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| NYCC HER | |
| SNY | 423 |
| ENY | 633 |
| CNY | 2023 |
| Parish | 8030/8037/8053 |
| Rec'd | 1999 |

**BRITISH GAS PIPELINE
CHAPEL HADDLESEY TO EGGBOROUGH, NORTH YORKSHIRE**

National Grid Reference SE 584 264 to SE 570 239

**METHOD STATEMENT FOR
ARCHAEOLOGICAL RECORDING**

March 1999

OSA

ON SITE ARCH AEOLOGY

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METHOD STATEMENT

This method statement has been prepared by *On-Site Archaeology* for Transco (hereafter referred to as 'The Client') in response to a Written Scheme of Investigation prepared by the Archaeologist, North Yorkshire County Council (hereafter referred to as the 'Planning Archaeologist')

1 Summary

- 1.1 Transco proposes to construct a new gas pipeline between Chapel Haddlesey and Eggborough, North Yorkshire. A desk-top archaeological assessment has identified a number of areas of potential archaeological interest along the route (APS, 1998). These include areas with potential for the survival of remains of prehistoric, Romano-British and medieval date. Accordingly, the Planning Archaeologist has advised the Client that archaeological recording in these areas of potential should be carried out in response to the pipeline construction works.

2 Purpose

- 2.1 This method statement represents a summary of the broad archaeological requirements to mitigate the effects of utilities works on sites of archaeological or historic interest as recognised in the Gas Act 1995.

3 Location and Description

- 3.1 The proposed pipeline route covers a length of c 3km and crosses three parishes, Chapel Haddlesey, Kellington and Eggborough. At the northern end of the route, the pipeline runs from a point to the north east of the village of Chapel Haddlesey, crosses the River Aire, runs parallel with the A19 road and ends at a point south west of Eggborough Power Station. The route lies within the Selby District of North Yorkshire, close to the southern boundary of the County. Eggborough lies c 10km south west of Selby and c 30km south of York. The pipeline crosses predominantly agricultural land under arable cultivation. The area ranges from c 6m above Ordnance Datum (AOD) in the north to c 10m AOD in the south, across the floodplain of the River Aire.
- 3.2 The proposed pipeline will be 200mm in diameter and will be laid using open cut methods, other than the crossing of the River Aire and any road and rail crossings which will be carried out using horizontal directional drilling techniques. The working easement width will be 18.00m and the open cut trench width no more than 1.00m. The Client has advised that the pipeline route has not yet been fixed, but that little deviation from the original route is expected.

4 Historical and Archaeological Background

- 4 1 In May 1998, an archaeological desk-top assessment was undertaken by Archaeological Project Services (APS 1998) for Engineering Archaeological Services Ltd in order to determine the archaeological implications of the proposed new gas pipeline. This report collated information from a variety of existing written and graphic sources and identified three main areas of archaeological potential along the route. These are summarised below.
- 4 2 Approximately 1km west of the pipeline route, in Kellington parish, a cropmark complex, interpreted as being a Romano-British fort and associated field systems (site 3, APS 1998, SMR 9273) may be associated with a parchmark seen on aerial photographs of a trackway, the projected alignment of which intersects the pipeline route at its proposed crossing of Roall Lane, west of Eggborough Power Station.
- 4 3 Additional, undated cropmarks lie to the north at the southern edge of the River Aire floodplain (site 12, APS 1998, SMR 9321). This floodplain is an area where river silts may mask remains of early settlement and activity of prehistoric and Romano-British date (see Fig 13, APS 1998).
- 4 4 On place-name evidence, it is likely that the villages in the vicinity of the pipeline route had their origin in the Saxon period, however there has been no substantive early Medieval material found in this area. Later Medieval sites comprise a moated enclosure at Hall Garth, southeast of Chapel Haddlesey and a possible deserted medieval settlement near Roall Hall (sites 7 and 4, APS 1998, SMR 9317 and 9274 01 respectively).
- 4 5 Medieval pottery has been found in Chapel Haddlesey, adjacent to the proposed pipeline route, however it is not known whether this may suggest an occupation site, or merely a manuring scatter (site 13, APS 1998, SMR 9334).

5 Objectives

- 5 1 The objectives of the archaeological recording work within the three areas of potential identified above in section 4, are
- to locate, recover, identify and conserve (as appropriate) any archaeological artefacts exposed during pipeline construction
 - to locate, sample, record and interpret any archaeological deposits exposed during pipeline construction
 - to prepare a report summarising the results of the work,
 - to prepare and submit a suitable archive to the appropriate museum

6 Proposed Methodology

- 6.1 *On-Site Archaeology* shall maintain a permanent presence on site to supervise all ground disturbance works associated with the pipeline construction in the three areas of archaeological potential identified in section 4 above. These are
- The floodplain of the River Aire, including the terrace above for 100m,
 - The point along the A19 road where the projected alignment of the possible Romano-British trackway crosses the pipeline easement,
 - The field to the northeast of Chapel Haddlesey where medieval pottery has previously been found
- 6.2 Archaeological work shall include monitoring the initial topsoil strip during easement preparation and should allow for the opportunity of hand cleaning of areas of subsoil. This shall be followed by detailed observation of the open cut for the pipeline, as appropriate and any post-construction drainage trenches

Where overburden is being removed in more than one area at any one time within the three areas of archaeological potential, each area where earthmoving plant is operating shall be subject to direct archaeological supervision

- 6.3 *On-Site Archaeology* shall be informed of the correct timing and schedule of excavation works. Overburden such as turf, topsoil, made ground, rubble or other superficial fill materials should be removed by machine using a back-acting excavator fitted with a toothless or ditching bucket, down to the top of archaeological deposits, or the natural subsoil (C Horizon or soil parent material), whichever appears first. Topsoil will be kept separate from subsoil or fill materials
- 6.4 Where structures, soil features and finds of archaeological interest are exposed or disturbed by excavation works, *On-Site Archaeology* will be provided with the opportunity to observe, clean, assess and, where appropriate, excavate by hand, sample and record these features and finds. Standard *On-Site Archaeology* techniques will be followed throughout (see Appendix 1). This involves the completion of a context sheet for each deposit or cut encountered, along with plans and/or sections drawn to an appropriate scale. Heights above Ordnance Datum (AOD) will be calculated by taking levels from a Temporary Benchmark (TBM) which will then be tied in with an existing Ordnance Survey benchmark. A photographic record of the deposits and features will be maintained
- If the pipeline contractors or plant operators observe archaeological remains during the course of works they should immediately notify *On-Site Archaeology*
- 6.5 All pipe trenching activities within the three areas of archaeological potential will be monitored and any archaeological features that may be exposed in the trench sides recorded subject to health and safety considerations

- 6 6 Isolated archaeological features revealed during and/or following the removal of the overburden will be excavated sufficiently to establish their character and extent and recorded and accurately located during the initial topsoil strip. Should a complex of archaeological features be revealed during the removal of overburden, a mitigation strategy will be devised in consultation with the Client and the Planning Archaeologist with the emphasis placed on preservation of archaeological remains *in situ* where practically possible. This may involve protecting the archaeological remains with a layer of Terram capped with graded roadstone chips to a suitable depth and if circumstances allow, the use of 'bog boards' for further protection. The excavation of archaeological features will then be confined to the cut of the pipe trench. It must be stressed that this course of action is wholly dependant upon the prevailing ground, subsoil and weather conditions and following consultation with the Client and the Planning Archaeologist.

Where appropriate a sufficient sample of any archaeological features and deposits revealed will be excavated in an archaeologically controlled and stratigraphic manner to understand the full stratigraphic sequence, down to naturally occurring deposits.

- 6 7 A strategy for palaeoenvironmental sampling and analysis shall be devised to deal with any potentially important palaeoenvironmental deposits which may be uncovered. Particular attention will be paid to sampling securely dated deposits and features and specifically any waterlogged and/or burnt deposits.
- 6 8 Heavy plant or excavators should not be operated in the near vicinity of archaeological remains until the remains have been recorded and *On-Site Archaeology* has allowed operations to recommence at that location. Subsoils and sterile parent materials below archaeological deposits can be removed without archaeological supervision using a toothed bucket. Excavations should be backfilled, replacing subsoil first and topsoil last.
- 6 9 Metal detecting will be undertaken within the pipeline corridor, including scanning of topsoil and spoil heaps, subject to archaeological supervision and recording so that metal finds are properly located, identified and conserved. All metal detection will be carried out following the Treasure Act 1996 Code of Practice. Where feasible, the participation of a legitimate metal detection club, which is a member of the National Council for Metal Detecting, will be considered.
- 6 10 Upon completion of archaeological field recording work, samples shall be processed and all finds cleaned, identified, assessed, spot dated, and properly stored.

7 Access and Monitoring

- 7 1 Access to the pipeline corridor shall be arranged through the Client.
- 7 2 The project will be monitored by the Planning Archaeologist, to whom not less than seven days written notice must be given of the commencement of fieldwork.

- 7.3 *On-Site Archaeology* will ensure that monitoring takes place by arranging monitoring meetings as follows
- a preliminary meeting or discussion at the commencement of the contract
 - progress meeting(s) during the fieldwork phase at appropriate points in the work schedule, to be agreed
 - a meeting during the post-fieldwork phase to discuss the draft report and archive before completion
- 7.4 *On-Site Archaeology* will ensure that any significant results are brought to the attention of the Planning Archaeologist and the Client as soon as is practically possible. This is particularly important where there is any likelihood of the contingency period, or funding being required

8 Report

- 8.1 A summary report shall be produced following the County Council's Guidance on reporting *NYCC Report Format Guidelines* (Appendix 7). The report will contain at a minimum
- a concise, non-technical summary of the project and its results
 - a summary description of the aims and methodology of the work background planning, or administrative details of the project
 - a description and interpretation of the findings
 - an assessment of the importance of the archaeology recorded, including its historical context, where appropriate
 - a catalogue of finds, features, samples and primary records
 - a location plan at an appropriate scale, with grid references
 - a copy of the brief and agreed project design, and an indication of any variations
 - an index to the project archive
 - illustrations of significant features using conventionally scaled plans, sections and photographs, as appropriate
- 8.2 All excavated areas will be accurately mapped with respect to nearby buildings and roads
- 8.3 Where few, or no finds are made, it may be acceptable, subject to discussions with the Planning Archaeologist, to provide the report in the form of a letter, with plans attached
- 8.4 Five copies of the report should be produced and submitted to the Client, North Yorkshire County Council Heritage Unit SMR, the museum accepting the archive and the National Monuments Record, RCHME in Swindon

9 Archive

- 9 1 Archive deposition should be undertaken with reference to the County Council's Guidelines on the Transfer and Deposition of Archaeological Archives (see attached) A field archive should be compiled consisting of all primary written documents, plans, sections and photographs Catalogues of contexts, finds, soil samples, plans, sections and photographs should be produced and cross-referenced
- 9 2 *On-Site Archaeology* will liaise with an appropriate registered museum to establish the detailed requirements of the museum and discuss archive transfer in advance of fieldwork commencing The relevant museum curator shall be afforded access to visit the site and discuss the project results

APPENDIX 1 - MACHINE EXCAVATION OF THE TOPSOIL

Excavation

- 1 1 The entire site will be visually inspected before the commencement of any machine excavation. This will include the examination of any available exposures (e.g. recently cut ditches and geotechnical test pits)
- 1 2 All machining will be carried out by appropriate sized plant. This will normally be a JCB 3CX or similar or 360 degree tracked excavator with a 5' or 6' wide toothless bucket. Where access or working space is restricted a mini excavator such as a Kubota KH 90 will be used.
- 1 3 All machining will be carried out under direct control of an experienced archaeologist.
- 1 4 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of the spatial distribution of artefacts.
- 1 5 On completion of machine excavation, all parts of the easement that require examination or recording will be cleaned using appropriate hand tools.
- 1 6 All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section.
- 1 7 Where preservation *in situ* is not an option, a minimum number of features, within each significant archaeological horizon, required to meet the aims will be sampled by half-sectioning although some features may require complete excavation. Linear features will be sectioned as appropriate.
- 1 8 Any excavation, whether by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which appear to be demonstrably worthy of preservation *in situ*.
- 1 9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 1 10 Any finds of human remains will, unless the brief specifies otherwise, be left *in situ*, covered and protected. The coroner's office will be informed. Removal will only take place under

the relevant Home Office licence and local authority environmental health regulations

- 1 11 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

Recording

- 1 12 For each area where recording is required, a block of numbers in a continuous sequence will be allocated.
- 1 13 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- 1 14 Where stratified deposits are encountered a 'Harris' type matrix will be compiled during the course of the excavation.
- 1 15 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 1 16 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- 1 17 Long sections of recorded areas showing layers and any cut features will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:10.
- 1 18 Generally all sections will be accurately related to Ordnance Datum. There may on occasions be instances where this is unnecessary when it will be agreed with the planning archaeologist in advance.
- 1 19 Registers of sections and plans will be kept.
- 1 20 A full 35mm photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 1 21 A register of all photographs taken will be kept on standardised forms.
- 1 22 All recording will be in accordance with the standards and requirements of the project brief and/or the Archaeological Field Manual (Museum of London Archaeology Service 3rd edition 1994).

Finds

- 1 23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 1 24 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.
- 1 25 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines No. 2.
- 1 26 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

APPENDIX 2 – THE RECORDING BRIEF REPORT

- 2.1 The style and format of the report will be determined by *On-Site Archaeology*. The report will include as a minimum the following
- 2.2 A location plan of the site
- 2.3 A location plan of the recorded areas and/or other type of fieldwork strategy employed
- 2.4 Plans and sections of features and/or extent of archaeology located. These will be at an appropriate scale
- 2.5 A summary statement of the results
- 2.6 A table summarising per trench the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds
- 2.7 Consideration to the methodology will be given along with a confidence rating for the results
- 2.8 For more extensive and complicated evaluation projects, especially where they form part of large-scale programmes of work in historic urban centres, the procedures defined in English Heritage's *Management of Archaeological Projects* 2nd edition 1991 will be followed for immediate post-field archive preparation and initial assessment. It will then be agreed with the local authority's archaeological advisor which aspects will need to be taken forward to the report stage

APPENDIX 3 - GENERAL

- 3 1 The requirements of the Brief will be met in full where reasonably practicable (see also para 3 2)
- 3 2 Any significant variations to the proposed methodology will be discussed and agreed with the planning archaeologist in advance of implementation
- 3 3 The scope of fieldwork detailed in the main part of the Method Statement is aimed at meeting the aims of the project in a cost effective manner *On-Site Archaeology* attempts to foresee all possible site specific problems and make allowances for these However there may on occasions be unusual circumstances which have not been included in the programme and costing These can include
- unavoidable delays due to extreme bad weather, vandalism etc,
 - trenches requiring shoring or stepping due to poor ground conditions,
 - unknown services,
 - ground contamination,
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor,
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal
 - deposits which the local authority's archaeological advisor deem to be of paleoenvironmental interest and therefore require sampling

Health and Safety

- 3 4 All relevant health and safety legislation, regulations and codes of practice will be respected
- 3 5 With the introduction of the Construction (Design and Management Regulations) 1994 *On-Site Archaeology* works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan Each project will have its own unique plan

Insurances

- 3 6 *On-Site Archaeology* holds Employers Liability Insurance and Public Liability Insurance A copy of our Evidence of Insurance is attached as Appendix 6 of this document
- 3 7 *On-Site Archaeology* will not be liable to indemnify the client against any compensation or damages for or with respect to
- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor),
 - the use or occupation of land (which has been provided by the Client) by the Project or for

- the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement,
- any other damage which is the unavoidable result of the Project in accordance with the Agreement,
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by *On-Site Archaeology*) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto
- 3 8 Where excavation has taken place, backfilling and reinstatement will not be the responsibility of *On-Site Archaeology* unless arrangements have previously been agreed

Copyright and Confidentiality

- 3 9 *On-Site Archaeology* will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation
- 3 10 *On-Site Archaeology* will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988
- 3 11 *On-Site Archaeology* will advise the Client of any such materials supplied in the course of projects which are not *On-Site Archaeology*'s copyright
- 3 12 *On-Site Archaeology* undertakes to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated In addition *On-Site Archaeology* further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment It is expected that Clients respect *On-Site Archaeology* s and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period

Standards

- 3 13 *On-Site Archaeology* conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc , and the British Archaeologists and Developers Liaison Group Code of Practice
- 3 14 Project Directors will normally be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists

- 3 15 Where practicable *On-Site Archaeology* will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality)

APPENDIX 4 - ENVIRONMENTAL SAMPLING STRATEGY

THE UNIVERSITY of York

Palaeoecology Research Services
 Department of Biology
 P O Box 373
 York YO10 5YW

Telephone (01904) 434487
 Facsimile (01904) 433850
 Answer phone (01904) 433846
 E-mail jbc1@york.ac.uk

To Nick Pearson, On-Site Archaeology
 From John Carrott
 Date 26 March 1999
 Sheet 1 of 1

Dear Nick,

Saint Gobair glass factory, Eggborough, gas pipeline - extended watching brief

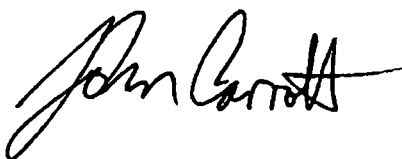
Please see below for costs per sample/box of bone I've asked Harry about sampling etc and although he hasn't come up with a sampling strategy as such he has made the following comments (rtahc text)

Any deposits associated with Mesolithic (or other prehistoric) settlements would need to be sampled on a large scale primarily by bulk samples but with additional GBA samples if any waterlogged deposits are encountered. Similarly extensive sampling of Roman ditch fills would be important if waterlogged deposits were revealed or if mollusc remains were present in significant quantities

I hope that this is all the information you require but if not then please contact me

Best wishes,

John Carrott



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| Cost per GBA sample | £100 00 + VAT |
| Cost per BS sample | £67 00 + VAT |
| Cost per 'standard' box of hand-collected animal bone | £72 00 + VAT |

File SPEC(On-Site) Eggborough.Samt Gobair glass factory gas pipeline - extended watching brief
 Disk c:\c\wordp\costings\Eggboro2.wpd

APPENDIX 5 - ON-SITE ARCHAEOLOGY SAFETY PLAN – MARCH 1999

British Gas Pipeline, Haddlesey to Eggborough, North Yorkshire**1 Definition of Interested Parties**

| | |
|----------------------------|---|
| <i>Site Location</i> | British Gas Pipeline, Haddlesey to Eggborough, North Yorkshire |
| <i>Client</i> | Transco Yorkshire District 24 Heworth Green York YO31 7UG Tel 01904 411299 Fax 01904 415740 |
| <i>Contractor</i> | <i>On-Site Archaeology (OSA)</i> 25A Milton Street York YO10 3EP Tel (01904) 411673 Fax (01904) 411673 |
| <i>OSA Project Officer</i> | David Tyler, who will be site based Contact (mobile) 0467 385766 |

2 Timing of the Project

| | |
|-------------------------------|-----------------------------|
| <i>Investigation Start</i> | 26 th April 1999 |
| <i>Investigation Complete</i> | 17 th July 1999 |

3 Safety Policy

Introduction

The Health and Safety at Work etc Act (1974) is designed to promote, stimulate and encourage high standards of health and safety at work. It does this by ensuring safety awareness and an effective safety organisation within all areas of employment according to the particular dangers, risks and needs associated with that employment.

Summary of Policy

It is the policy of *On-Site Archaeology* to comply with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1992, the Factories Act 1961, the Offices, Shops and Railway Premises Act 1963, and all Regulations and Codes of Practice made under the Acts which affect *On-Site Archaeology* operations.

On-Site Archaeology undertakes to safeguard, as far as is reasonably practicable, the health, safety and welfare of its staff and of others who may be affected by its work. This applies in particular to providing and maintaining suitable premises, ensuring the safety of all equipment supplied by the Company, providing all reasonable safeguards and precautions against accidents, and promoting and ensuring safe practices on fieldwork sites.

The responsibilities of staff, employees and volunteers in maintaining high standards of care and safety are set out below.

The policy will be reviewed from time to time as our activities develop. Review of the safety performance of *On-Site Archaeology* and the functioning of the Policy is the task of the Director and *On-Site Archaeology* Health and Safety Committee. At yearly intervals or sooner where circumstances require, they will review the contents of this document and indicate how performance can be improved.

The attention of all *On-Site Archaeology* staff, and any others who may be engaged on *On-Site Archaeology* projects, is directed to this Health and Safety Policy Statement.

4 Statement Of Safety Policy

The Safety Policy of *On-Site Archaeology* is, so far as is reasonably practicable

- to maintain a working environment for employees which is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work,
- to maintain any place of work under the Company's control in a condition that is safe and without risk to health,
- to provide and maintain plant, equipment, and systems of work that are safe and without risk

to health,

- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- to provide such information, instruction, training and supervision as is considered necessary to ensure the health and safety of all staff,

The Company will also take reasonable practicable steps to conduct its operations in such a way that members of the public are not exposed to risks to their health and safety

To achieve these objectives, full co-operation between all staff is essential. While at work they will be expected to act with reasonable care for themselves, other employees and the general public, exercising personal responsibility for their own safety and that of others. This is required by law.

A copy of this statement and any subsequent revision or amendment will be issued to all members of staff. Staff will be required to confirm that they have not only received a copy but that they have read and fully understood its contents.

The officer under whom the safety function is placed in the Company is

Nick Pearson

On-Site Archaeology

25A Milton Street

York

YO10 3EP

Details of the arrangements for carrying out this policy at *On-Site Archaeology* are listed below. Documents will be available at all work places showing the arrangements which apply for promoting health and safety at work. These may be asked for and studied by any employee. They will show

- what responsibilities the Director, the Safety Officer, Office Administrator and Project Officers have for applying the Company's policy,
- the names of members of *On-Site Archaeology's* Health and Safety Committee
 - Director
 - Safety Officer
 - Deputy Safety Officer
 - Office Administrator
 and other essential information,
- any groups of employees in the Company for whom special safety precautions are necessary or desirable,
- an outline of the arrangements for safety training in the Company, and
- details of what individual employees are expected or required to do under the law and practice applying to them.

5 Health And Safety Management Responsibility

Director Nick Pearson - Office Based (01904) 411673

- is responsible to the Company and under the Act for ensuring that the Company's Health and Safety Policy is fully implemented,
- must know the broad requirements of the relevant legislation,
- will periodically attend meetings of *On-Site Archaeology's* Health and Safety Committee,
- will ensure that all administrative and supervisory staff are available for, and involved in,

- safety inspections, and that responsibility is properly assigned and accepted at all levels,
- shall occasionally accompany any Safety Officer or advisor invited by the Company on a tour of inspection to ensure that the Health and Safety Policy is effective,
- will report all accidents notifiable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR),
- will ensure that an investigation is carried out in the event of any accident reportable under RIDDOR

Safety Officer Simon McCudden - Office Based 0113 2430624 or mobile 07771 354730

- represents the Company on matters of health and safety,
- will advise members of staff on matters of health and safety,
- will liaise with the Company's health and safety advisors
- will attend meetings of *On-Site Archaeology's* Health and Safety Committee,
- will monitor the Company's working practices on site and in its permanent premises,
- will maintain the Company's Safety Audit records,
- will review Risk Assessments, COSHH Assessments and monitor safety reports for sites, premises and other workplaces used by staff, and ensure that unsatisfactory conditions not previously remedied are rectified,
- will hold copies of health and safety manuals, guidance notes and other essential literature, keep them up to date and circulate new information where relevant,
- will arrange for any staff training necessary,
- act on the recommendations of the Safety Consultants to ensure that their reports are put into effect,
- will ensure that vehicles are maintained in a roadworthy condition,
- will ensure that all drivers are aware of their responsibilities for the safety of themselves, their passengers and other road users

The Office Administrator Carohne Emery

- must know the broad requirements of the relevant legislation,
- must ensure that all registers, records and reports are in order and that accident reports are completed and returned
- must investigate accidents promptly to discover their cause and to report them immediately to the Director the Company's safety advisors and the relevant authorities,
- must ensure that the qualified first-aider has all the items of first-aid equipment required, and that proper care is taken of any casualties,
- must maintain adequate training records and ensure that any authorisations are kept current,
- is accountable to the Director

Project Officer David Tyler (or his delegated representative on site)

- is responsible for health and safety on the projects which they direct and for ensuring that *On-Site Archaeology's* Health and Safety Audit is completed before the start and periodically during the project
- must be fully familiar with the Company's Health and Safety Policy
- must ensure that a Health and Safety representative is clearly delegated during ANY period of absence

- must ensure that all persons under their supervision are adequately informed, and fully aware, of any hazards they are likely to encounter in the course of their work,
- must ensure that all employees under their supervision know what to do in the case of fire, and know the location of, and how to use, fire equipment and extinguishers,
- must inform all employees under their supervision who is the qualified first-aider, where that person can be found, the whereabouts of first-aid facilities, and that proper care is taken of casualties,
- must investigate accidents promptly to discover their cause and eliminate the possibility of a recurrence, and must ensure that any serious accident is immediately reported to the Director and the Company's safety advisors,
- must ensure that adequate supervision is available at all times, and in particular where new and inexperienced workers are concerned,
- is responsible for carrying out induction training as required by Regulation 11 of the Management of Health and Safety at Work Regulations 1992,
- will give any necessary 'on the job' training,
- will carry out and record Risk Assessments and COSHH Assessments for activities to be undertaken on their projects, and will communicate the significant findings to the Safety Officer, Project Supervisors and other staff who are likely to be affected,
- shall ensure, where reasonably practical, that all safety rules are observed, that protective equipment is worn and used where appropriate, and that all safety devices are always fitted, properly adjusted, and fully maintained,
- shall ensure that defects are promptly reported and rectified,
- shall ensure that all equipment and machinery under their supervision is properly serviced and is safe to use by arranging for regular inspection,
- shall liaise with the Director and/or the other relevant staff on all matters relating to health and safety,
- shall delegate responsibility to appropriate members of staff,
- is accountable to the Safety Officer/Director Contracting Division

Project Staff

- will take reasonable care for the health and safety of themselves and of others who may be affected by their acts and omissions at work,
- will co-operate with their Project Supervisors and Project Officers, to enable any statutory duty or requirement to be performed or complied with,
- will ensure that authorised visitors to sites or other workplaces are both aware of potential risks and are supervised throughout their visit,
- will check that the correct tools and equipment for the job are used and that they are in good working order,
- will report health and safety hazards including defects in plant and equipment, to Project Supervisors or line managers
- will report incidents which have led or may lead to injury, report accidents or incidents in the workplace accident book, co-operate in the investigation of accidents and suggest ways of eliminating hazards

6 Individual Responsibility

Each person working on a Company site or premises is responsible for ensuring that their place of work is safe for themselves, their fellow workers and the public at large

7 Project Specifics

- A copy of the risk assessment and safety plan shall be issued to all staff of *On-Site Archaeology*. This risk assessment will be revised whenever necessary, and will, where appropriate, incorporate the assessments made by other contractors
- All machine operators appointed will hold a current CITB license for the appropriate machine, and the machines shall be fully maintained
- Correct clothing and safety equipment (e.g. hard hats, steel toe-capped boots, high visibility vests etc.) will be worn
- All accidents will be recorded in the site accident book
- A vehicle and telephone (mobile - 0467 385766) will be present on site at all times, for use in case of injury
- First aid facilities will be present on site at all times, in case of injury

8 Safety Manual

The company has adopted the manual 'Health and Safety in Field Archaeology' published by SCAUM (1997), and copies are available for consultation at the Company's permanent office. It also recommends 'Safety in Archaeological Fieldwork' prepared by A. Olivier (CBA Practical Handbook No. 6)

For further information on safe practices the Company has copies of the health and safety at work regulations which came into force in January 1993 (produced by the Health and Safety Commissions). These comprise

- Display Screen Equipment Work
- Work Equipment
- Workplace Health, Safety and Welfare
- Manual Handling
- Personal Protective Equipment at Work
- Management of Health and Safety at Work

This information will be expanded from time to time by internal guidance memos on the safe use of equipment which is exclusive to the Company

Any updates of the SCAUM Manual, revisions of the 1993 Regulations or new legislation will be brought to the attention of all staff

9 Health and Safety Advice

It is the responsibility of their immediate superiors to ensure that all *On-Site Archaeology* staff, and others engaged on *On-Site Archaeology* projects, using tools, equipment, and substances supplied for work, are made aware of any relevant information and instructions which may be provided by the manufacturer/supplier in order to comply with obligations under Section 6 of the Health and Safety at Work etc. Act 1974 and the Control of

Substances Hazardous to Health Regulations 1988 (COSHH) as appropriate. It is the responsibility of the person in charge of the work area to pass this information on to the user(s).

Exchange of information on risks with other occupiers, employers and contractors using shared work areas is the responsibility of the Director. This will normally be done by a delegated Project Officer at a meeting arranged prior to the commencement of work. Any employee, or other person engaged on *On-Site Archaeology* work, who is in doubt about safe working practices and procedures should contact their immediate superior. In the event of any conflict between the demands of work and safety, the safety of members of *On-Site Archaeology* staff, other persons engaged on *On-Site Archaeology* work, and third parties will take precedence.

10 Health and Safety Advisors

The Company's Health and Safety Advisors are

E C Harris

Capitol House

Russell Street

Leeds

LS 1 5SP

Tel No 0113- 243 0624

Fax No 0113- 243 2431

Contact Individual -

Simon McCudden Ba Msc (A I O S H M I E F M A P S)

Mobile No 07771 354730

Their advice will be sought

- In advance of any project where there is likely to be hazards outside the normal experience of Company staff, their sub-contractors or consultants (in these cases the Advisor will act as the Company's Safety Officer, reporting back to the Company's Director)
- In cases where *On-Site Archaeology* staff are working under the safety code of another contractor where they can advise on negotiating a fair distribution of responsibilities
- Immediately after any serious accident or dangerous occurrence, when they can be requested to make an immediate inspection so that they can represent the Company in any inquiry

APPENDIX 6 EVIDENCE OF INSURANCE



Evidence of Insurance

This is to certify that

Mr N Pearson
T/A On Site Archaeology
25a Milton Street
York, YO1 3EP

has taken Public Liability cover up to £2million and Employers Liability cover up to £10million through the Commercial Union (CBA Group Scheme) policy number

UP948P10672

for the period 1st April 1998 to 31st March 1999

Signed

Scheme Administrator

Date

17/9/98

COUNCIL FOR BRITISH ARCHAEOLOGY
Bowes Moorrell House 111 Walmgate York YO1 2UA Telephone 01904 671417 Fax 01004 671384
email. 100271 456@compuserve.com

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APPENDIX 7 - NYCC REPORT FORMAT GUIDELINES

1 *Content*

- background Information standards
- address or location, and grid reference
- nature of development, site conditions or land use
- planning application or SAM number
- topography, geology or soils, and settlement region
- brief historical summary, early maps
- previous archaeological work, SMR references
- AP evidence
- reference to planning condition, Section 106 agreement or mitigation strategy
- area of site and area of investigation
- techniques of investigation and recording system
- location of written and material archive
- dates when work carried out
- acknowledgements
- discussion of research potential or academic questions presented by the site, and criteria for evaluating the results
- all relevant classes of evidence including soil sample and dating evidence, to be identified described or tabulated and their interrelationships interpreted and phased
- excavation results compared with initial survey results, and assessment of investigation against criteria for evaluation
- discussion of comparable sites and finds
- discussion of specialist interpretations or assessments
- assessment of the importance of the site using EH or similar criteria
- implications or recommendations for further work, indicating what must be done to realise the full archaeological interest or research potential of the site

2 *Appendices*

- specialist reports
- catalogue of contexts, finds, soil samples, plans, sections, photographs, notebooks
- full context descriptions where relevant
- copy of brief specification, or project design

3 *Graphics standards*

- site location using OS base map
- all excavation or survey areas tied into OS base, with respect to nearby fixed structures and roads
- graphics should show bar scale, North Arrow, Site name, context, date, and copyright acknowledgement

- Representational (not schematic) maps, plans, sections, elevations, and drawings done to conventional scales
- level line elevation should be shown clearly on both sides of sections, profiles or elevations
- significant contexts and contexts mentioned in the body of the report must have their location or stratigraphic position illustrated
- photos or drawings of selected significant small finds
- illustrations, done to AAIS standards
- raw data distribution plots
- interpretative or phase plans
- plans showing location of sections or elevations drawn, and distribution of soil samples collected
- 'Harris' matrix or phase diagram
- photographs showing site circumstances, i.e. APs, before and after photos, or action shots showing particular difficulties

4 *Specialist Reports standards*

- frequency distribution diagrams showing basic quantities, proportions, or metrical attributes
- statistical measures summarising large bodies of raw data
- form, function, taphonomy, and regionality fully considered
- cross-referencing of contexts and finds or types, including "joins" between different contexts
- assessment of the importance of the finds, samples, or circumstances of the site
- discussion of finds phasing and any contradiction with stratigraphic phasing
- specialist reports to follow CBA reporting guidelines

5 *Argumentation standards*

- description at structural or phase level (Frere Level III), not detailed contextual level (Level II)
- discussion comparative, not idiographic or particularist
- key interpretations supported by at least three independent classes of evidence
- illustrations, maps, metric data, background information or comparative comment from sources external to the work properly referenced in CBA (Harvard System) format
- historical documentation integrated into text to support interpretation or intervention

6 *Presentation standards*

- abstract or executive summary
- presentation standards
- loose leaf reports on high bond paper, wire or comb bound, with firm plastic or card covers
- graphics labelled, reproducible by photocopying
- all pages, tables and graphics numbered
- slides and negatives in archive standard wallets
- colour prints to illustrate site and significant finds
- paragraphs and sections numbered in body of report