# UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

## Written Scheme of Investigation for archaeological work: Strip, map and sample excavation and Watching Brief

***Job title: Cadeby, Church lane Wood Lane***

***NGR: SK 4249 0235***

***Client: M & L Builders (Atherstone) Ltd***

***Planning Authority: Hinckley&Bosworth***

***Planning application No. 11/00523/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 Harborough District 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 published in detail appropriate to the project design.

### 2. Background

2.1 ***Context of the Project***

2.1.1 Planning permission has been granted by Hinckley and Bosworth Borough Council for residential development at the above site, with a condition requiring the implementation of a scheme of archaeological investigation. This is to comprise an archaeologically supervised soil strip of the affected area, together with archaeological excavation and recording of affected deposits as necessary. No Brief has been issued by the Senior Planning Archaeologist for the work.

2.1.2 The document provides details of the methodology to be adopted by ULAS on behalf of the client in the course of the strip/map and sample excavation.

2.1.3 The Ordnance Survey Geological Survey of Great Britain Sheet 155 (Coalville) indicates that the underlying geology is likely to consist of sand and gravel, or boulder clay (glacial till). The land lies at a height of *c*. 126 OD.

*2.2* ***Archaeological and Historical Background***

2.2.1 A desk-based assessment and geophysical survey of the development area was undertaken as a first stage in assessing the impact of the proposals (Hunt 2007), and indicated that the site had apparently never been built on. The Leicestershire County Council Historic Environment Record (HER) indicates that the site lies within the medieval village core of Cadeby, opposite the parish church of All Saints (**MLE12152**) and adjacent to a 15th century timber framed building (**MLE2705**).

2.2.2 An archaeological evaluation was undertaken on 9-10th August 2009 by University of Leicester Archaeological Services in response to a planning application on behalf of Wells McFarlane for the construction of housing (Kipling 2009). The only archaeological features encountered consisted of two possible post-medieval or modern quarry features and an undated linear feature. The latter may represent a drainage ditch or gully located at the base of and possibly associated with higher ground in the western sector of the development area. The site archive will be deposited with the Leicestershire County Council Historic and Natural Environment Team under the accession number X.A157.2009.

2.2.3 The area of plot 1 was not available for investigation.

## 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 will be planned and sample excavated to provide an adequate sample to address the objectives (3.1).

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 starting 14 May 2012 with one member of staff initially, supplemented by others if required.

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.

## 11. Health and Safety

11.1 ULAS is covered by and adheres to the University of Leicester Archaeological Services Health and Safety Policy and Health and Safety manual with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is attached as Appendix 1. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.

11.2 A Risks assessment will be completed prior to work commencing on-site, and updated as necessary during the site works.

## 12. Insurance

12.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is with St Pauls Travellers Policy No. UCPOP3651237 while the Professional Indemnity Insurance is with Lloyds Underwriters (50%) and Brit Insurances (50%) Policy No. FUNK3605.

## 13. Monitoring arrangements

13.1 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. At least one week's notice will be given to the LCC HNET Senior Planning Archaeologist before the commencement of the archaeological fieldwork in order that monitoring arrangements can be made.

13.2 All monitoring shall be carried out in accordance with the IfA *Standard and Guidance for Archaeological Field Evaluations, excavations* or *watching briefs* as appropriate.

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

## 14. Contingencies and unforeseen circumstances

14.1 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.

## 15. Bibliography


| | |
|---|---|
| Brown, D., 2008 | *Standard and guidance for the preparation of Archaeological Archives* (Institute for Archaeologists) |
| | *http://www.heritagegateway.org.uk/gateway/chr/default.aspx* |

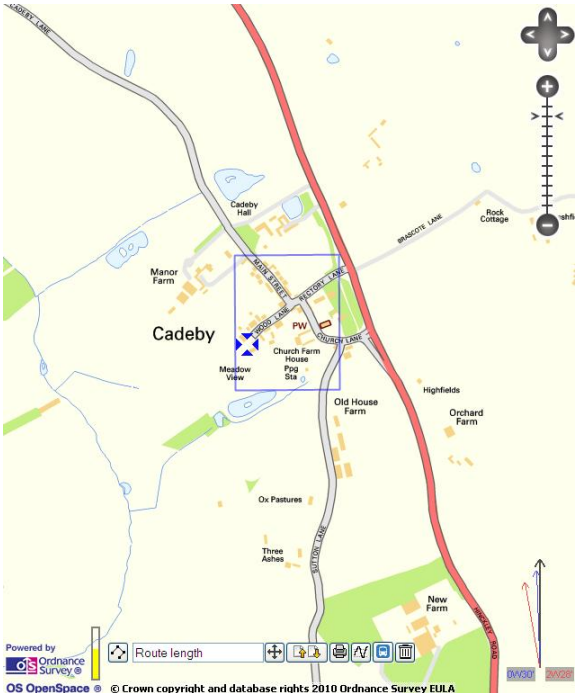
| | |
|---|---|
| IfA, 2010 | *Standards and Guidelines for Archaeological Watching Briefs.* |
| IfA, 2010 | *Code of Conduct* |
| Kipling, R., 2009 | *An Archaeological Evaluation at Church Lane, Cadeby, Leicestershire [NGR SP 424 023] Unpub. ULAS Report 2009-107* |


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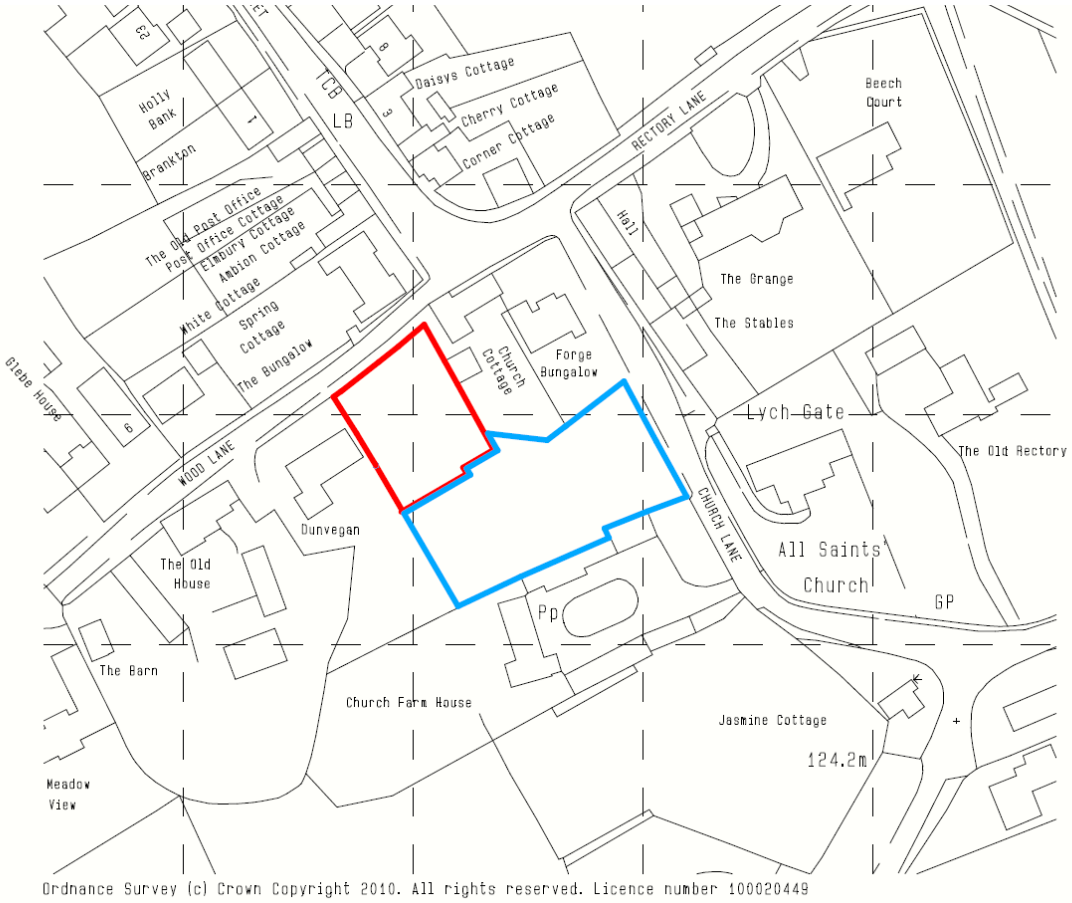




**Fig. 1 Location Plans**

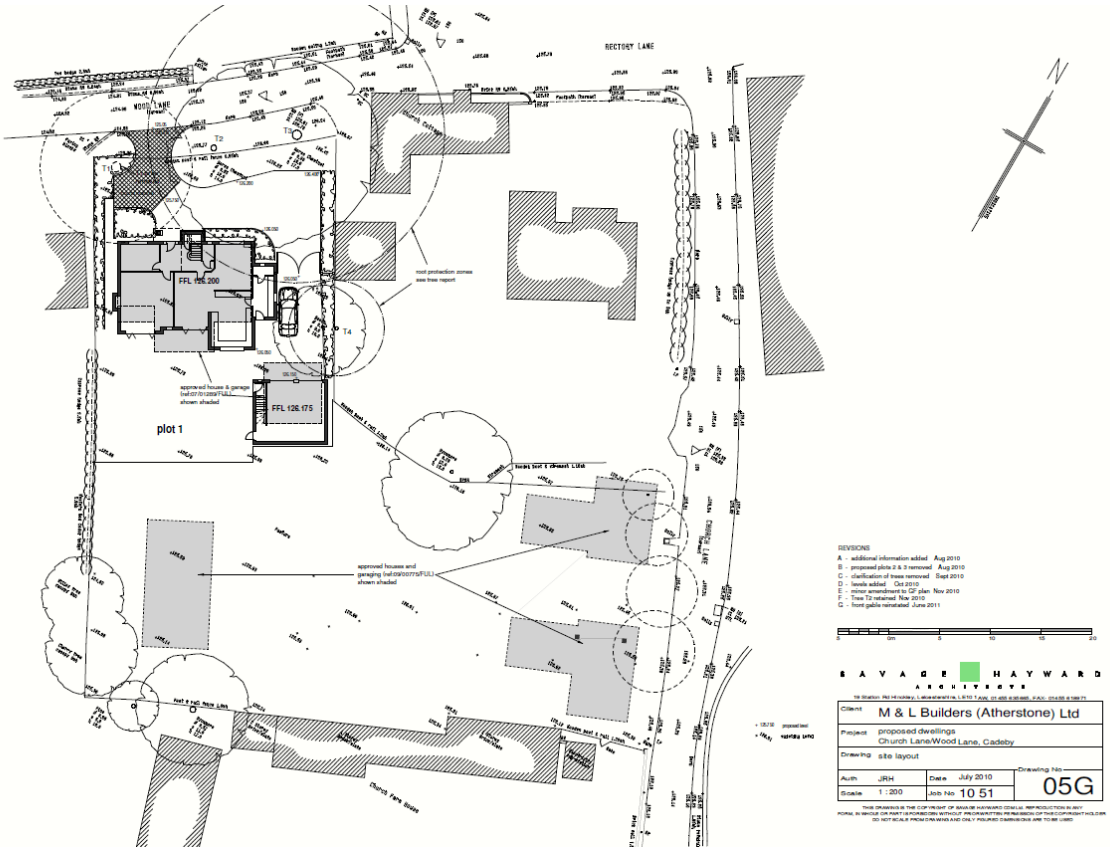



**Figure 2 Plot 1: proposed layout**

**ARCHAEOLOGICAL WATCHING BRIEF METHOD STATEMENT & RISK ASSESSMENT**

| Site Name | Job No | Start Date | PM | Contact |
|---|---|---|---|---|
| ***Job title: Cadeby, Church lane Wood Lane*** | 12-131 | | Richard Buckley | 0116 252 2848 |

| Site Director | Site Contacts | Team (Nos) |
|---|---|---|
| TBC | TBC | |

**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).

## *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***

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*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.*

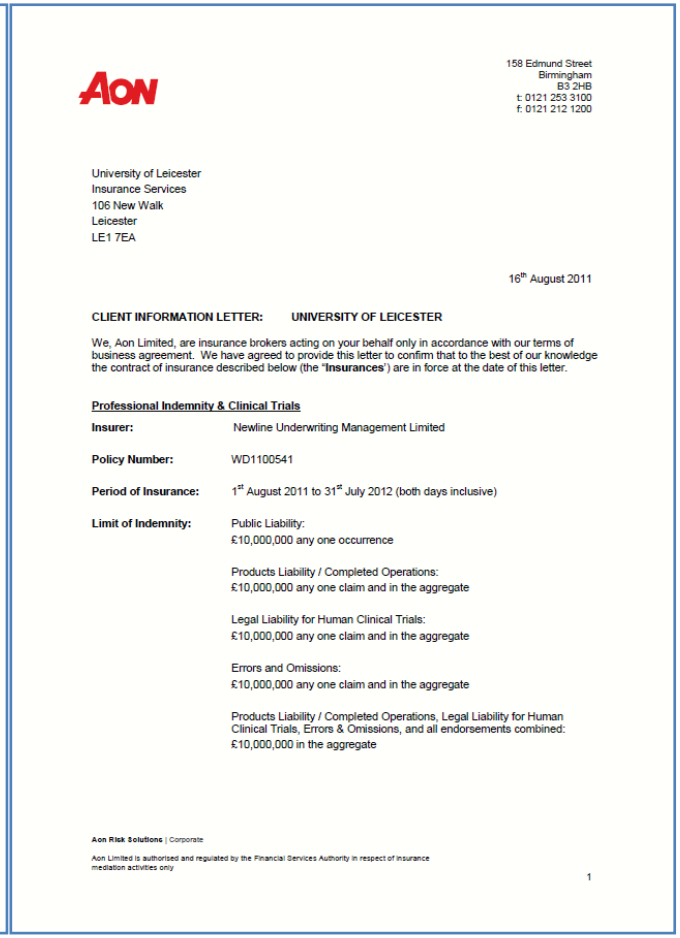
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We accept no obligation to inform any other person or entity should any of the insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest 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.

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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

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15th August 2011

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**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.*

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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.

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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:** ***Cadeby, Church Lane/Wood Lane*** | **Completed by:**<br>**Date:** | | |
|---|---|---|---|
| **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**<br>Entering/Leaving site and parking vehicles | Substantial | 1. Only use designated access onto site.<br>2. Only park in designated areas on site parking facilities.<br>3. Hi Vis clothing to be worn. Roads only to be crossed at safe locations.<br>4. Be aware of obvious hazards and take care when entering/exiting gateways. | Moderate |
| **Driving**<br>Tiredness driving to and from site | Substantial | 1. Have 2 drivers where possible.<br>2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed. | Moderate |
| **Existing Services**<br>Contact with service - electrocution, fire, explosion<br>Damage to service | Substantial | 1. All services to be located before excavation using plans and CAT scanner<br>2. Move trenches to avoid services where known.<br>3. Be aware of changes in the soil that may indicate services | Moderate |
| **Members of the Public, Visitors & Others**<br>Inexperienced people on site, unsuitable clothing, Falling, tripping slipping | Moderate | 1. Agreed and supervised visitors only allowed on site.<br>2. Trenched area to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing etc.) | Acceptable |
| **Excavations**<br>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.<br>2. All sections to be checked every day by supervisor and after bad weather for potential problems.<br>3. Backfilling to be done as soon as possible.<br>4. Fencing and warning signs to be used as required<br>5. ULAS *SSOW3: Safe working with Trenches* to be followed. | Moderate |
| **Spoil**<br>Unmanaged spoil heaps - collapse or falling into trenches | Significant | 1. Spoil heaps to be kept away from trench sides<br>2. No walking on or digging beneath spoil heaps.<br>3. ULAS *SSOW3: Safe working with Trenches* to be followed. | Moderate |
| **Plant & Machinery**<br>Collisions with plant, persons<br>Contact with moving parts<br>Over turning of machines | Substantial | 1. Use certificated personnel for machine operations.<br>2. A competent banksman to be used during excavations.<br>3. *ULAS SSOW 01: Working with plant* to be followed | Moderate |
| **Hand Tools**<br>Incorrect Use, Strains and muscle injuries | Significant | 1. All tools to be used correctly and broken tools replaced.<br>2. Store tools carefully when not in use. | Acceptable |
| **Slips, Trips & Falls**<br>Untidy site<br>Hidden obstacles | Moderate | 1. Visual awareness on site<br>2. Site to be kept tidy – particularly around trenches<br>3. Agreed access to trenches to be used<br>4. Suitable PPE | Acceptable |
| **Manual Handling**<br>Musculoskeletal injuries<br>Falling\tripping<br>Trapping toes\fingers | Substantial | 1. Use correct lifting procedures<br>2. Apply mechanical assistance where possible or tandem lifting.<br>3. Be aware of heavy loads when shovelling<br>4.ULAS Manual Handling Assessment 1 to be followed | Acceptable |
| **Noise**<br>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.<br>2. Ear plugs to be available at all times . | Moderate |
| **Infection & Disease**<br>**F**rom contact with soil, water etc. and minor cuts and scrapes. | Significant | 1. Adequate washing and toilet facilities available.<br>2. First aid kit and first aider on site<br>3. PPE esp gloves available if needed | Acceptable |

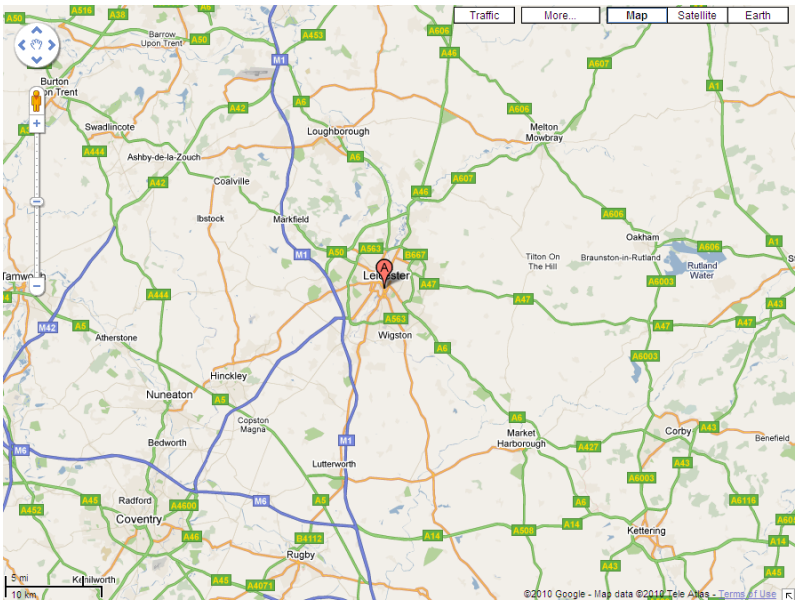
| | | | |
|---|---|---|---|
| **Working Close to Water**<br>Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, imnfection | Substantial | 1. Keep well clear of water wherever possible and be particularly careful when working close to water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

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

Amended by:…….. Date.....

**HOSPITAL LOCATION**



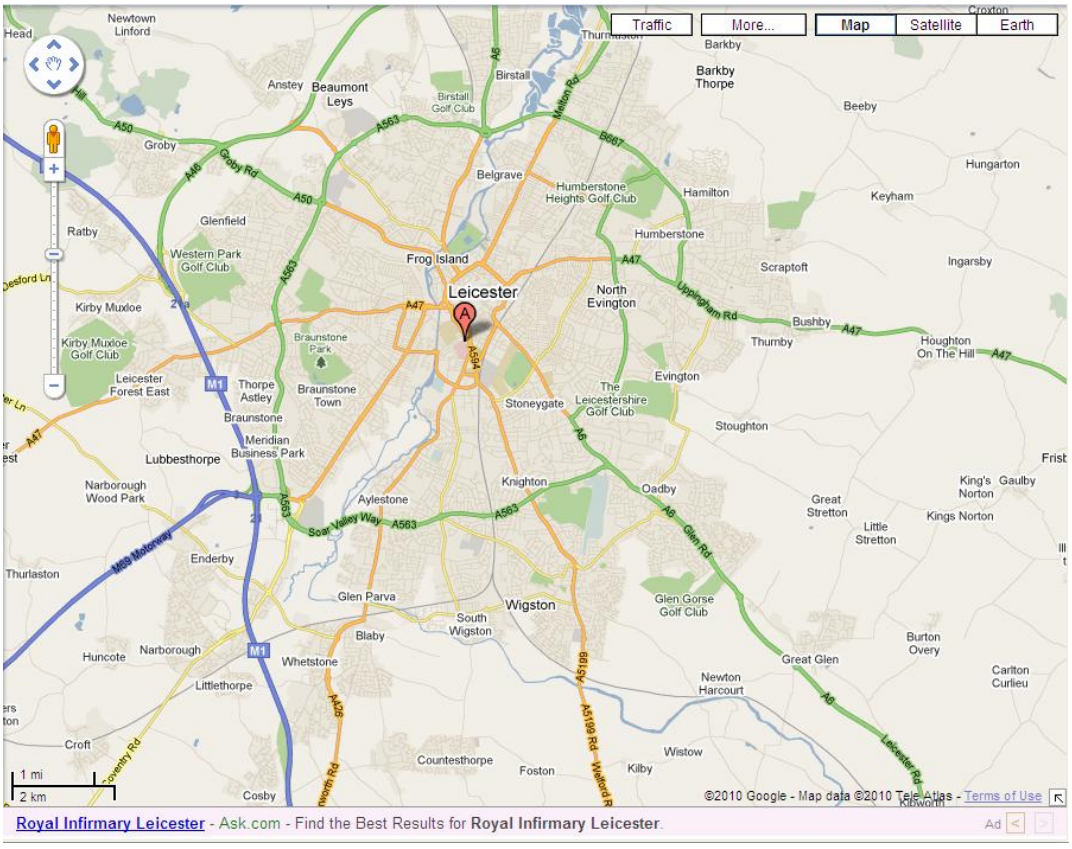




Figure 1: Location to location of nearest Accident and Emergency services.

Hospital Details

ED, Leicester Royal Infirmary
Infirmary Square,
Leicester
LE1 5WW

Phone: 0300 303 1573

Turn right on to B581: Turn right on to A47

Continue on A47 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.

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).

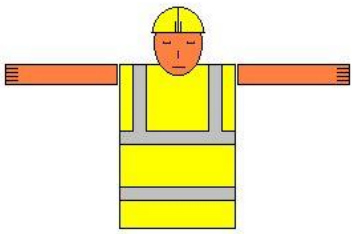
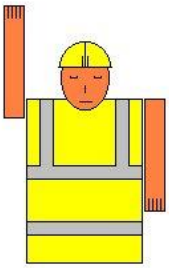
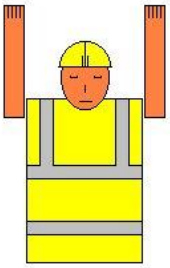
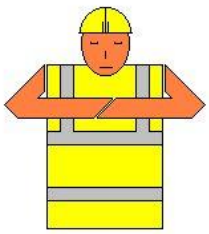
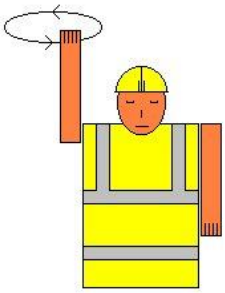
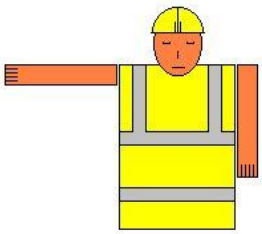
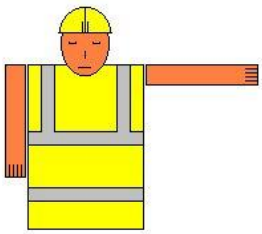
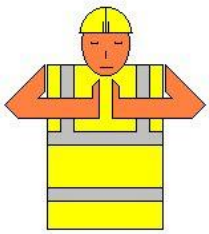
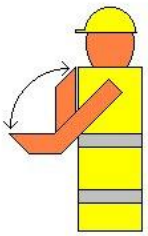
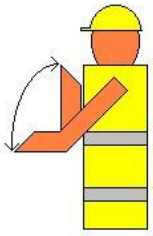
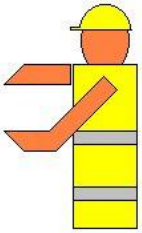
**Dumper trucks**
Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.

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:

**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:**

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