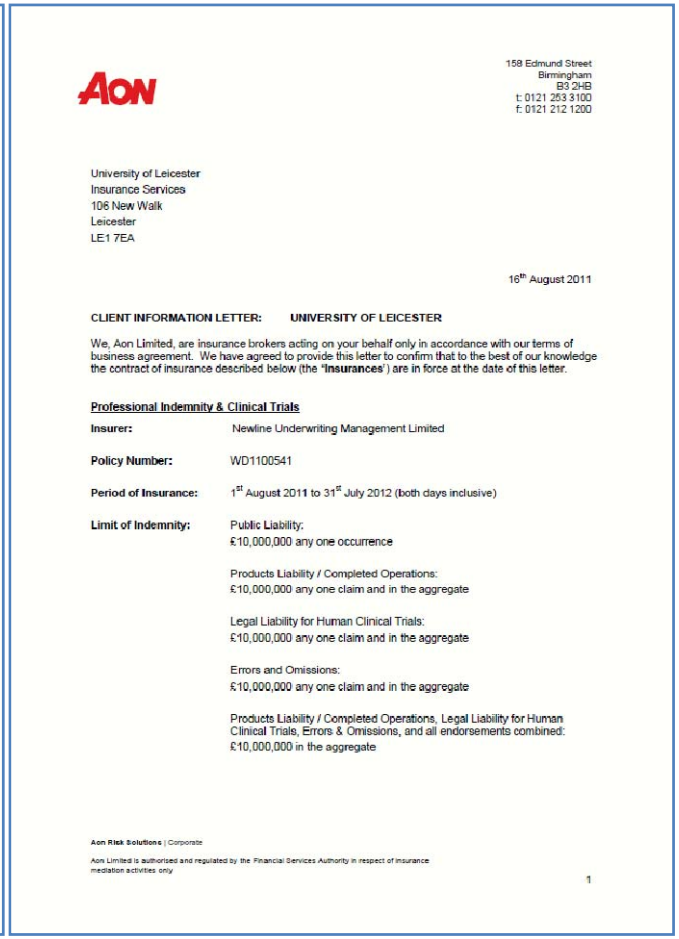
This letter is provided for information only and is not to be understood as providing advice to you or anyone else on any decision that is under consideration. The reader of this letter is responsible for any assumptions they make as to the coverage afforded by the insurances, which may be subject to important conditions and/or exclusions.

We accept no obligation to inform any other person or entity should any of the insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Aon Risk Solutions | Corporate

Aon Limited is authorised and regulated by the Financial Services Authority in respect of insurance mediation activities only

1



AON

158 Edmund Street
Birmingham
B3 2HB
t: 0121 253 3100
f: 0121 212 1200

University of Leicester
Insurance Services
106 New Walk
Leicester
LE1 7EA

16th August 2011

CLIENT INFORMATION LETTER: UNIVERSITY OF LEICESTER

We, Aon Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that to the best of our knowledge the contract of insurance described below (the '**Insurances**') are in force at the date of this letter.

Professional Indemnity & Clinical Trials

Insurer: Newline Underwriting Management Limited

Policy Number: WD1100541

Period of Insurance: 1st August 2011 to 31st July 2012 (both days inclusive)

Limit of Indemnity:
Public Liability:
£10,000,000 any one occurrence

Products Liability / Completed Operations:
£10,000,000 any one claim and in the aggregate

Legal Liability for Human Clinical Trials:
£10,000,000 any one claim and in the aggregate

Errors and Omissions:
£10,000,000 any one claim and in the aggregate

Products Liability / Completed Operations, Legal Liability for Human Clinical Trials, Errors & Omissions, and all endorsements combined:
£10,000,000 in the aggregate

Aon Risk Solutions | Corporate

Aon Limited is authorised and regulated by the Financial Services Authority in respect of insurance mediation activities only

1



AON

158 Edmund Street
Birmingham
B3 2HB
t: 0121 253 3100
f: 0121 212 1200

University of Leicester
Insurance Services
106 New Walk
Leicester
LE1 7EA

15th August 2011

CLIENT INFORMATION LETTER: UNIVERSITY OF LEICESTER

We, Aon Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that to the best of our knowledge the contract of insurance described below (the '**Insurances**') are in force at the date of this letter.

Public & Products Liability

Insurer: Allianz Insurance plc
Policy Number: SZ/21696148
Period of Insurance: 1st August 2011 to 31st July 2012 (both days inclusive)
Limit of Indemnity: £10,000,000 any one occurrence in respect of Public Liability
£10,000,000 any one occurrence and in the annual aggregate in respect of Products Liability

Yours Sincerely,

Chris Barley
Client Service Specialist
Direct Dial: 0121 253 3009
Email: christopher.i.barley@aon.co.uk
For and on behalf of Aon Limited

Disclaimer

All of the insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised in this letter. Please refer to the actual policies for the full terms and conditions.

In the event that you disclose this letter to any third party, such third party shall not be entitled to rely on its contents, and you should inform them of the same. Under no circumstances shall any person or entity to whom/which this letter is disclosed by you become insured, nor does such disclosure modify the insurances in any way.

This letter is provided for information only and is not to be understood as providing advice to you or anyone else on any decision that is under consideration. The reader of this letter is responsible for any assumptions they make as to the coverage afforded by the insurances, which may be subject to important conditions and/or exclusions.

We accept no obligation to inform any other person or entity should any of the insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Aon Risk Solutions | Corporate

Aon Limited is authorised and regulated by the Financial Services Authority in respect of insurance mediation activities only

1

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: The Old Rectory, Sheepy Road, Sibson **Activity:** Building Recording and Watching Brief on demolition	**Completed by:** RJB **Date:** 2 October 2011		
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: Safe working with Trenches* 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: Safe working with Trenches* 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: Working with plant* 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 **F**rom 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 esp gloves available if needed	Acceptable

© ULAS 2011

Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, imnfection	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 saftey 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			
			Acceptable

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

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

Amended by:…….. Date.....

HOSPITAL LOCATION

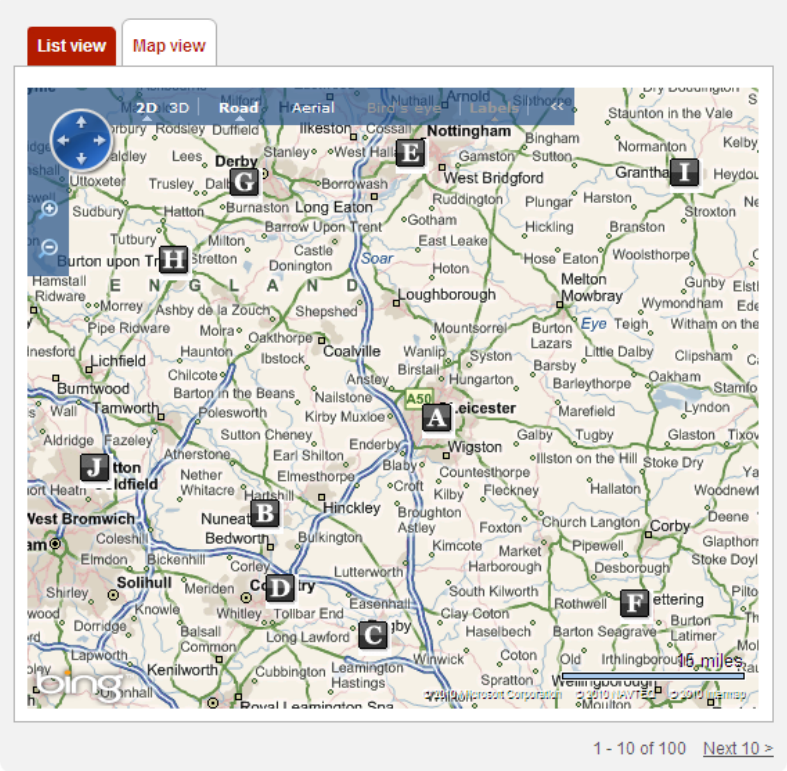


Figure 1: Location to location of nearest Accident and Emergency services.

B George Eliot Hospital Nuneaton

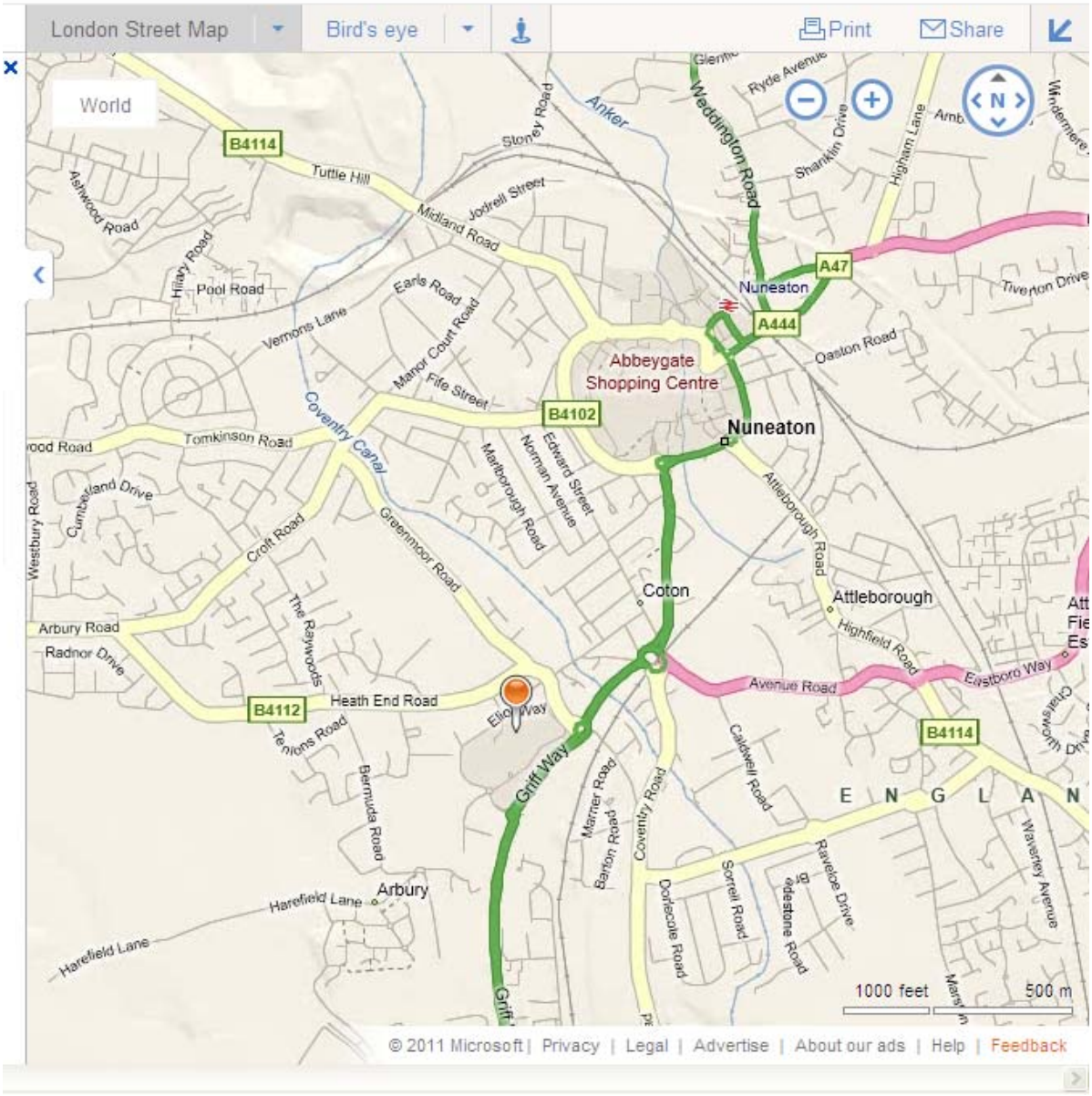
6.8 miles

http://www.geh.nhs.uk/contact-us/how-to-find-us/

Accident and Emergency (A&E)

The Trust has an A&E department which is open 24 hours a day, seven days a week. It is on the ground floor at the back of the main hospital site near Cheveral Wing.

Speciality: Medicine
Nurse in charge: Moira Kane
Telephone number: 024 7686 3761/3762


London Street Map
Bird's eye
Print
Share
World
B4114
Tuttle Hill
Midland Road
Jodrell Street
Stoney Road
Anker
Weddington Road
Ryde Avenue
Shanklin Drive
Higham Lane
Ashwood Road
Hillary Road
Pool Road
Vernons Lane
Earls Road
Manor Court Road
Fife Street
Coventry Canal
Abbeygate Shopping Centre
Nuneaton
A47
A444
Oaston Road
Tiverton Drive
B4102
Tomkinson Road
Edward Street
Norman Avenue
Marlborough Road
Attleborough Road
Westbury Road
Cumberland Drive
Croft Road
Greenmoor Road
Coton
Attleborough
Highfield Road
Arbury Road
Radnor Drive
The Raywoods
Avenue Road
Eastboro Way
B4112
Heath End Road
Elliot Way
Tenions Road
Bermuda Road
Griff Way
Marner Road
Barton Road
Coventry Road
Caldwell Road
B4114
E N G L A N
Harefield Lane
Arbury
Dorlecote Road
Sorrell Road
Ravelce Drive
Waverley Avenue
1000 feet
500 m
© 2011 Microsoft | Privacy | Legal | Advertise | About our ads | Help | Feedback

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.

Banksmen 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).

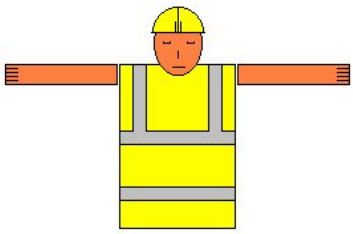
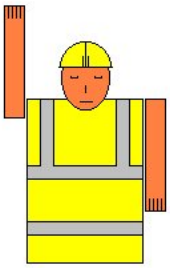
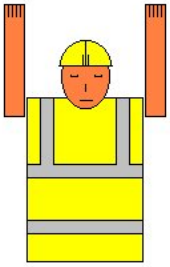
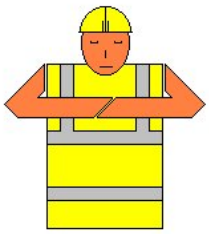
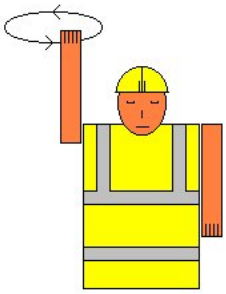
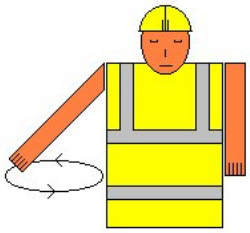
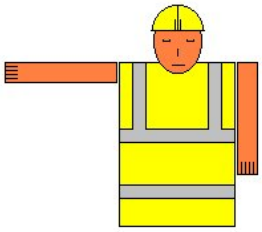
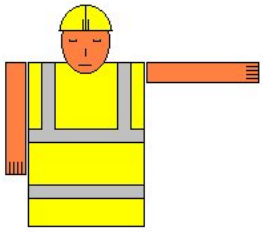
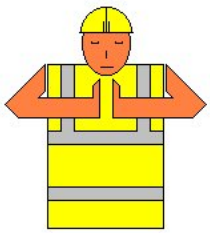
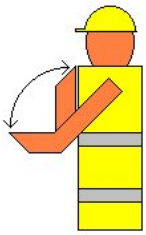
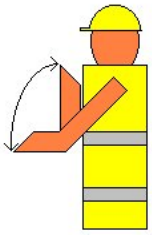
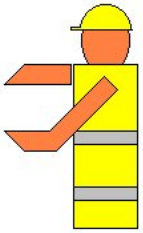
Dumper trucks
Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.

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.

University of Leicester

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 ☐ Fatality

2 ☐ Major Injury (as defined in attached Guidance)

3 ☐ Violence at Work

4 ☐ Work-Related Illness

5 ☐ Other Injury

6 ☐ Dangerous Occurrence (as defined in attached Guidance)

7 ☐ 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: ____ (F=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?

(If 'Yes', the Safety Services Office must be kept informed of developments and the date of the party's return to work) Yes ☐ No ☐ *(tick box)*

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: