



Written Scheme of Investigation for Archaeological Strip, Map and Sample Excavation & Watching Brief

Site: Land at the Bulls Head Public House, 88 Main Street, Nailstone, Leicestershire, CV13 0QB

NGR: SK 4154 0709

Client: Long Brothers Ltd

Planning Authority: Hinckley and Bosworth Borough Council

Planning Ref: 18/01288/FUL

ULAS Job No: 21-547

Acc No/Site Code: X.A14.2017

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Written scheme of investigation for Archaeological Strip Map and Sample Excavation & Watching Brief

1. Introduction

Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation for a phase of archaeological investigation on land at The Bulls Head Public House, 88 Main Street, Nailstone, Leicestershire, CV13 0QB in accordance with National Planning Policy Framework (NPPF): Section 16 Conserving and Enhancing the Historic Environment (MHCLG 2019) and will be submitted to the Planning Archaeologist for approval prior to any archaeological work taking place. The work has been commissioned by Long Brothers Ltd and will be undertaken in advance of the proposed residential development. It is intended to provide an appropriate mitigation strategy to record the heritage assets to be impacted on.
- 1.2 Archaeological excavation is an intrusive form of archaeological work which will record the deposits before development. The definition of archaeological excavation, taken from the *Chartered Institute for Archaeologists Standards and Guidance for Archaeological Excavation* (2020) is a programme of archaeological recording within a research framework to record, as appropriate, archaeological features, structures, deposits, artefacts or ecofacts within a specified area 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

Context of the Project

- 2.1 Nailstone is a village and civil parish in the Hinckley & Bosworth district of Leicestershire, lying approximately 12 miles (16 km) west of Leicester and 3 miles (5 km) north-north-east of Market Bosworth (Fig.1).
- 2.2 The Bulls Head Public House is located on the north side of Main Street, Nailstone (Fig. 2). Planning permission has been obtained for the proposed residential development of five new dwellings on the site (**18/01288/FUL**). The proposed new dwellings will occupy land to the north-west of the public house (Fig. 3). The total site area, including the public house, which is to be renovated, is approximately 0.30 hectares.
- 2.3 The application site lies within the historic settlement core of Nailstone. The Bulls Head Public House lies within the Conservation Area, although the proposed development area is outside the Conservation Area.
- 2.4 This current archaeological work (Strip, Plan and Sample excavation) carries on from two earlier phases of archaeological work on the site (Planning Application No. 15/01202/FUL), which consisted of two small trial trench evaluations covering Plots 1-3, within two parcels and a strip of land to the north of the public house, and Plots 4-5 on a former manège further to the north-west (Finn 2017a and 2017b). Archaeological features dating to the medieval and post-medieval periods were revealed in all five trenches.

- 2.5 As a consequence of this the Planning Archaeologist recommended mitigation by excavation and recording (preservation by record), to record any archaeological deposits which may be impacted by development prior to development commencing. This will take the form of an archaeological Strip, Map and Sample investigation within a specified area.

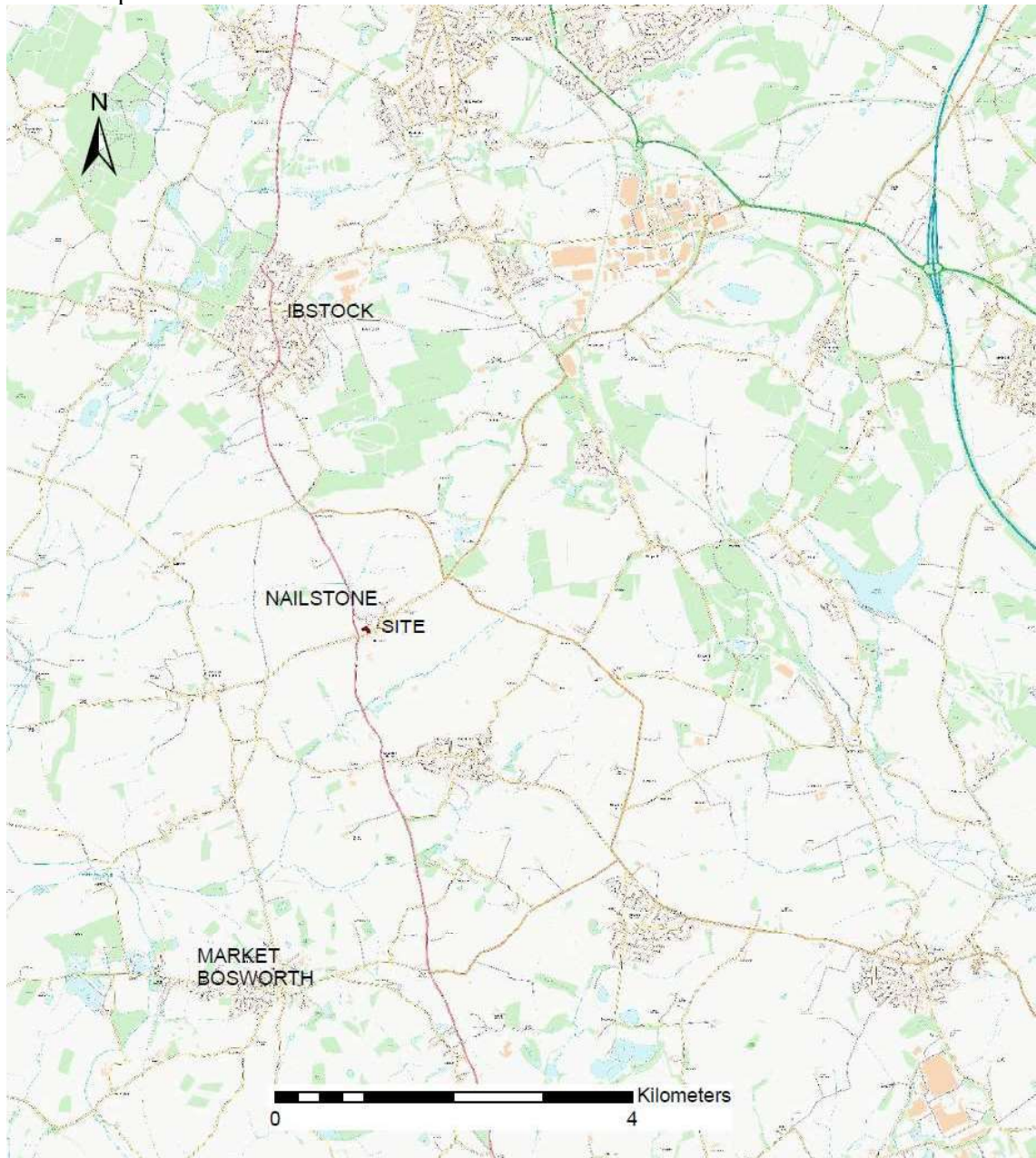


Figure 1: Site Location

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Topography and Geology

- 2.6 The proposed development area consists of small paddocks and an animal exercise area (manège) to the rear of the public house. The land is relatively flat at an average height of 140m aOD.

- 2.7 The British Geological Survey mapping indicates that the solid geology of the area is Gunthorpe Member Mudstone overlain by Glaciofluvial deposits of Sand and Gravel.

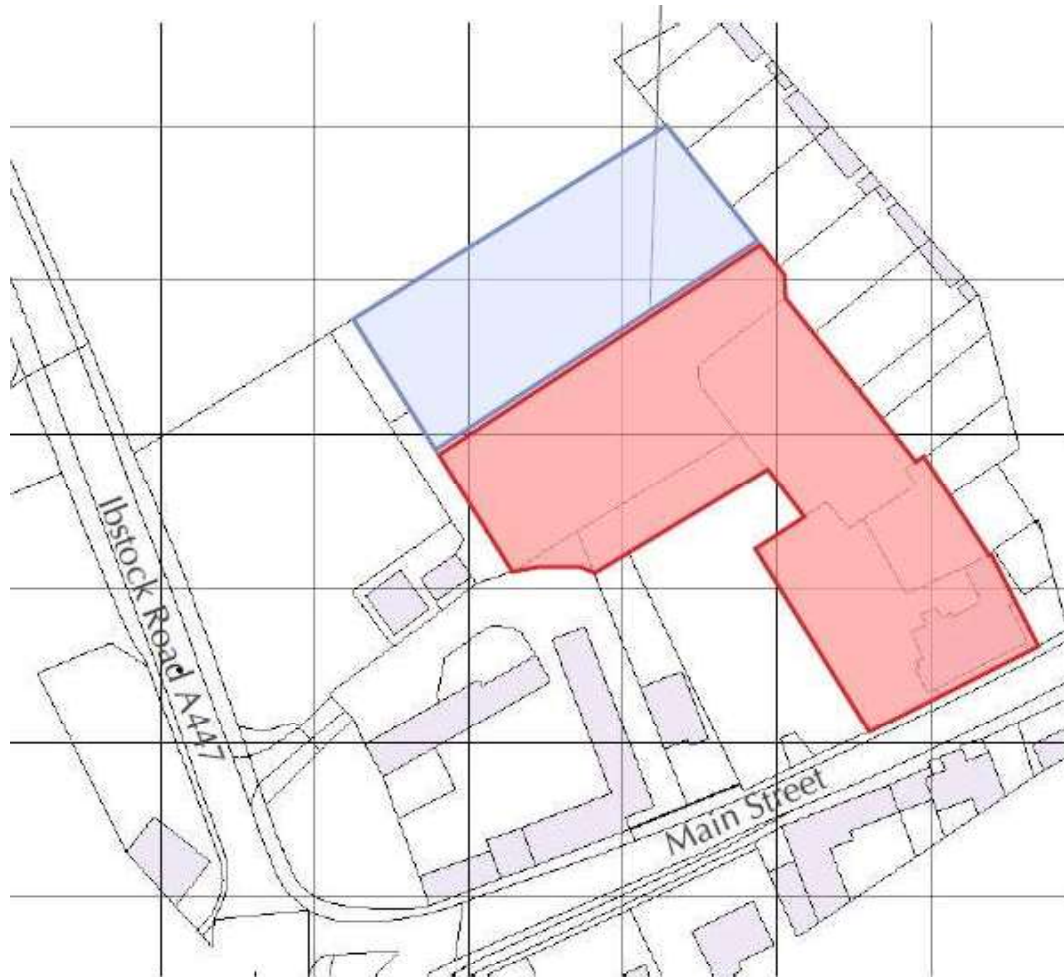


Figure 2: Proposed development area (red line)

Historical and Archaeological Background

Historical Background

- 2.8 Archaeological discoveries suggesting a Romano-British farmstead provide the first evidence of a settlement in the current location of the village. The majority of other archaeological remains in the area lie outside the core of the village. A small chapel is likely to have been built on the top of the rise at the end of the Anglo-Saxon period, now the location of All Saints church. Development of the village is then likely to have been located around the open space surrounding the church then creeping westwards towards the turnpike from Hinckley to Ibstock.
- 2.9 There is debate as to whether Nailstone is mentioned in the Domesday Book of 1086 but it seems likely that it is recorded as either *Neulebi* or *Neluestone*. The manorial rights were first held by Ernald under Hugo de Grantmesnil, one of King William I key lieutenants.

- 2.10 The agricultural origins of the settlement were established around several working farmsteads under control of the Manor. When Gopsall Hall was constructed in 1750, Nailstone became part of the estate. The Earls Howe, owners of the estate, funded the construction of many properties in the village as it developed as a functioning social unit. Therefore, the village contains several buildings of special interest and unique characteristics which are particular to the Gopsall Estate villages.
- 2.11 During the 19th century agriculture was gradually replaced by coal mining as the principle source of employment within Nailstone and the surrounding district. Nailstone Wood Colliery was sunk in 1864, located two miles north-east of the village (Nailstone Parish Council Website).
- 2.12 The Bulls Head Public House, built in the early 19th century, is identified in the Nailstone Conservation Area Appraisal and Management Plan as one of several 'Key Unlisted Buildings' that make a positive contribution to the character of the conservation area.

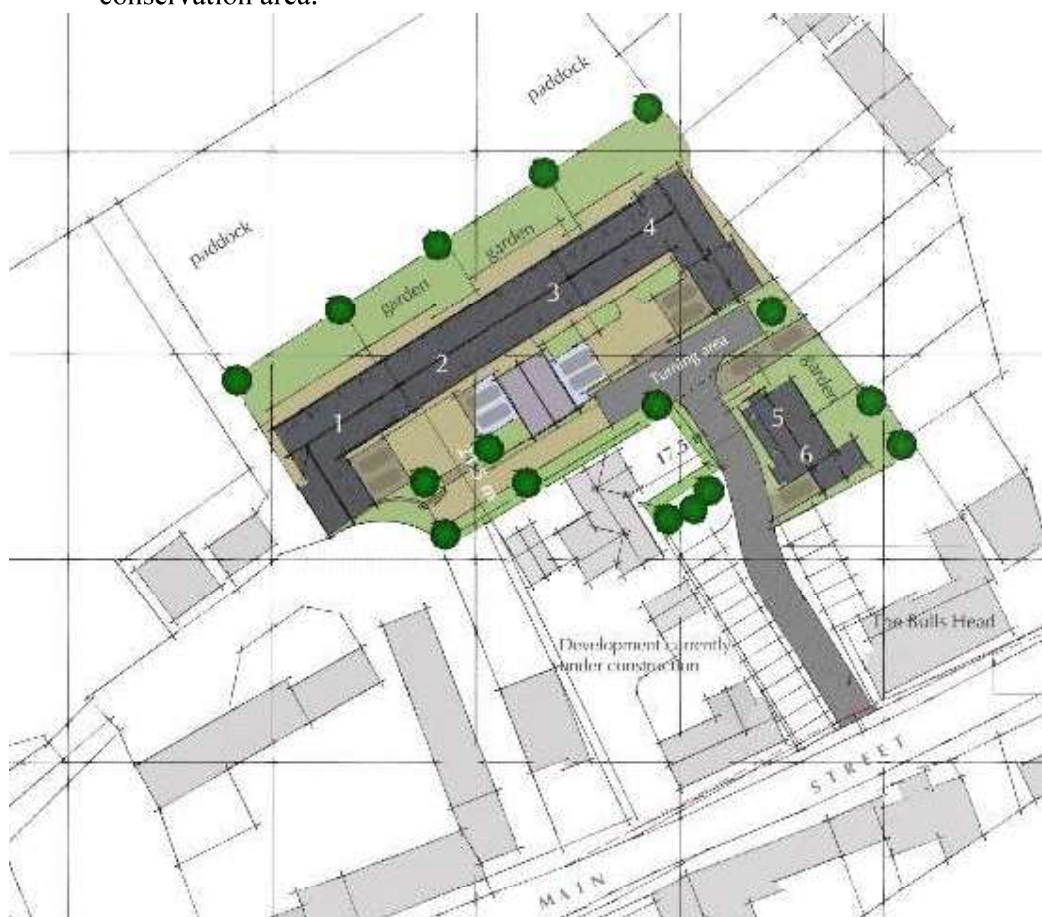


Figure 3: Proposed development plan. Provided by developer

Archaeological Background

- 2.13 The Leicestershire and Rutland Historic Environment Record (HER) indicates that the application site is in an area of archaeological interest, within the medieval and post-medieval historic settlement core of Nailstone (HER ref: **MLE2968**).

- 2.14 Little intrusive archaeological investigation within the historic village core is recorded on the HER, although trial trenching in 2000 at 57 Main Street, east of the present application site, located a medieval gully and an undated pit (**MLE9364**).
- 2.15 A survey by R.F. Hartley identified earthworks indicating the former extent of the village (Hartley 2008, 37: Figure 29).

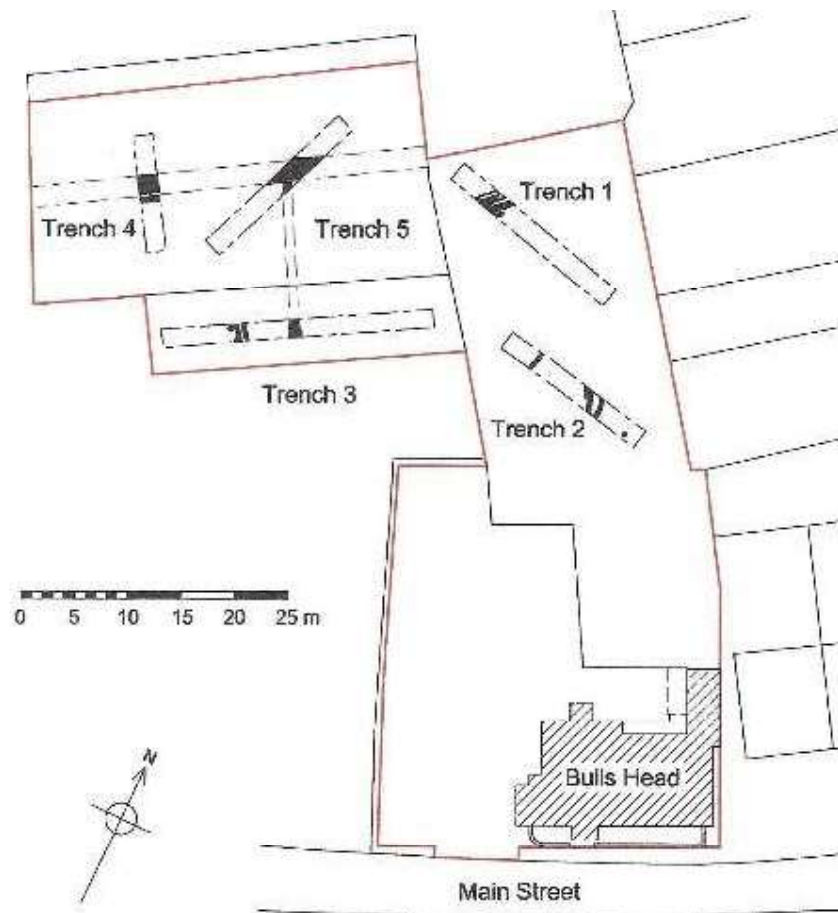


Figure 4: Plan of features identified during trial trenching with ditches projected.

After Finn 2017b

- 2.16 Two phases of archaeological evaluation by trial trenching were carried out on the current site in February and May 2017 by Archaeology and Built Heritage (A&BH).. The first phase (Trenches 1-3) were carried out in the paddock areas and revealed a series of shallow ditches/gullies representing plot boundary and/or drainage features. Most of these were undated, though two ditches contained sherds of medieval pottery and a third contained a sherd of post-medieval pottery. An undated pit and a possible post-hole were also found (Finn 2017a).
- 2.17 The second phase (Trenches 4 & 5) on the manège area also revealed a substantial ditch on a north-east to south-west alignment, forming part of the same boundary feature previously recorded as an earthwork by R.F. Hartley (see above). The ditch was re-cut

at least once and there was possible evidence for the former existence of a hedgerow on its north-west side. This is likely to have been a croft boundary ditch separating medieval properties fronting onto the north side of Main Street from open fields beyond. Finds recovered from the fills indicate a date in the later medieval period for the infilling of this ditch, around the 14th or 15th century (Finn 2017b).

- 2.18 A second ditch, aligned north-west to south-east corresponded with a ditch recorded in the earlier Trench 3 of Phase 1. This may have been a property boundary ditch separating two adjacent medieval plots, or possibly an internal plot division. Finds suggest a 12th century date for this feature. A post-hole adjacent to this ditch may have been associated with a boundary fence. A single sherd of Anglo-Saxon pottery, of late 5th or 6th century date, occurred as a residual find in a medieval ditch. (Finn 2017b).

3. Aims and Objectives

- 3.1 The main objectives of the archaeological work are:
- To identify the presence/absence of any archaeological deposits and provide evidence of the nature and extent of surviving archaeological remains on the site.
 - To characterise the extent, date range, character, condition and significance of any archaeological deposits to be affected by the proposed ground works.
 - To excavate and record significant archaeological deposits whose future integrity may be compromised by groundworks associated with the proposed construction works.
 - To advance understanding of the heritage assets
 - To produce an archive and report of any results.
- 3.2 Within the stated project aims, the principal objective of the recording is to establish the nature, extent, date, depth and significance of the heritage assets within their local and regional context.

Research Objectives

- 3.3 The historic and archaeological background for the area, along with the recent trial trenching suggests that there is potential for excavation to reveal heritage assets with an archaeological interest. On this basis it is possible to determine some initial objectives identified within *The Archaeology of the East Midlands: An Archaeological Resource Assessment and Research Agenda*, *Leicester Archaeology Monograph 13*, (ed. Cooper 2006) and *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (ed. Knight et al 2012).
- 3.4 Excavations may contribute to knowledge on rural settlement, landscape and society. Information on the sequence and chronology of boundaries and their relationship to settlements may be recovered and palaeoenvironmental evidence could provide information on agricultural practices and land use. Artefacts can provide evidence for evidence for craft industry and exchange across broad landscape areas.
- 3.5 The archaeological work could contribute towards the questions in sections 6, 7, and 8 of the Updated Research Agenda and in particular could contribute to Research Objectives:

6. EARLY MEDIEVAL (c. AD 410–1066):

6.4.3: Can spatial and temporal variations in the morphology, functions and status of settlements be defined more precisely?

7. HIGH MEDIEVAL (1066–1485)

7.2.1: How can we elucidate further the development of nucleated villages, and in particular the contribution of the Danelaw to changes in village morphology?

7.3.2: How did the medieval manor and manorial estates develop from the Anglo-Saxon period, and what was the impact of the Danelaw?

7.7.1: Can we shed further light upon the origins and development of the open-field system and its impact upon agricultural practices?

8. POST-MEDIEVAL (1485–1750):

8.1.2: How were towns organised and planned, and how did population growth impact upon their internal spatial organisation?

8.3.1: How can we improve our understanding of the early landscapes of enclosure and improvement and the interrelationship between arable, pasture, woodland, commons and waste?

- 3.6 These research aims have been identified based on the current state of knowledge within the area of the scheme. The research aims will be re-assessed and updated during the course of the fieldwork.

4. Constraints

- 4.1 The client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the archaeological works commence. Access to the proposed development site will be via Main Street.
- 4.2 This site will operate under COVID-19 Social distancing measures

5. Methodology

- 5.1 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Archaeological Watching Briefs* (2020) and adhere to their *Code of Conduct* (2019).
- 5.2 An accession number has been obtained for the Strip, Map and Sample Excavation and will be used to identify all records and artefacts.
- 5.3 Prior to machining of the area, general photographs of the site will be taken.

Strip, Map and Sample

- 5.4 The designated area for strip, map and sample is the footprint Plots 5 and 6 (see Fig 5 below). The work will involve the removal of overburden under supervision by an experienced professional archaeologist to determine the presence/absence of any archaeological remains. If further areas outside of the building are being stripped (e.g. services and other ground works) then these areas will also be appropriately investigated and recorded.

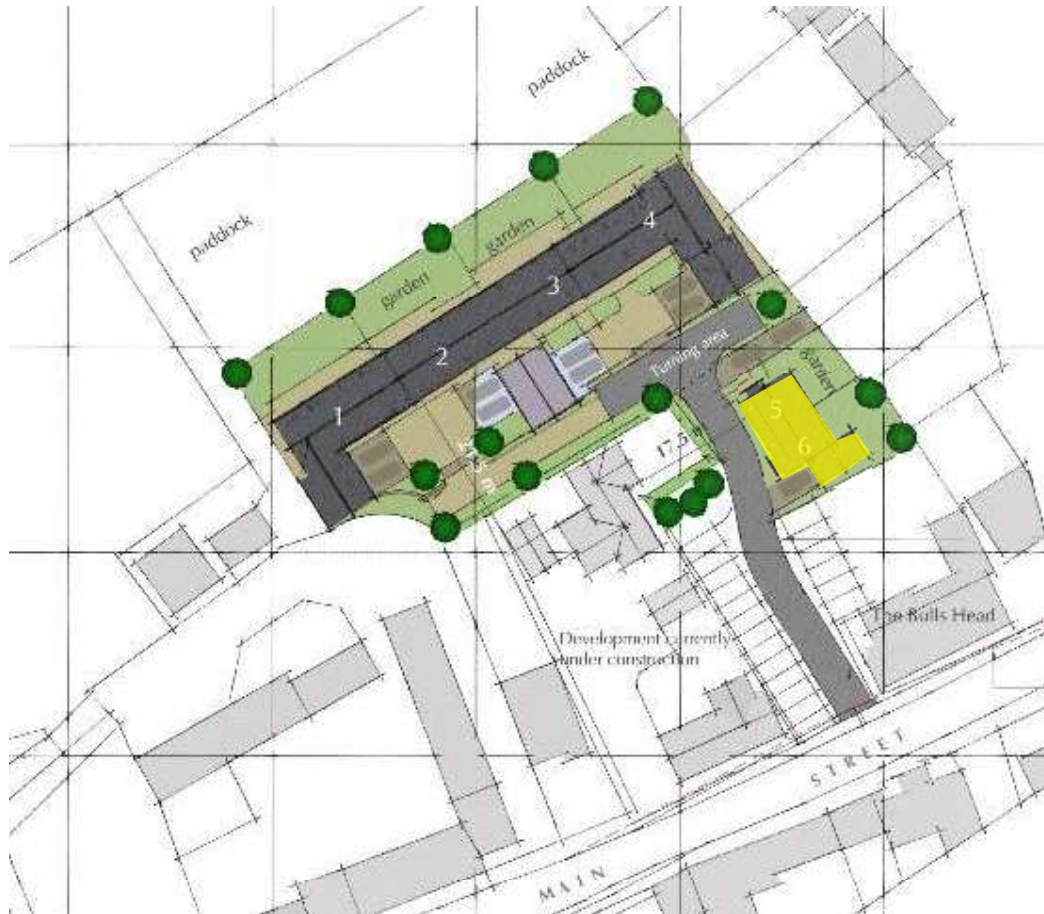


Figure 5 Plan of the development showing the location of the excavation area in yellow

- 5.5 The archaeologist will control and supervise the topsoil and overburden stripping in order to obtain an adequate record of any archaeological deposits or finds which would be disturbed or exposed by groundworks associated with the development. All top and subsoil stripping should be undertaken so as to avoid damaging and obscuring archaeological remains.
- 5.6 Ground reduction will be carried out with a machine appropriate for the work fitted with a flat-bladed bucket to expose the underlying strata. The machine will not track over any surfaces until the archaeologist has inspected and cleared the area.
- 5.7 Topsoil and overburden will be removed carefully in level spits, under continuous archaeological supervision. The assessment area will be excavated down to the top of archaeological deposits or natural undisturbed ground, whichever is reached first. All excavation by machine and hand will be undertaken with a view to avoid damage to archaeological deposits or features which appear worthy of preservation in situ or more detailed investigation than for the purposes of evaluation. Where structures, features or

finds appear to merit preservation *in situ*, they will be adequately protected from deterioration.

- 5.8 The area will be examined by hand cleaning and any archaeological deposits located will be planned at an appropriate scale. Archaeological deposits will be sample-excavated by hand as appropriate in order to establish the stratigraphic and chronological sequence, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. Particular attention will be paid to the potential for buried palaeosoils and waterlogged deposits in consultation with ULAS's environmental officer. Any archaeological deposits encountered will be recorded in plan and excavated using standard ULAS procedures. All exposed features will be investigated (unless otherwise agreed with the Planning Archaeologist). Discrete features will be half-sectioned as a minimum where possible; a 1m wide section of each linear feature will be excavated.
- 5.9 The ULAS recording manual will be used as a guide for all recording. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.
- 5.10 A site plan will be prepared showing the location of the areas examined in relationship to the overall investigation area and OS grid. All principal contexts will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using GPS) and drawn sections (scale 1:10 or 1:20 as appropriate). The relative height of all principal strata and features will be recorded.
- 5.11 Archaeological feature locations will be recorded by an appropriate method and be tied in to the Ordnance Survey National Grid.
- 5.12 A photographic record of the investigations will be prepared, illustrating in both detail and general context the principal features and finds discovered and their location and context. The primary photographic record will be by digital camera. The photographic record will also include overall site and working shot' to illustrate more generally the nature of the archaeological operation mounted.
- 5.13 The primary photographic record will be by a high-resolution digital SLR camera with sensors exceeding 12 mega pixels. All photographs (except general or publicity shots) will include a suitable scale bar and a north arrow. Photographs will be taken in appropriate light conditions (i.e. not in strong sunlight). Where this is not feasible, measures will be taken to ensure that photographs are clear. All photographs will be taken using the highest quality setting to provide adequate illustrations for the site archive.
- 5.14 This record will be compiled and checked during the course of the excavations, and all site records and finds will be kept securely.
- 5.15 After completion of the trenching, following prior agreement with the Planning Archaeologist, excavated trenches will be backfilled with the excavated arisings.

Watching Brief

- 5.16 Other areas of groundworks not covered by the strip, map and sample outlined above will be subject to a watching brief. This will include service trenches, landscaping and

access roads as appropriate, depending on the results of the strip, map and sample excavations.

Contingency Provisions

- 5.17 In the event of potentially significant archaeological deposits being found for which the resources allocated are not sufficient or which are of sufficient significance to merit an alternative approach the archaeologist will inform the developer and the planning authority in order for detailed discussion between all relevant parties to take place. Following assessment of the archaeological remains ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

Monitoring

- 5.18 Notification of the start of the site works will be made to the Planning Archaeologist prior to commencement of the recording work in order that monitoring arrangements can be made. All monitoring shall be carried out in accordance with the *CIfA Standard and Guidance for Archaeological Field Excavation* (2020).
- 5.19 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning Authority and the Client, if required.
- 5.20 Unlimited access to monitor the project will be available to the Client and his representatives, the planning authority, the Planning Archaeologist, subject to the health and safety requirements of the site.

6. Finds

- 6.1 All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CIfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020), and those of the relevant specialist groups. Relevant type series and reference collections will be used for identification.
- 6.2 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Archaeological Advisor.
- 6.3 All objects or remains of archaeological interest, discovered in or under the site during the carrying out of the project by ULAS or during works carried out on the site by the Client other than articles subject to the Treasure Act, shall be deemed to be the property of ULAS provided that ULAS after due examination shall transfer ownership of all Archaeological Discoveries unconditionally to the appropriate authority for storage in perpetuity.

Treasure

- 6.4 In the event of discovery of artefacts that might constitute Treasure under the definition of The Treasure Act 1996 and its revisions (Treasure (Designation) Order 2002), these will be excavated and removed to a safe place. The client, Coroner, the Planning Archaeologist and the Finds Liaison Officer (FLO) will be informed immediately. A treasure receipt will be completed and submitted to the Coroner's Office and the FLO within 14 days.

Human Remains

- 6.5 If human remains are encountered they will be left in situ. ULAS will inform the client and the Planning Archaeologist immediately. If excavation of human remains is required ULAS will obtain a Ministry of Justice Licence (Section 25 of the Burial Act 1857). All excavation and post-excavation will also be in accordance with the standards set out in CIfA Technical Paper 13: Excavation and Post-excavation Treatment of Cremated and Inhumed Remains (McKinley and Roberts 1993). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice License.

7. Environmental Samples

- 7.1 Although the environmental potential of the site is uncertain, if significant archaeological features are sample excavated, the following environmental sampling strategy will be adopted, following consultation with the ULAS Environmental Officer.
- A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well-sealed and with little intrusive or residual material.
 - Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
 - Spot samples will be taken where concentrations of environmental remains are located.

- Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
- 7.2 All collected samples will be labelled with context and sequential sample numbers.
- 7.3 Appropriate contexts (i.e. datable) will be bulk sampled (50 litres or the whole context depending on size) for the recovery of carbonised plant remains and insects
- 7.4 Recovery of small animal bones, bird bone and large molluscs will normally be achieved through processing other bulk samples or 50 litre samples may be taken specifically to sample particularly rich deposits.
- 7.5 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue >0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of >0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.
- 7.6 Where evidence of industrial processes are present (e.g. indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g. hammer scale).

Scientific Dating

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

8. Timetable and Personnel

- 8.1 The excavation is due to start on a date TBC
- 8.2 This project will be under the management of John Thomas MCIfA, Deputy Director, ULAS. The Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility will rest with the Site Supervisor who will be on-site throughout the project.

8.3 The site supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.

8.4 ULAS uses in-house specialists for the majority of post-excavation work as follows

Environmental analysis and reporting:	Rachel Small BSc, MA Adam Santer BA, MA
Lithics:	Lynden Cooper BA, member Lithics Research Group
Prehistoric and Roman Pottery:	Nicholas Cooper BSc, Dip post-ex, FSA, MCIfA, member SGRP Elizabeth Johnson BSc MA member SGRP, MPRG
Post-Roman Pottery:	Deborah Sawday BA, PGCE, member MPRG
Animal bone	Jennifer Browning BA, MA, MCIfA, member PZG, AEA. Rachel Small BSc, MA Will Johnson BSc, MA
Human bone	Jennifer Browning BA, MA, MCIfA Rachel Small BSc, MA Will Johnson BSc, MA
Small Finds	Nicholas Cooper BSc, Dip post-ex, FSA, MCIfA, member RFG Heidi Addison BA
Wood/Geoarchaeology/Charcoal	Matthew Beamish MA Cantab, MCIfA Adam Santer BA, MA

9. Post Excavation Analysis and Reporting

9.1 Following completion of fieldwork, all artefacts and samples will be processed, assessed, conserved and packaged in accordance with CIfA 2020 and ULAS procedures and the relevant Museums for transferring archaeological archives (Leicestershire County Council).

9.2 A draft report in will usually follow within four weeks. The report will include:

- A non-technical summary
- The aims and methods adopted in the course of the evaluation.
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during groundworks
- The anticipated degree of survival of archaeological deposits.
- The anticipated archaeological impact of the current proposals.
- Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- A summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
- An index of the contents and location of the archive.
- Bibliography.

9.3 A draft digital version of the report will be provided for the client and the Local Planning Authority for approval. Once approved it will be deposited with the Historic Environment Record on the understanding that it will become a public document after an appropriate period of time and the planning authority.

- 9.4 An indexed site archive will be prepared and deposited with the agreed museum in accordance with 'Archaeological Archives: A Guide to Best Practice in Creation Compilation, Transfer and Curation (Archaeological Archives Forum 2007) and the relevant museum guidelines.

Publication and dissemination of results

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

10. Public Engagement and Publicity

- 10.1 The work is small scale and not anticipated to be suitable for public involvement or participation during the course of the fieldwork although if archaeological deposits are found this will be revisited. The results will be made available via the ADS website, publication and if significant archaeological deposits are found talks and presentations to the local population can be provided.
- 10.2 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

11. Health and Safety

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

Insurance

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

12. Quality Assurance

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

13. Staff Training and CPD

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

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31/03/2021

Appendix 1: Archaeological evaluation method statement & risk assessment

Site Name	Job No	PM	Contact
Land at the Bulls Head Public House, Nailstone, Leicestershire	21-547	John Thomas	0116 252 2848
Site Director	Site Contacts		Team (Nos)
TBC	TBC		1-2

SITE WORKS & METHOD STATEMENT

The work will involve the excavation a strip of land across the area as detailed in the specification followed by hand excavation of archaeological deposits, mapping the features and taking environmental samples.

Excavation Method Statement

Access and parking will be gained via authorised routes to be arranged with the land owner/tenant. All staff will be inducted by the site director prior to starting work on site (Annex 3).

Services: A CAT Scanner may be used in both POWER and RADIO mode to scan trench lines for services prior to excavation. The CAT must be in calibration and used by a competent person and used in both POWER and RADIO mode.

Areas will not be excavated within 15m of known water mains or sewers or in the vicinity of other underground services or electrical cables without a separate SSOW. Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored.

No work will be undertaken beneath overhead cables. If a tracked machine is required to pass below an overhead cable a separate SSOW will be followed.

Excavation:

Excavation will be conducted as per the methodology detailed in the WSI. Machining will be conducted using ULAS SSOW1. Excavation of trenches will be undertaken according to ULAS SSOW3 (Annex 1). Any lone working on site will be undertaken according to ULAS SSOW2 (Annex 1).

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

Equipment

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

ULAS vehicles or personal cars will be used (all appropriately insured and maintained).

Besides the plant, equipment will include a variety of hand tools (e.g. shovels, mattocks, trowels), recording materials (e.g. photographic equipment, computers, levels etc.), survey equipment (e.g. EDM, DGPS) CAT scanners and metal detectors may be used.

Personnel

The site director will be responsible for the day to day running of the site. Specialists and visitors may be invited to visit the site during fieldwork. It is expected to hire plant and operators from a reputable local company. All personnel are experienced in working with plant and in the excavation of trenches. All site staff hold CSCS cards and many also hold a SPA quarry passport. All site supervisors have some first aid training. Normal working hours are 7 hours a day between 8am and 6pm Monday to Friday.

Monitoring and communications

ULAS management and site staff details are as above.

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

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

Accident Reporting

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

INSURANCE DETAILS


Gallagher

Insurance | Risk Management | Consulting

TO WHOM IT MAY CONCERN

6th August 2020

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) **University of Leicester**

Postal Address **Fielding Johnson Building, University Road, Leicester, LE1 7RH, United Kingdom**

Our Ref **11017549**

Business Description **University**

Hired-In Plant

Insurer	: Aviva Insurance Ltd
Policy No.	: 100691481CCI
Period of Insurance	: 01 August 2020 to 31 July 2021
Limit of Liability	: £300,000

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not:-

- create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- 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 the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter.

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,



Timothy Phillips

Direct dial: 017 9346 8049
Email: timothy.phillips@ajg.com

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.
Registered Office: Spectrum Building, 10th Floor, 65, Eldon Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC100699.


Gallagher

Insurance | Risk Management | Consulting

7th August 2020

TO WHOM IT MAY CONCERN

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

VERIFICATION OF INSURANCE

Unique Market Reference: B1262 FI0675320

Type: Errors and Omissions

Insured: University of Leicester and/or subsidiaries

Period: From: 1st August 2020
To: 31st July 2021 Both days inclusive at Local Standard Time.

Interest: This Policy will indemnify/Cover the insured in respect of their Legal Liabilities arising out of the insured's activities and as more fully disclosed within the Policy Wording.

Limit of Indemnity: GBP 10,000,000 Any One Claim and GBP 10,000,000 in the Aggregate, including costs and expenses

Excess: GBP 10,000 Each and Every Claim, other than United States of America Jurisdiction where USD 25,000 each and every Claim shall apply

Underwriter: 100.0000% Newline Syndicate 1218

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

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

Arthur J. Gallagher

Authorised Signatory
Arthur J. Gallagher


Gallagher

Insurance | Risk Management | Consulting

Station Square
One Chaucer Street
London
EC1A 3DF
Tel: 020 7569 3000
Fax: 01793 488538
www.ajg.com.uk

TO WHOM IT MAY CONCERN

6th August 2020

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) **University of Leicester**
Postal Address **Fielding Johnson Building, University Road, Leicester, LE1 7RH, United Kingdom**
Our Ref **11017548**
Business Description **University**

Public & Products Liability	
Insurer	HDI Global SE - UK
Policy No.	110-01161415-30016
Period of Insurance	01 August 2020 to 31 July 2021
Limit of Indemnity any one occurrence / aggregate for Products	£10,000,000
Indemnity to Principals	Included

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not:-

i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
ii) 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 the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,



Timothy Phillips

Direct dial: 017 9346 8049
Email: ajpublicsector@ajg.com

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.
Registered Office: Spectrum Building, 7th Floor, 55, Bytham Road Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108999.


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6th August 2020

Dear Sirs

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Insured Details:

Name(s) **University of Leicester**
Postal Address **Fielding Johnson Building, University Road, Leicester, LE1 7RH, United Kingdom**
Our Ref **11017548**
Business Description **University**

Employers' Liability	
Insurer	HDI Global SE - UK
Policy No.	110-01161415-30016
Period of Insurance	01 August 2020 to 31 July 2021
Limit of Indemnity any one occurrence	£10,000,000

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not:-

i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
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Timothy Phillips

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Registered Office: Spectrum Building, 7th Floor, 55, Bytham Road Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108999.

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					

Risk Levels/Actions

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

Derived from BS8800

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

Site Name: Land at The Bulls Head Public House, Nailstone, Leicestershire Activity: Strip, Map and Sample		Completed by: L Hunt Date: 31/03/2021	
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
<i>Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss</i>	<i>Likelihood x Severity = Risk</i>	<i>A short summary of the control measure and standards guidance.</i>	<i>Likelihood x Severity = Risk</i>
Site Access/Egress Entering/Leaving site and parking vehicles	Substantial	1. Only use designated access onto site. 2. Only park in designated areas on site parking facilities. 3. Hi Vis clothing to be worn. Roads only to be crossed at safe locations. 4. Be aware of obvious hazards and take care when entering/exiting gateways.	Moderate
Driving Tiredness driving to and from site	Substantial	1. Have 2 drivers where possible. 2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	Moderate
Existing Services Contact with service - electrocution, fire, explosion Damage to service	Substantial	1. All services to be located before excavation using plans and CAT scanner 2. Move trenches to avoid services where known. 3. Be aware of changes in the soil that may indicate services	Moderate
Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	Moderate	1. Agreed and supervised visitors only allowed on site. 2. Trenched area to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing etc.)	Acceptable
Excavations Deep/unstable trenches - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	Substantial	1. All trenches regardless of depth will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. 2. All sections to be checked every day by supervisor and after bad weather for potential problems. 3. Backfilling to be done as soon as possible. 4. Fencing and warning signs to be used as required 5. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Spoil Unmanaged spoil heaps - collapse or falling into trenches	Significant	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Plant & Machinery Collisions with plant, persons Contact with moving parts Over turning of machines	Substantial	1. Use certificated personnel for machine operations. 2. A competent banksman to be used during excavations. 3. ULAS SSOW 01: <i>Working with plant</i> to be followed	Moderate
Hand Tools Incorrect Use, Strains and muscle injuries	Significant	1. All tools to be used correctly and broken tools replaced. 2. Store tools carefully when not in use.	Acceptable
Slips, Trips & Falls Untidy site Hidden obstacles	Moderate	1. Visual awareness on site 2. Site to be kept tidy – particularly around trenches 3. Agreed access to trenches to be used 4. Suitable PPE	Acceptable
Manual Handling Musculoskeletal injuries Falling/tripping Trapping toes/fingers	Substantial	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting. 3. Be aware of heavy loads when shovelling 4. ULAS Manual Handling Assessment 1 to be followed	Acceptable

Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	Substantial	1. Use Ear protection when ever the excavator is running. 2. Ear plugs to be available at all times .	Moderate
Infection & Disease From contact with soil, water etc. and minor cuts and scrapes.	Significant	1. Adequate washing and toilet facilities available. 2. First aid kit and first aider on site 3. PPE available if needed	Acceptable
Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, infection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess safety and act accordingly - fence, backfill if necessary 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	Acceptable
Weather Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	Moderate	1. Suitable clothing to be worn for conditions. 2. PPE available if required. 3. Drinking water to be available 4. Personnel to be aware of tetanus, leptospirosis etc.	Acceptable
Human / Animal Remains Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	Substantial	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any animal remains 4. Be aware of Leptospirosis	Acceptable
Waste Management Damage to health through contact Damage to the environment	Acceptable	1. Place all waste in appropriate waste containers. Do not litter.	Acceptable
Lone Working Risk of illness, accidents, assault	Substantial	1. No Lone working on site unless approved 2. ULAS SSOW:02 Lone working to be followed 3. Mobile phones to be carried & buddy system to be set up.	Acceptable
SITE SPECIFIC RISK ASSESSMENT			
COVID-19 Risk of infection	Substantial	Refer to Separate Risk Assessment appended to the back of this document	

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

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

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

HOSPITAL LOCATION

The closest hospital with an Accident and Emergency Department is **Leicester Royal Infirmary**, Infirmary Square, Leicester, Leicestershire, LE1 5WW (Fig. 5).
0300 303 1573

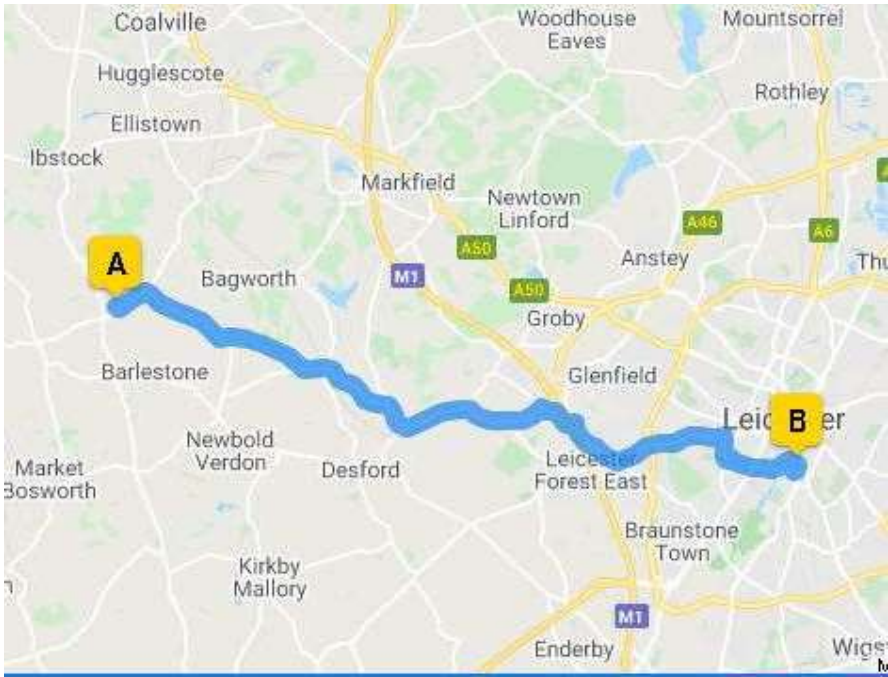


Figure 5: Hospital Location

Directions

0.0	Head northeast on Main St toward Vero's Ln	5.5	Turn left onto Desford Ln	11.1	Continue straight to stay on Hinckley Rd/A47
0.2	Main St turns left and becomes Bagworth Rd	7.2	Continue onto Desford Rd	11.1	Turn right onto Wyngate Dr
0.6	Turn right onto Bagworth Rd/B585 Continue to follow B585	7.7	At the roundabout, take the 2nd exit onto Ratby Ln Go through 1 roundabout	11.5	Turn left onto Braunstone Ave
2.1	Turn left onto Heath Rd	8.4	At the roundabout, take the 2nd exit onto Ratby Ln/B5380	11.6	Turn right onto Upperton Rise
2.9	Turn right to stay on Heath Rd	9.3	Slight left toward Hinckley Rd/A47	11.6	Turn left onto Upperton Rd
3.5	Slight left onto Merrylees Rd	9.4	Slight left onto Hinckley Rd/A47	12.4	Turn left onto Jarrom St
4.7	Continue onto Main St	9.9	At the roundabout, take the 2nd exit and stay on Hinckley Rd/A47	12.6	Turn right onto Havelock St
5.0	Continue straight onto Botcheston Rd			12.8	Turn left Destination will be on the right
				12.9	Arrive: Leicester Royal Infirmary, Infirmary



ANNEX 1: Safe Systems of Work (SSOW)

ULAS – SSOW1-Working with plant and heavy machinery Guidance Used: FAME Manual Section 4.1 – 4.3

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

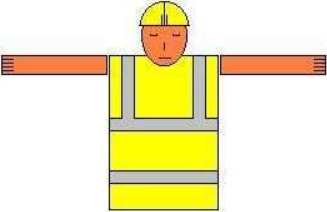
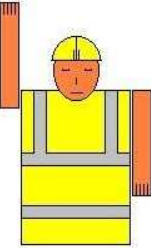
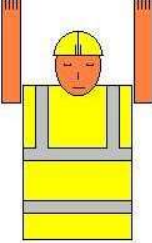
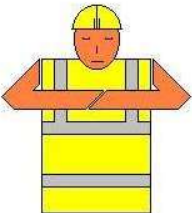
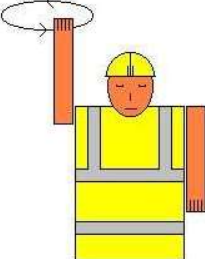
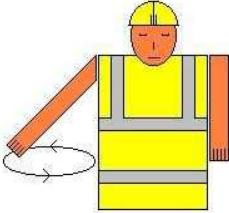
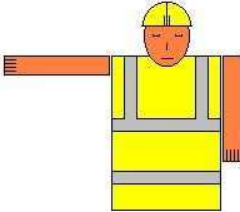
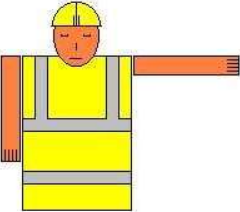
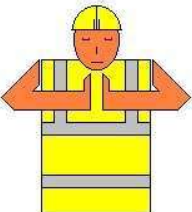
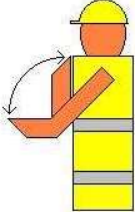
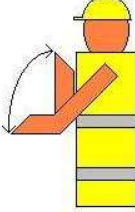
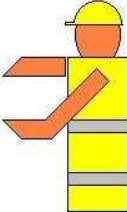
Excavators

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

Dumper trucks

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

BANKING: AN INTRODUCTION TO COMMONLY USED SIGNALS

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

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

Definition

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

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

Procedures for lone working on site

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

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

Procedures for lone working in the office

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

ULAS SSOW3- Safe Trenches and Excavations Guidance used: HSE Construction Information Sheet No 8 (Revision 1) Fame Section 3

Before any trenches are excavated or entered you should always plan:

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

Procedures for trenches

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

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

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

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

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

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

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

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

5. Spoil - Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse. Spoil should be stored safely and managed regularly to avoid collapse. No one should climb on spoil heaps.

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

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



A: TYPE OF REPORT BEING MADE

Type of incident

Other injury or exposure

Illness

Violence

Fatality

Near miss

Unsafe act

Damage
only

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

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

B: WHERE THE INCIDENT OCCURRED

Date:

Time:

Place where incident occurred

Location of incident

Onsite_within_building

Onsite_grounds or between buildings

Offsite

Department where incident occurred (if known)

Department

Building

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

C: DETAILS OF THE INCIDENT

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

E: Witnesses

Please provide witness details where applicable

Name	Department	Email	Telephone Number

F: Subsequent Action

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

G: Details of the person making the report.

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

Forename Surname Position

Department

Date

Telephone Email Signature

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

Name

Annex 3: Site Briefing Register

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

NAME (print)	Signature	Date
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Briefing Given by:

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Briefing Received by:

ULAS Trench Monitoring Sheet

[illegible]



METHOD STATEMENT AND RISK ASSESSMENT

**Site Working with COVID-19
21-547**

Filename/Version	Checked by	Date
V1	Vicki Score	4/5/2020

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

ULAS STATEMENT & PROTOCOL

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

- The current situation with Coronavirus is changing constantly. This Risk Assessment will be continually assessed and updated to ensure all work is carried out in accordance with the most up to date guidance.
- No staff are allowed to go out to site without approval from ULAS Managers and the Executive Board, Director of Operations. ULAS staff will receive a letter notifying them personally of that approval.
- We will not send you to a site without a completed Risk Assessment & Method Statement (RAMS) document updated and approved by Senior Management. If you have any concerns about the risk mitigation strategies we have put in place please raise them with your project manager and they will liaise with you to address your concerns.
- We will provide sufficient resources (cleaning products, sanitising products and access to water, tools, vehicles and welfare etc.) to enable you to follow the risk assessment.
 - We will provide you with all necessary PPE to do your work.
- Although this Risk Assessment is specific to the site in question, ULAS as a Registered Organisation will follow all guidance issues by the Chartered Institute of Field Archaeologists who state:
‘ROs should ensure they are familiar with the latest Site Operating Procedures published by the Construction Leadership Council at <https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-during-covid-19/>
There is an approved health and safety video on staying safe at
: <https://www.youtube.com/watch?v=m-CoB9ukD28&feature=youtu.be>

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

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

Land at The Bulls Head Public House, Nailstone. Staff Requirements

This Risk Assessment is for the excavation of trenches as specified in the WSI.
Any other activity will need to be assessed separately.

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

Site Name: 21-547 The Bulls Head Public House, Nailstone Activity: Strip, Map and Sample		Completed by: L.Hunt Date: 31/03/2021	
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
<i>Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss</i>	<i>Likelihood x Severity = Risk</i>	<i>A short summary of the control measure and standards/guidance.</i>	<i>Likelihood x Severity = Risk</i>
Home life	Substantial	1. Take precautions at home not to put yourself at risk of catching COVID 19 e.g. practice self-isolating while at home 2. If you feel ill or have any of the symptoms or have been in contact with anyone who has DO NOT COME IN. Phone your line manager and let them know.	Acceptable
Vehicles / Driving to work	Substantial	1. One person using an appropriately insured vehicle 2. No stopping at service stations except to fuel the vehicle. After fuelling you must wash/sanitise hands upon leaving and entering the vehicle. 3. Keep your vehicle clean of rubbish. Spray/wipes to be available to wipe down surfaces, steering wheels, gear sticks, door handles etc. regularly. 4. Do not allow anyone else into your vehicle.	Acceptable
Access to campus/home	Substantial	1. Any access to campus (e.g. to pick up equipment) must be specifically arranged in advance. 2. All tools should be left in your vehicle or site welfare storage. 3. Expensive equipment (e.g. GPS, cameras) requires storage safely within a locked area when not in use.	Acceptable
Access to Site	Substantial	1. No sign in required 2. Make sure you park where you can maintain a 2m distance from other people at all times.	Acceptable
Site working	Substantial	1. Make sure you have access to adequate cleaning facilities (hand washing, wipes, hand gel) 2. Clean your hands regularly esp. after visiting/touching shared spaces/surfaces (e.g. vehicles, site huts, toilets.)	Acceptable
Welfare	Substantial	2. Make sure you have access to adequate cleaning facilities (hand washing, wipes, hand gel). Hands should be washed/sanitised before entering a vehicle, after arriving on site, before entering welfare or the toilet.	Acceptable

		3. Use your own mugs and food containers. 4. Bin all rubbish immediately	
Site meetings	Substantial	1. Only essential site meetings should be held. 2. If you do have site meetings ensure you practice social distancing. Don't shake hands or give/receive any material to visitors and keep a strict 2m distance.	Acceptable
Other People	Substantial	1. If contact with the wider public, contractors or site monitors, is unavoidable, follow governmental social distancing guidelines and keep a distance of 2m at all times.	Acceptable
Equipment and records	Substantial	1. Staff will use their own personal tools and records. No sharing. 2. GPS: If the GPS is to be used wipe down all surfaces before receiving or handing it over including Receiver unit/detail pole/logger/cradle/box/USB stick	Acceptable
Machine watching	Substantial	1. While machine watching can be done in isolation, care should be taken to keep 2m distance from the machine and driver at all times. When speaking to the driver do not touch or lean on any part of the plant.	Acceptable
Monitoring and Communications	Substantial	1. The appropriateness of the RA will be assessed and discussed between site staff and the project manager daily to take account of the effectiveness of the measures and any new information.	Acceptable

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

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

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

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

Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer Vicki Score

Employer ULAS Date 21/01/2021

Who to contact: Matt Taylor mjgt1@leicester.ac.uk 0116 2297770
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)