UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Written Scheme of Investigation for archaeological work: Watching Brief

Job title: 15, Main Street, Desford, Leicestershire

NGR: SK 4774 0338

Client: Dr G. Hansford

Planning Authority: Hinckley and Bosworth Borough Council

Planning application No. 10/0578/FUL

1 Introduction

1.1 *Definition and scope of the specification*

This document is a design specification for an archaeological watching brief at the above site, in accordance with Planning Policy Statement 5: Planning for the Historic Environment, Policy HE12.3 (DCLG 2010). This specification provides a written scheme of investigation (WSI) for a phase of archaeological attendance for inspection and recording. The fieldwork specified below is intended to provide information on the character and extent of any buried archaeological remains which may exist on the site.

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 The proposed development site is located within a Conservation Area on Main Street, Desford (fig.1). It consists of an area of *c.* 2500 sq m, centred on SK 4774 0338 in Hinckley and Bosworth Borough at a height of *c.*130 metres OD.

2.1.2 The Ordnance Survey Geological Survey of Great Britain Sheet 142 indicates that the underlying geology is likely to consist of boulder clay and sand & gravels to the south.

2.1.3 The proposed development is for extensions and alterations to the dwelling. Conditions 4 and 5 require a scheme of archaeological work.

2.2 *Archaeological and Historical Background*

2.2.1 The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies in an area of archaeological interest as it is situated within the historic medieval and post-medieval settlement core of Desford (HER ref. MLE2751). The villages of Leicestershire, in common with the wider English Central Midlands, appear to have evolved alongside their open field systems, during the later 1st millennium AD. Buried archaeological evidence spanning the period from the earliest evolution of the village to its more recent past may be present within the development area. The application area is also close to the Church of St Martins (MLE11219). In addition there are known Roman pottery kilns in the near vicinity (MLE2742). Consequently, there is likelihood that buried archaeological remains will be affected by the development.

2.2.2 Leicestershire County Council, as archaeological advisors to the planning authority have requested a watching brief as mitigation against the likely impact of the development. The document provides details of the work proposed by ULAS on behalf of the client for this mitigation strategy.

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 Watching Brief

4.2.1 The watching brief will involve the supervision of overburden removal and other groundworks by an experienced professional archaeologist.

4.2.2 Should significant archaeological remains be identified during the watching brief a programme of excavation and recording may be necessary, using additional personnel as necessary.

4.2.3 The archaeologist will co-operate at all times with the contractors on site during the watching brief to ensure the minimum interruption to the work.

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).

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 originating organisation should complete the on-line OASIS form at http://oasis.ac.uk on completion of the fieldwork.

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 watching brief is scheduled to start during w.c 27.06.2011 with one member of staff.

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.

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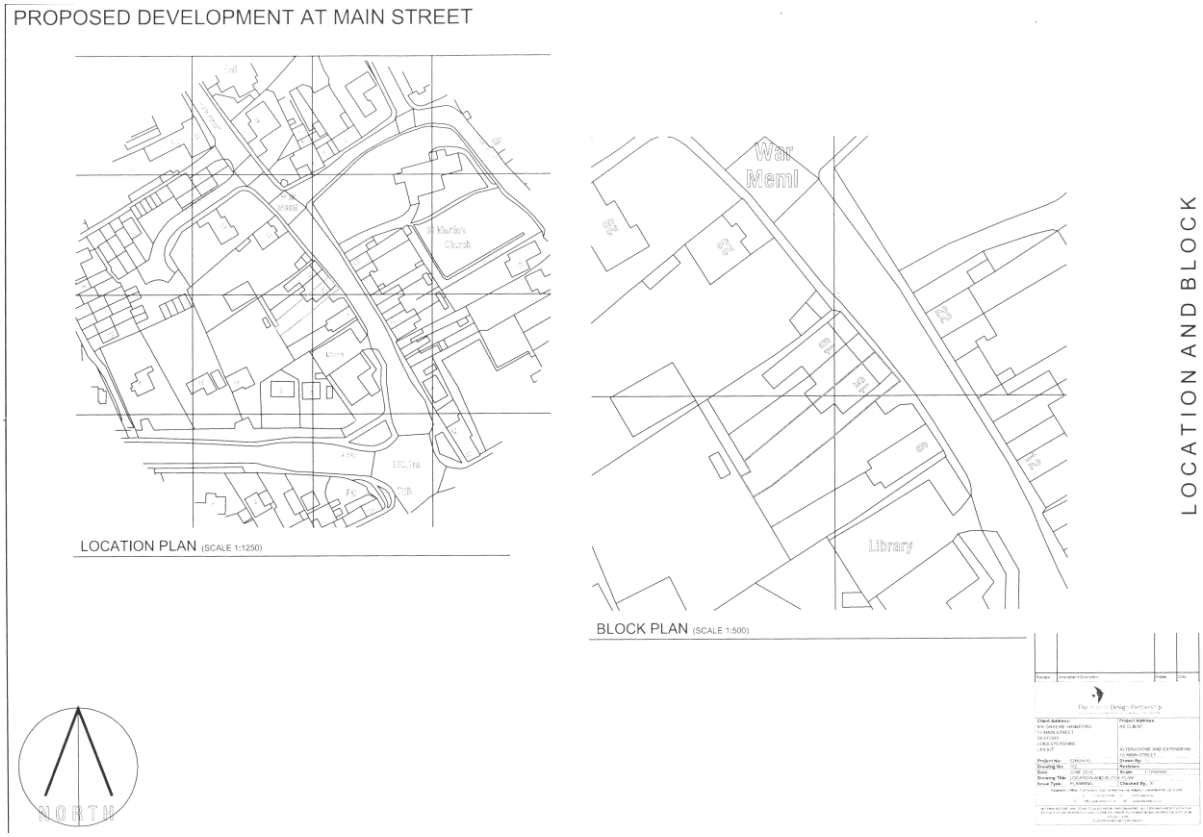


Fig. 1 Plan of the development area showing area of archaeological investigation.

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 weeks 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*

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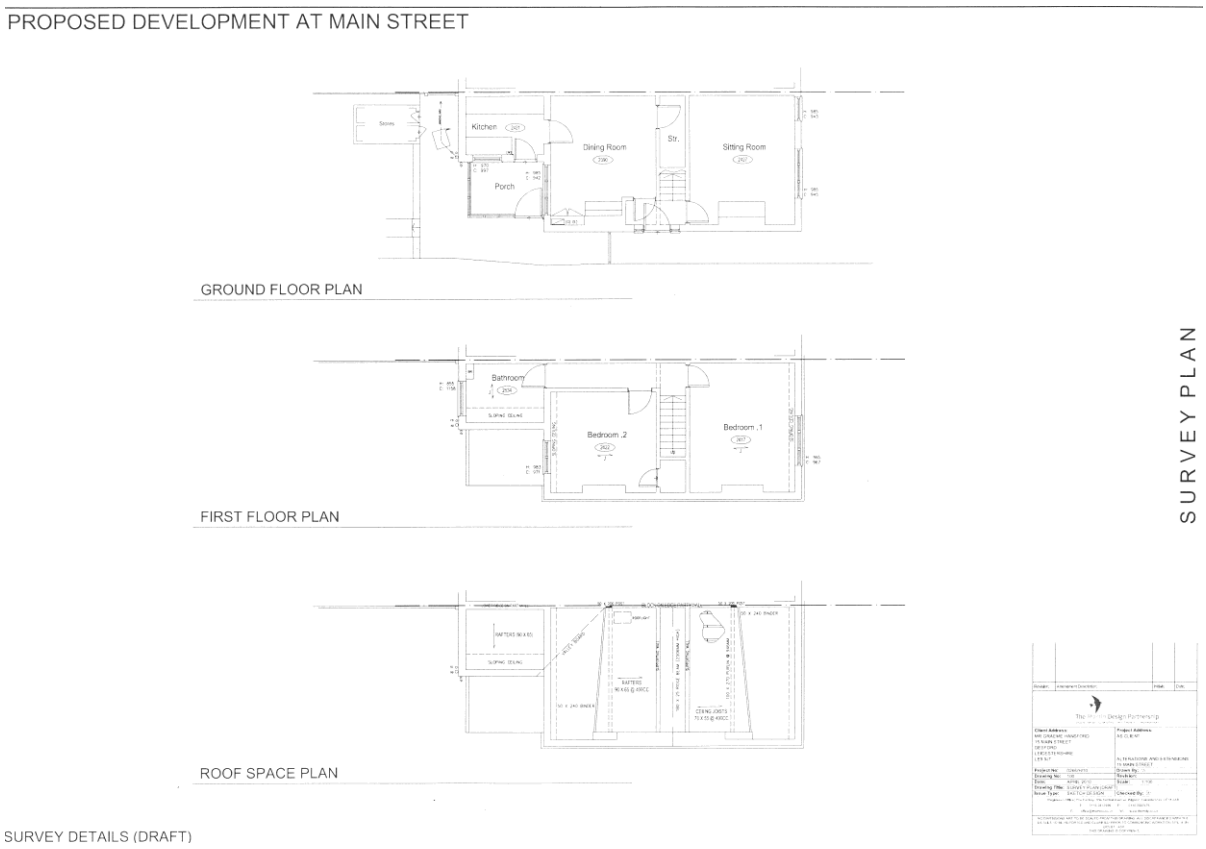


Figure 2 plan of proposed extension

ARCHAEOLOGICAL WATCHING BRIEF METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	Start Date	PM	Contact
15, Main Street, Desford, Leicestershire	11-615		Patrick Clay	0116 252 2848
Site Director	**Site Contacts**		**Team (Nos)**	

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

Public Liability Insurance and Public/Products Liability Insurance St Pauls Travellers Policy No. UCPOP3651237

Professional Indemnity Insurance – Novae Insurance Company Ltd. (50%) and Brit Insurances (50%) Policy No. B0621PUN103610

Miller

Corporate Risks
Dawson House
5 Jewry Street
London EC3N 2PJ

Tel: +44 (0)20 7488 2345
Fax: +44 (0)20 7702 3555
www.miller-insurance.com

To Whom It May Concern

Dear Sirs

University of Leicester

We the undersigned Insurance Brokers hereby confirm that the following described insurance is in force at this date.

Assured:	University of Leicester
Business Description:	University
Period:	1st August 2010 to 31st July 2011

Employers Liability

Limit of Indemnity:	£10,000,000 any one occurrence
Insurer:	Travelers Insurance Co Ltd
Policy No:	UCPOP3651237

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

Should the above mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner to affect this document, no obligation to inform the holder of this document is accepted by the undersigned Insurance Brokers.

Signed ..... Date 4th August 2010
Miller Insurance Services Limited

Authorised and regulated by the Financial Services Authority
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 830141 in England and Wales

Miller

Corporate Risks
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Tel: +44 (0)20 7488 2345
Fax: +44 (0)20 7702 3555
www.miller-insurance.com

To Whom It May Concern

Dear Sirs

University of Leicester

We the undersigned Insurance Brokers hereby confirm that the following described insurance is in force at this date.

Assured: University of Leicester

Business Description: University

Period: 1st August 2010 to 31st July 2011

Public/Products Liability

Limit of Indemnity:	£10,000,000 any one occurrence but in the aggregate for Products
Insurer:	Travelers Insurance Co Ltd
Policy No:	UCPOP3651237

This document is furnished to you as a matter of information only.

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

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VERIFICATION OF INSURANCE

To Whom It May Concern

We, the undersigned Insurance Brokers hereby confirm that the following described Insurance **is in force at this date.**

ERRORS AND OMISSIONS INSURANCE

Insured:	University of Leicester and/or subsidiary companies and/or any officer or members of the Council or the Senate or a committee whilst acting on behalf of the Assured
Period of Insurance:	From: 1st August 2010 To: 31st July 2011
Interest:	Errors and Omissions
Limit of Indemnity:	GBP 10,000,000 any one claim and in all in the Period of Insurance plus costs and expenses
Conditions:	As per Policy, plus Excess: GBP 25,000 each and every claim including costs and expenses, increased to GBP 75,000 in respect of USA/Canada
Insurers:	Novae Insurance Company Limited (50%) and Brit Insurance (50%)
Policy No.:	B0621PUNI03610

This document is furnished to you as a matter of information only.

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

Should the above mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner as to affect this document, no obligation to inform the Holder of this document is accepted by the undersigned Insurance Brokers.

Signed ..... **Dated** 13th August 2010

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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: 15, Main Street, Desford, Leicestershire. **Activity:** Watching Brief	**Completed by:** **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 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

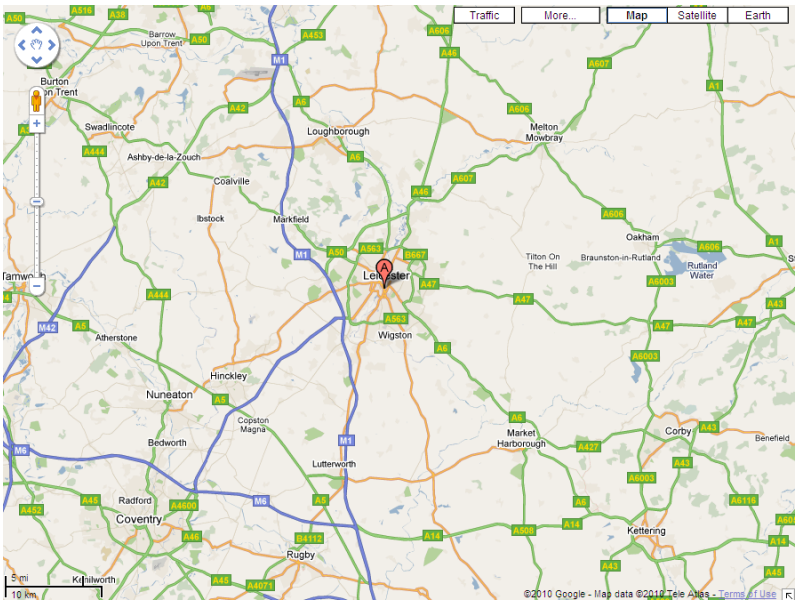
Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, imnfection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with 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 SEPCIFIC RISK ASSESSMENT			

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

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

Amended by:…….. Date.....

HOSPITAL LOCATION



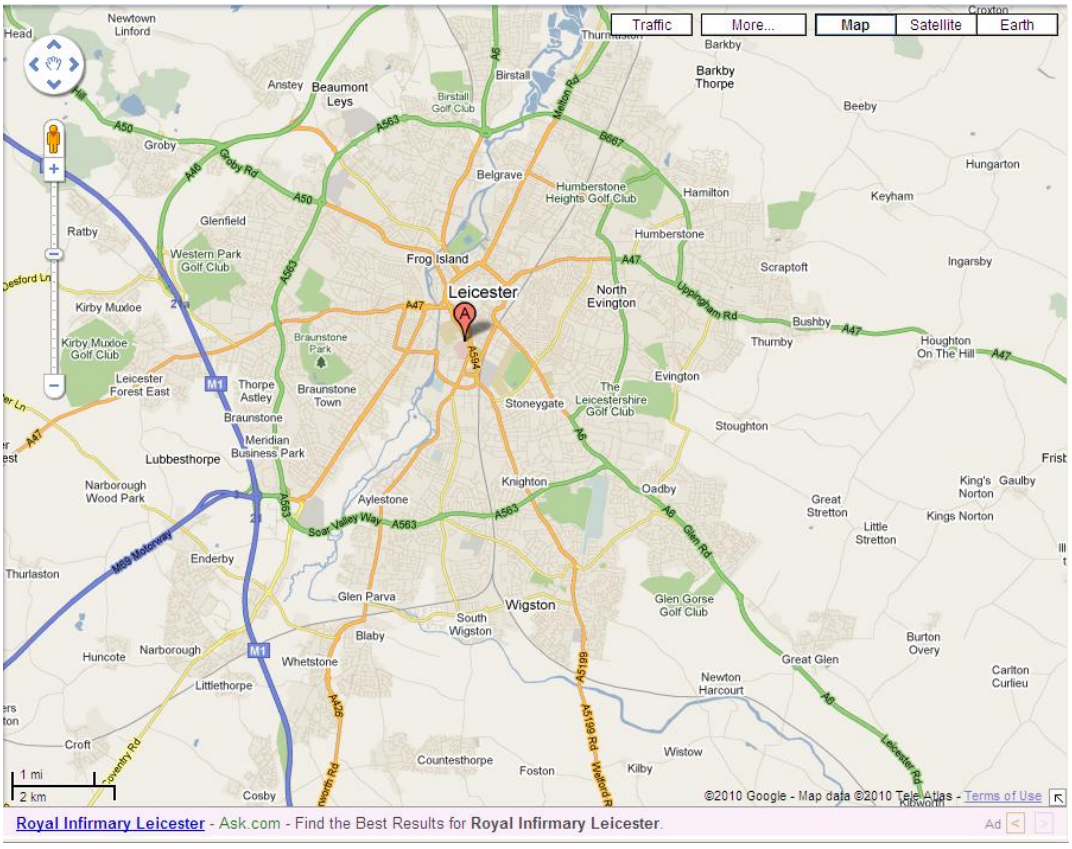


Figure 1: Location to location of nearest Accident and Emergency services.

Hospital Details

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

Phone: 0300 303 1573

Turn right on to B582: Turn left 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).

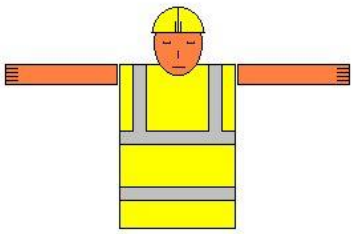
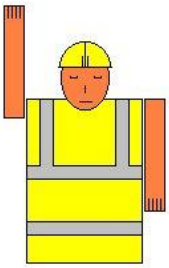
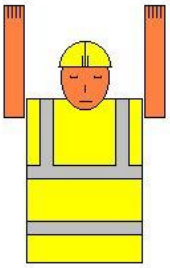
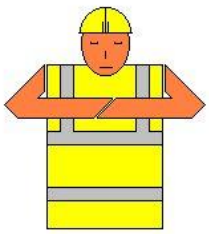
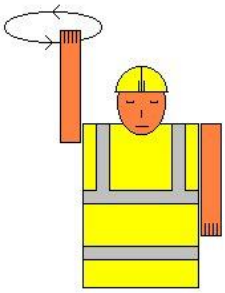
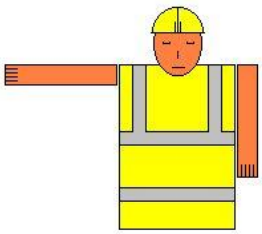
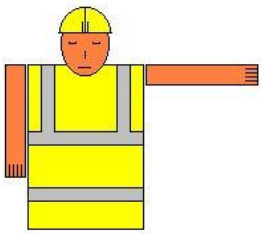
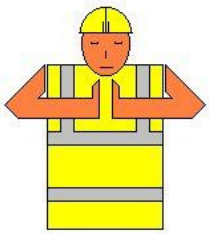
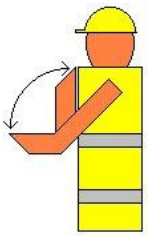
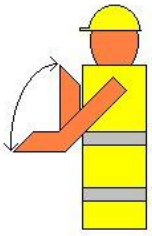
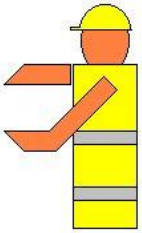
Dumper trucks
Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.

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

No:

REPORT OF A HEALTH OR SAFETY INCIDENT OCCURRENCE

Safety Services Office: 0116 252 2426

Office Use Only

A - TYPE OF REPORT BEING MADE

Please tick appropriate box:

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

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:

[redacted]

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.

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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