

SUFFOLK ARCHAEOLOGY

• A HISTORY OF EXPERTISE •

135, Bucklesham Road,
Purdis Farm, Suffolk
PFM 022

Client:
Barnes Construction

Date:
March 2015

Archaeological Excavation Report
SACIC Report No. 2015/10
Author: Linzi Everett
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HER Information

Report Number: 2015/10
Site Name: 135, Bucklesham Road, Purdis Farm
Planning Application No: C/12/1431
Date of Fieldwork: 14th-21st January 2015
Grid Reference: TM 2072 4258
Commissioned by: Barnes Construction
Curatorial Officer: Matthew Brudenell
Project Officer: Linzi Everett
Oasis Reference: suffolka1-204621
Site Code: PFM 022

Digital report submitted to Archaeological Data Service:
<http://ads.ahds.ac.uk/catalogue/library/greylit>

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Date: March 2015

Approved By: Rhodri Gardner
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Signed:

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Summary

In 2014, a trial trench evaluation identified a series of ditches in the front garden of 135, Bucklesham Road, Purdis Farm. As a result, an area of c.850 square metres was fully excavated as a condition of planning permission to construct four houses and associated new access.

A number of ditches were observed which are likely to represent evidence of at least three phases of field systems. Datable evidence was scarce but comprised a small assemblage of Roman and medieval pottery, the former redeposited in later contexts. A single pit was also recorded, which had a charcoal-dense fill and heat-altered base. Similar pits are well documented from archaeological investigations in the former heathlands around east Ipswich and whilst this example is undated at the time of writing, several others have returned radio carbon dates for the Early and Middle Saxon period.

1. Introduction

A trial trench evaluation carried out on land at 135, Bucklesham Road, Purdis Farm (PFM 022; TM 2072 4258) in January 2014, identified seven ditches in the western half of the site. As the proposed development would cause significant damage to the known archaeology, full excavation of the affected area was carried out as a condition of consent for planning permission.

The excavation was conducted by the Field Team of Suffolk County Council's Archaeological Service (SCCAS) on the 14th-21st January 2015, according to a Brief issued by Jess Tipper, which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology (Boulter, 2015; Appendix II).

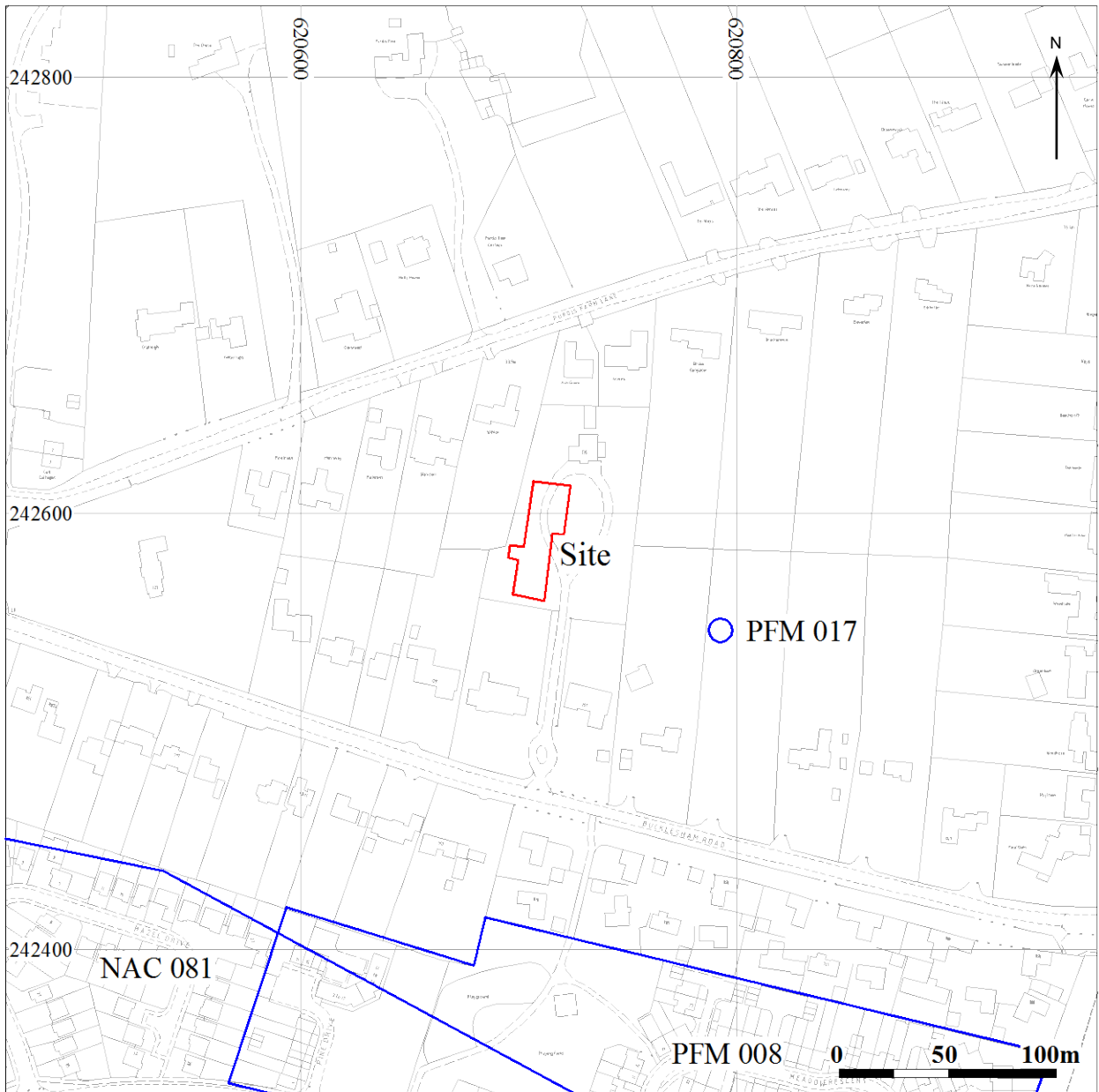
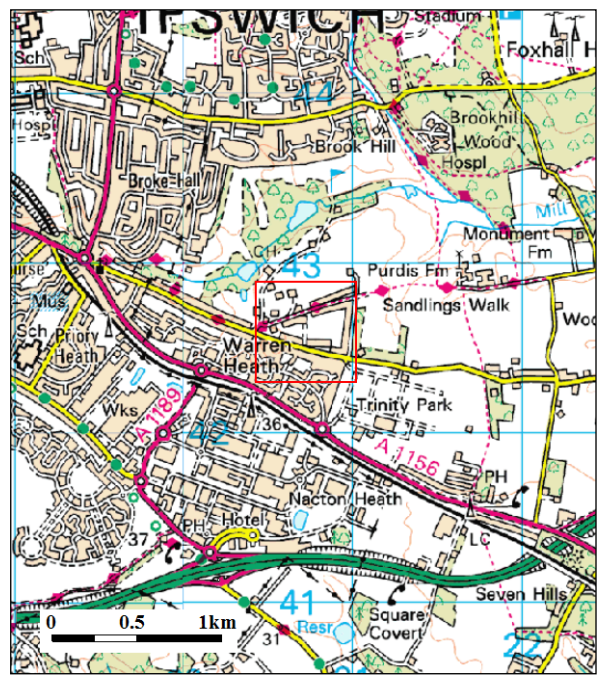
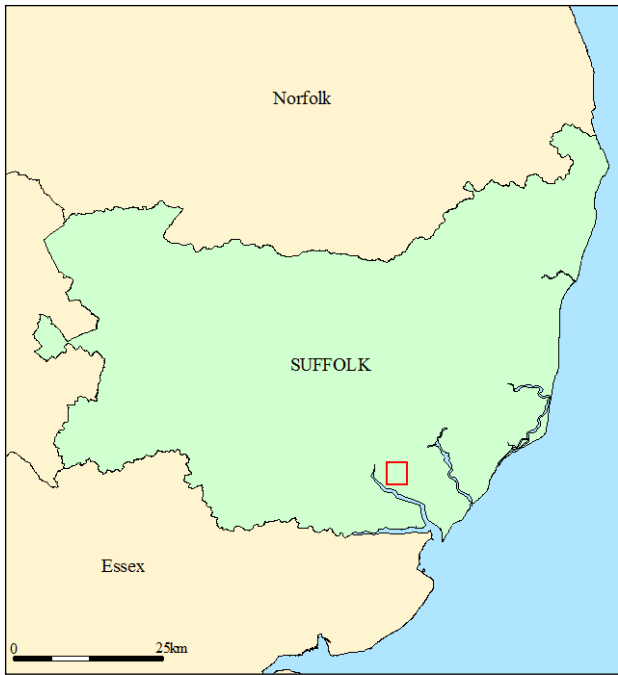
The site has been recorded with the County Historic Environment Record (HER) code PFM 022.

2. Geology and topography

The site of the proposed development is immediately to the north of Bucklesham Road in Purdis Farm, Ipswich (Figure 1), at a height of c.33m OD. The site is located within the front garden of the existing dwelling and is bounded by housing and gardens on all sides. The underlying geology is glaciofluvial drift (deep sand).

3. Archaeology and historical background

The site's potential was based on its location within an area of archaeological interest recorded in the Suffolk HER, to the north of a cemetery and associated settlement of 8th-12th century date (PFM 008) and to the west of a site of Middle Saxon activity (PFM 017). NAC 081 represents World War II activity. It was therefore thought that there was potential for evidence relating to medieval settlement to be disturbed by this development.



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Figure 1. Site location (red) and HER entries (blue)

4. Methodology

The site was stripped down to the level of archaeological deposits and/or undisturbed natural subsoil by a tracked mechanical digger equipped with a toothless ditching bucket. All machining was observed and directed by an archaeologist.

Features were hand cleaned for definition and regular sections excavated to establish form and recover dating evidence. Plans were drawn on gridded drawing film at 1:50, relating to a 5m grid established within the excavation area, whilst sections were drawn at 1:20. A digital photographic record was made of each feature excavated, consisting of high-resolution .jpg images. Written records (context descriptions, etc.) were made on *pro forma* context sheets. Selected deposits were sampled for environmental analysis.

The site has been given the Suffolk HER code PFM 022. All elements of the site archive are identified with this code, continuing the numerical sequence started during the evaluation. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolka1-204621 has been used for this project.

5. Results

The excavation area contained the stumps from several mature trees and shrubs, the main root balls of which were fairly shallow and their removal caused little or no damage to archaeological deposits. Smaller roots were widespread over the site and extended deeply into the natural subsoil and archaeological features.

A total of thirteen ditches were identified within the stripped area plus a single pit. Six of these ditches had previously been observed and sampled during the earlier trenching phase. They were cut into the undisturbed natural subsoil which comprised an orange gravelly sand. This occurred at depths of between 0.5m to 0.68m below the following soil sequence:

- *Topsoil* 0015 Mid-dark brown loose sandy loam. Average 0.25m thick, over:
- *Subsoil* 0016 Mid orangey brown sand subsoil. Average 0.2m thick, over:
- *Subsoil* 0087 Dark grey brown silty sand layer. 0.1m-0.2m thick, where present.

Ditches

0003 and **0005** were originally seen in the evaluation and were two shallow, narrow ditches running parallel with each other in an ESE-WNW direction and 0.75m apart. They were of near identical dimensions, profile and fill, and were both cut by ditch 0021/0001. Just west of the junction with 0021, ditch 0005 appeared to divide and continue west as two narrower ditches, **0052** and **0054**. Excavation of this junction showed that 0054 cut 0052. A single medieval sherd was collected from fill 0082 on the surface of ditch 0054.

0017 and **0019** were adjacent, parallel ditches, approximately NNE-SSW aligned and similar in fill and character, though 0019 was somewhat narrower. 0017 was present throughout the site, from the north to the south limit of excavation (LOE), whilst 0019 was only present in the northern half of the site. It was not clear whether it had been truncated, or simply shallowed out to a terminus at its southern end. 0017 had been recorded during the evaluation as 0009, and a single sherd of Roman pot recovered. The only further find from this ditch was a single oyster shell. A single sherd of post medieval pot was the only find from 0019, and could be intrusive.

0021 was a shallow, narrow ditch orientated approximately NNE-SSW, visible from the northern to the southern LOE. It had sloping sides breaking to a flattish base. It had been previously observed during the evaluation and several sample sections were excavated through it. The only find recovered from its mid brown sandy fill was a late medieval - post medieval CBM fragment. Sealed by subsoil layer 0087.

0027 was an ESE-WNW aligned ditch with shallow, concave profile, and was cut by ditches 0017, 0019 and 0021. It was filled by a pale to mid greyish brown soft silty sand, from which no finds were recovered. Sealed by subsoil layer 0087.

0032 was a NNE-SSW aligned ditch, recorded in the evaluation as 0011. It was deep, with a rounded profile, and cut subsoil layers 0016 and 0087 as well as ditch 0050. In Sections 36 and 22, three distinct layers were observed filling the ditch, including a charcoal rich tip. No finds were recovered.

0046 was an ENE-WSW aligned ditch in the southern half of the site, the depth and profile of which differs along its length. It was located adjacent to and north of ditch 0048, the two ditches converging at the eastern LOE where 0046 is cut by 0048. Both ditches are cut by 0021, 0017 and 0050 and no finds were recovered from either



Figure 2. Site plan

feature. **0048** was an ENE-WSW aligned ditch numbered 0007 during the evaluation. It was fairly shallow, with a rounded profile and is also undated.

0043 was a narrow, shallow ditch, slightly uneven in plan, which divides from ditch 0019. No discernible relationship was visible, both ditches being filled by the same mid grey brown soft sand. Both 0019 and 0043 became gradually shallower as they went south, eventually disappearing altogether.

0050 was a N-S aligned ditch in the south west corner of the site which cut 0046, 0048, 0003, 0052 and 0054, and was cut by 0032. It had a fairly shallow, 'u'-shaped profile finds were recovered from three out of four of its excavated sections included Roman pottery, probably residual, found alongside medieval sherds.

Pits

0037 was a shallow, circular pit, occupying an isolated position on the eastern side of the excavation area. Its fill, 0038, was dense charcoal held in a grey silty sand and the base and edges were a pinkish red heat altered sand.



Plate 1. 'Burnt pit' 0037, N-S section



Plate 2. General view of ditch 0032 cutting through subsoil layers. Looking north

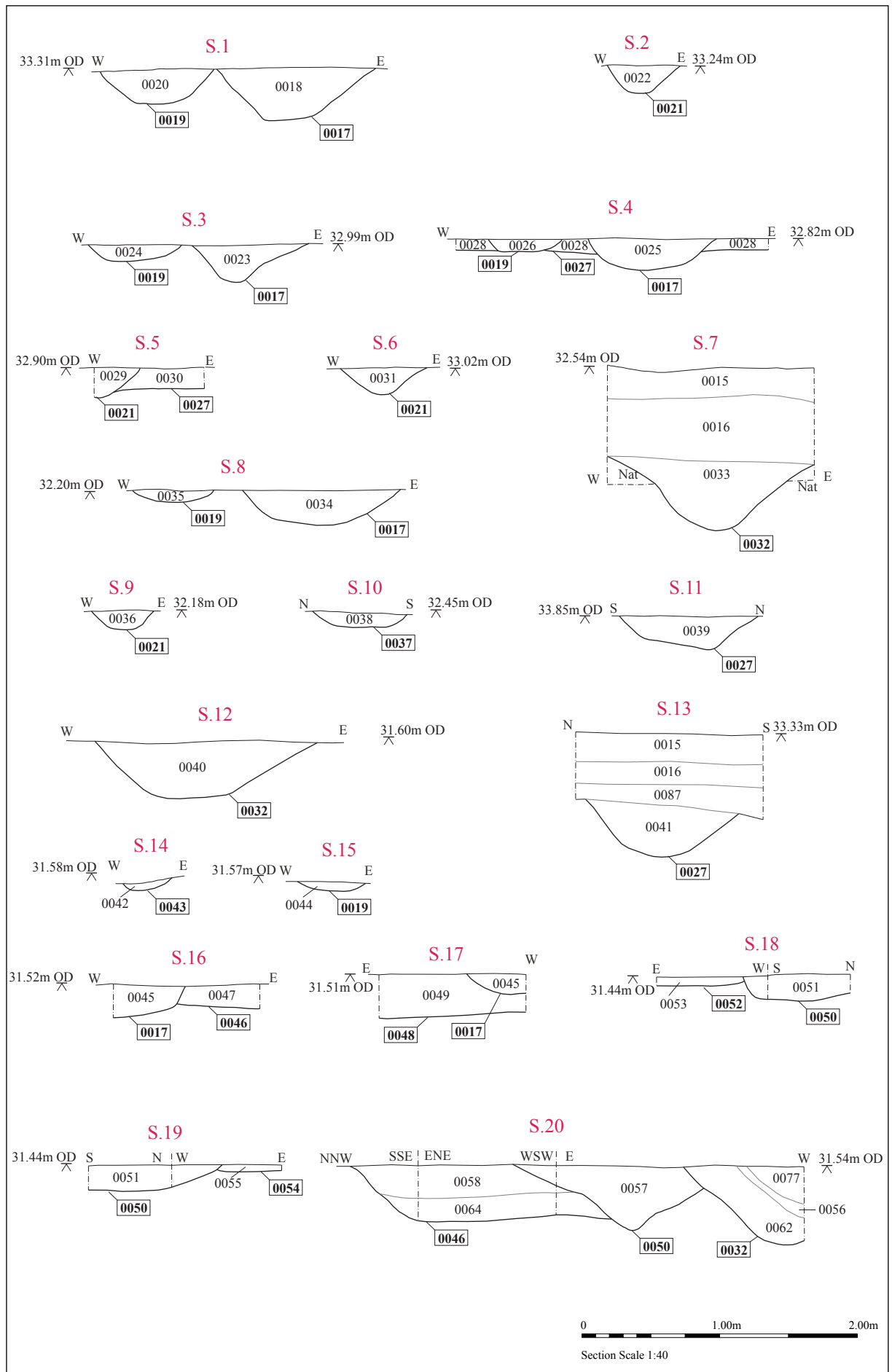


Figure 3. Sections 1-20

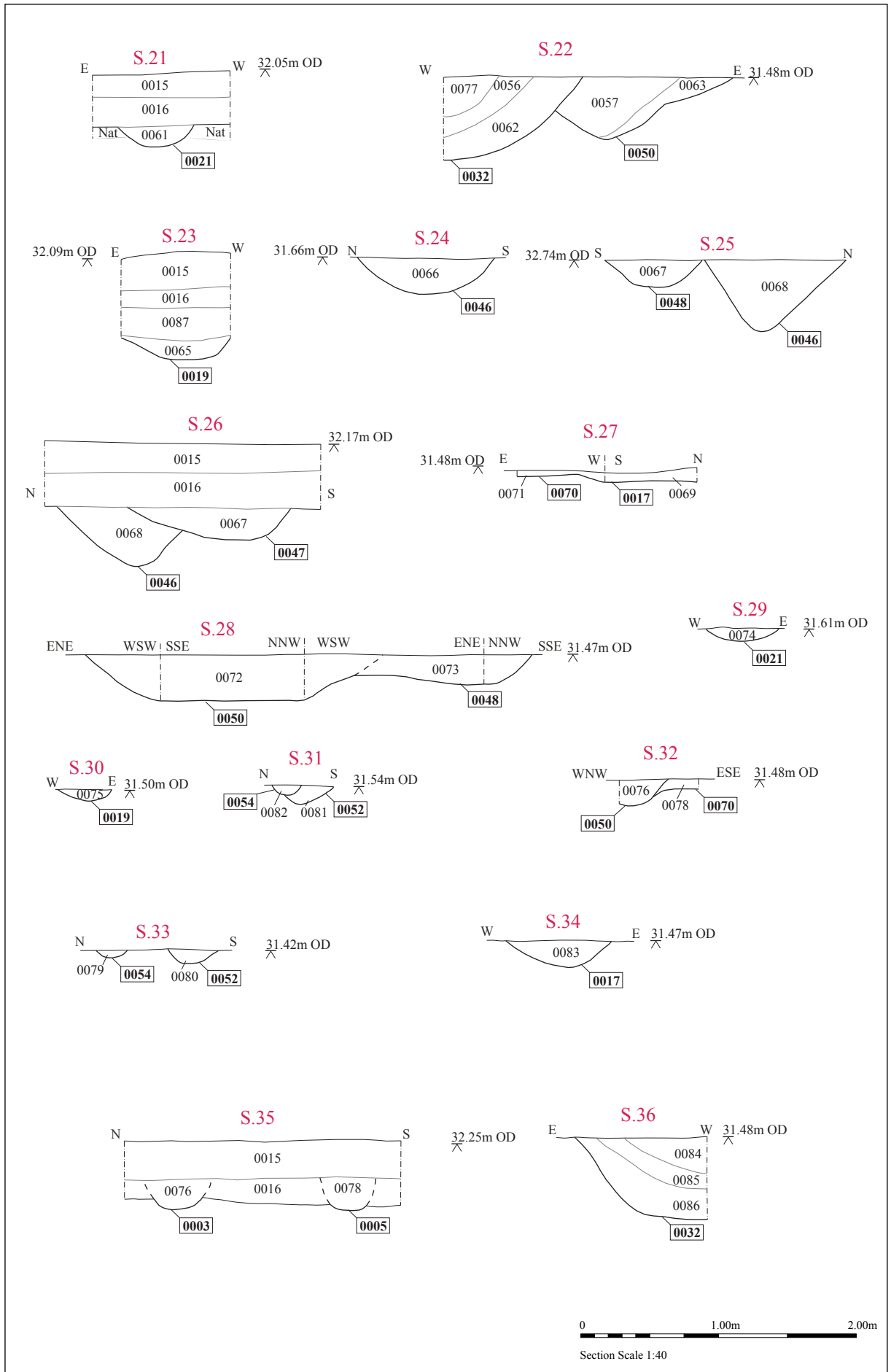


Figure 4. Sections 21-36

6. Finds and environmental evidence

Richenda Goffin

Introduction

A small quantity of bulk finds, including pottery dating to the Roman, medieval and post-medieval/modern periods was recovered. The quantities of finds are listed in Table 1. The pottery and ceramic building material are catalogued by context on the site database.

Context	Pottery		CBM		Oyster shell		Date Range
	No.	Wt/g	No.	Wt/g	No.	Wt/g	
0022			1	23			Late med to post-med
0024	1	2					18th-20th C
0034					1	25	Undated
0051	1	4					Roman
0063	1	2					Roman
0072	3	17					Medieval
0082	1	16					Medieval
Total	7	39	1	23	1	25	

Table 1. Finds quantities

The Pottery

Roman pottery

Steve Benfield

The pottery was recorded using the Suffolk Roman pottery fabric series (unpublished). Roman pottery vessel forms refer to the Colchester (*Camulodunum*) form type series (Hull 1958).

Four small sherds of Roman greyware pottery (Fabric GX), with a total weight of 17g, were recovered from three ditch contexts. Single sherds were recovered from 0051 and 0063 and two sherds from 0072. The sherd from 0051 can be identified as the rim from a bowl of form Cam 37B dated to the late 2nd-3rd century. The other fragments are not closely dated other than as Roman. The sherd from 0051 is very abraded and is likely to have had a significant depositional history before entering this feature, and the two sherds from ditch fill 0072 are likely to be residual as medieval pottery was also recovered from the same context.

Post-Roman pottery

Three sherds of post-Roman pottery were recovered from three features. A fragment of a medieval coarseware jar with an orange brown external margin and grey core, and a sooted beaded rim dates from the mid 11th to 12th century. It is the only find from fill 0082 of ditch 0054. A second fragment of medieval coarseware in a similar but slightly coarser fabric was found in fill 0072 of ditch 0050, together with two Roman sherds.

A single fragment of Late post-medieval earthenware (18th-20th C) was present in fill 0024 of ditch 0019. It has an internal residue of black coating, and is laminated with no external surface.

Ceramic building material

A single fragment of fully oxidised roofing tile (not retained) was recovered from fill 0022 of ditch 0021. It is made in a sandy fabric with clay pellets and dates to the late medieval to post-medieval period.

Shell

A fragment of oyster shell (not retained) was found in fill 0034 of ditch 0017.

Environmental Evidence

Anna West

Introduction and Methods

Six bulk samples were taken from archaeological features during the excavation. The samples were processed in order to assess the preservation of plant remains and their potential to provide useful data as part of the archaeological investigations.

The samples were processed using a manual water flotation/washover method and the flots were collected in a 300 micron mesh sieve. The dried flots were then scanned using a binocular microscope at x16 magnification and any plant remains or artefacts present were recorded in Table 2. Plant remains have been recorded with reference to New Flora of the British Isles, (Stace, 2010).

The non-floating residues were collected in a 1mm mesh and sorted when dry. All artefacts/ecofacts were retained for inclusion in the finds total.

Quantification

For the purpose of this assessment, items such as cereal grains, seeds and small animal bones have been recorded qualitatively according to the following categories:

= 1-10, ## = 11-50, ### = 51+ specimens

Items that cannot be easily quantified such as charcoal, magnetic residues and fragmented bone have been scored for abundance:

+ = rare, ++ = moderate, +++ = abundant

Results

SS No	Context No	Feature/cut no	Feature type	Approx date of deposit	Flot Contents
1	0038	0037	Pit	Awaiting radiocarbon date	Charcoal +++, Modern rootlets +
2	0039	0027	Ditch	Undated	Charcoal ++, Charred seed #, Modern rootlets ++
3	0018	0017	Ditch	Undated	Animal bone fragments +, Un-charred seed #, Modern rootlets +++
4	0024	0019	Ditch	Undated	Un-charred seeds #, Modern rootlets +++
5	0083	0017	Ditch	Undated	Un-charred seeds #, Modern rootlets +++
6	0085	0032	Ditch	Medieval	Charcoal ++, Un-charred seeds #, Modern rootlets +++

Table 2. Flot quantities

On the whole the samples were very poor in terms of identifiable material. Samples 2 to 6 produced small volumes of flot, ranging from 50ml to 300ml. The majority of this material was made up of modern rootlet fragments which can be considered intrusive within the archaeological deposits.

Sample 1, fill (0038) of pit 0037 produced 2500ml of wood charcoal fragments. No other plant macro fossils were present within the 200ml portion scanned for the purposes of this report. The preservation of the charcoal is good and large fragments (10mm +) remain intact. Many of these fragments are identifiable as being from ring porous species and would most likely be suitable for radio carbon dating or species identification if this is considered necessary. A 1g sample of charcoal has been submitted for radiocarbon dating and at the time of writing this report the results are pending.

Sample 2, fill (0039) of ditch 0027 also contained small fragments of wood charcoal,

again much of this was identifiable as ring porous and could be suitable for species identification or radiocarbon dating.

All other plant macro remains within the samples were un-charred seeds from the same suite of species. Clover/medick (*Trifolium/Medicago* sp.), goosefoots (*Chenopodium* sp.) and bramble (*Rubus* sp.) were present as single specimens within a small number of samples. These species can all be found on rough and waste ground and as they were un-charred and un-abraded and it is possible that they were also intrusive within the archaeological contexts, representing the current immediate environment of the site rather than a historic one.

Conclusions and recommendations for further work

In general the samples were very poor in terms of identifiable material. With only two samples producing identifiable material as wood charcoal. Further analysis the form of species identification could be carried out on some of the material from pit fill (0038), if it is considered necessary to aid the understanding and interpretation of this feature. No other identifiable material was recovered which could provide an insight into the utilisation of local plant resources, agricultural activity and economic evidence from this site.

7. Discussion

The development area consists of former heathland, latterly used as agricultural land before it became residential in the 20th century. The site does not appear to have been subject to intensive agricultural activity such as modern deep ploughing and no field boundaries are shown with the excavation area, or directly around it, on the 1st-3rd edition Ordnance Survey maps (Figure 5). A field boundary shown on an 1843 estate map (Plate 3), appears to cross the excavation area, approximately north to south and is likely to be ditch 0032. It is tempting to look at a possible association between ditch 0032 and ditches 0017, 0019 and 0021 given that they are parallel, however the cut of 0032 is visible immediately below the topsoil and cutting through subsoil layers whereas 0017 and 0021 are sealed by subsoil, suggesting that they went out of use significantly earlier. A single sherd of post medieval pottery in ditch 0019 is not particularly reliable as dating evidence but may point to a post-medieval date.

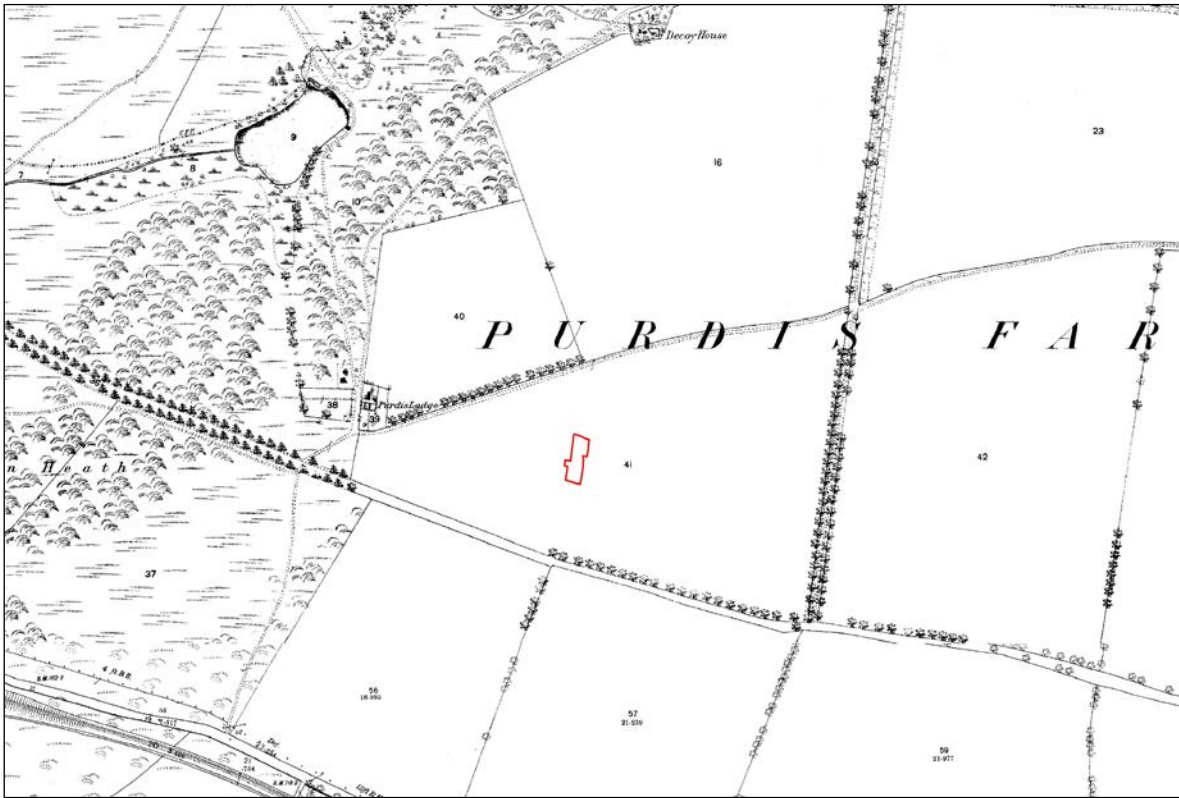


Figure 5. Extract from 1st edition Ordnance Survey Map, 1881, with the excavation area shown in red.

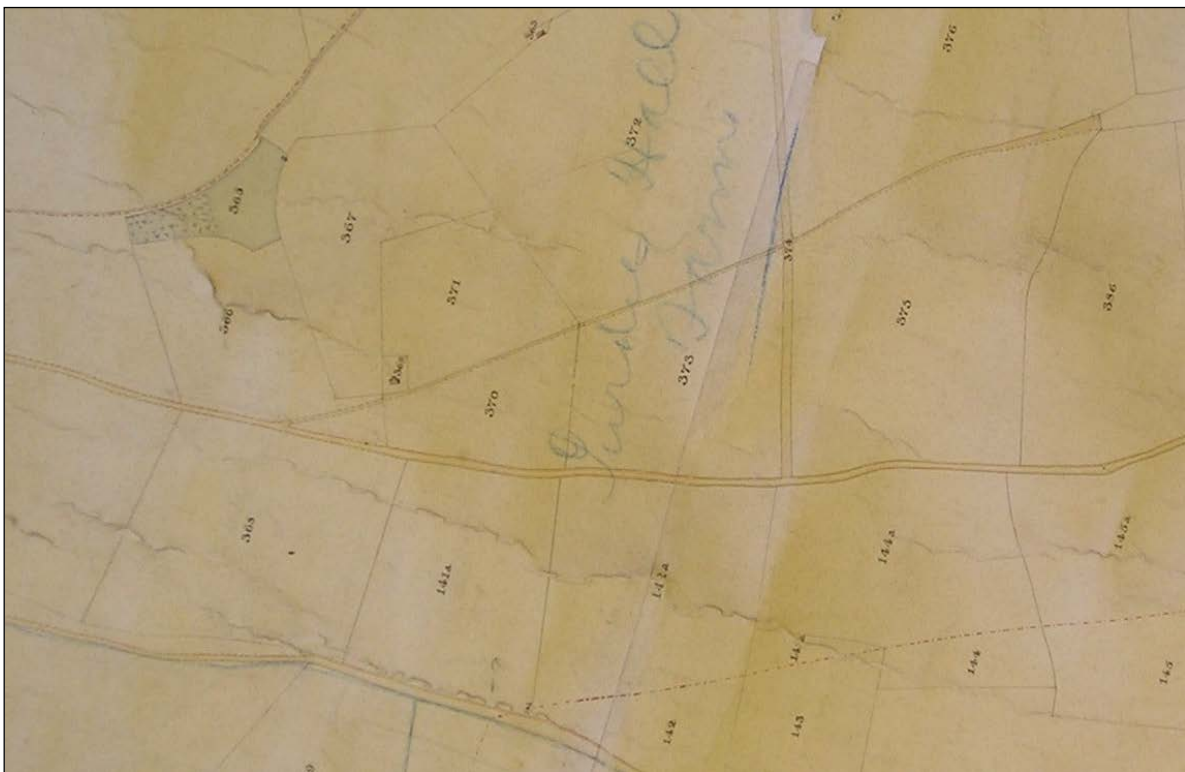


Plate 3. Extract from 1843 estate map, showing the property of Sir P.B.V. Broke bart. in Ipswich, Nacton and Levington. The boundary referenced in the text is central to the map.

The ditches revealed during the excavation appear to demonstrate the utilisation of marginal land in antiquity, and are most likely associated with exploitation of the heath for animal husbandry. Two main phases of activity can be demonstrated since the ditches aligned approximately east to west are overlain by those aligned north to south, with a third, post medieval phase demonstrated by ditch 0032.

Small quantities of Roman pottery, probably residual, were found in the fill of ditch 0050. It is interesting to note that the nearest recorded Roman finds are around 1.2km to the west or 1.4km north east of the site. Fragments of medieval coarsewares recovered from the fills of ditches 0050 and 0054 are relatively unabraded and are likely to relate to medieval settlement in the vicinity. No artefactual evidence of an earlier, Middle Saxon date was identified, despite the sites proximity to a significant Middle to Late Saxon site to the south (PFM 008).

Pit 0037 is an isolated, undated feature but interesting as an example of a feature commonly found in this part of Suffolk. In the past, charcoal rich pits such as 0037 have been linked with World War II airfield operations, interpreted either as decoy fires or 'fog lifter' type features. Numerous sites on the eastern fringes of Ipswich have now produced an abundance of similar burnt pits and radio carbon dating of various examples has returned dates of Early to Middle Saxon. Two such pits have been excavated in the direct vicinity of the site. At Purdis Heath (PFM 018, 400m to the north east) and 141, Bucklesham Road (PFM 017, immediately east) single pits were dismissed as modern fire pits or World War II decoy fires and not sampled or dated. (Newman, 2011; Stirk, 2009). Charcoal extracted from the burnt pit excavated here has been submitted for radio carbon dating.



Figure 5. Stratigraphic phasing

8. Archive deposition

The site archive will be deposited with the Suffolk County HER. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolka1-204621.

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Appendix I

Context No	Feature No	Feature Type	Description	Finds	Env.
0001	0001	Ditch Cut	Small, narrow NNW-SSE aligned ditch, shallow with a rounded profile		
0002	0001	Ditch Fill	Mid grey brown loose sand, root disturbance	No	No
0003	0003	Ditch Cut	Narrow, shallow WSW-ENE ditch or gully. Parallel with 0005, 0.85m apart and similar dimensions and rounded profiles.		
0004	0003	Ditch Fill	Mid grey brown loose sand, root disturbance	No	No
0005	0005	Ditch Cut	Narrow, shallow WSW-ENE ditch or gully. Parallel with 0003, 0.85m apart and similar dimensions and rounded profiles.		
0006	0005	Ditch Fill	Mid grey brown loose sand, root disturbance	No	No
0007	0007	Ditch Cut	E-W aligned ditch, rounded profile		
0008	0007	Ditch Fill	Mid grey brown loose sand mottled with orange	No	Yes
0009	0009	Ditch Cut	N-S aligned ditch, shallow with a rounded profile. Parallel with and c.2.5m from 0011		
0010	0009	Ditch Fill	Mid grey brown loose sand mottled with orangey brown sand towards the base. Root disturbance	No	Yes
0011	0011	Ditch Cut	N-S aligned ditch with a rounded profile. Parallel with and c.2.5m from 0009		
0012	0011	Ditch Fill	Mid grey brown loose sand, root disturbance	No	Yes
0013	0013	Ditch Cut	N-S narrow ditch, shallow with sloping sides breaking gradually to a flattish base		
0014	0013	Ditch Fill	Mid grey brown loose sand. Root disturbance	No	No
0015	0015	Layer	Mid-dark brown loose sandy loam topsoil, heavy root disturbance. 0.25m thick except in Tr 3 and Tr 4 where thinner (0.15m)	No	No
0016	0016	Layer	Mid orangey brown sand subsoil, c.0.2m thick.	No	No
0017	0017	Ditch Cut	Approximately N-S aligned ditch with moderately sloping concave sides and a flat base. Runs parallel with and east of 0019		
0018	0017	Ditch Fill	Mid greyish brown soft sand	No	Yes
0019	0019	Ditch Cut	Approximately N-S aligned with moderately sloping sides, slightly convex, with a flattish concave base. Runs parallel with and west of 0017		
0020	0019	Ditch Fill	Mid grey brown soft silty sand	No	No
0021	0021	Ditch Cut	Approx N-S aligned, moderately sloping convex sides, concave base		
0022	0021	Ditch Fill	Mid to dark brownish grey soft silty sand	No	No
0023	0017	Ditch Fill	Same as 0018	No	No
0024	0019	Ditch Fill	Same as 0020	No	Yes
0025	0017	Ditch Fill	Same as 0018	No	No
0026	0019	Ditch Fill	Same as 0019	No	No
0027	0027	Ditch Cut	Approx E-W aligned ditch with shallow, concave profile		

Context No	Feature No	Feature Type	Description	Finds	Env.
0028	0027	Ditch Fill	Pale to mid greyish brown soft silty sand	No	No
0029	0021	Ditch Fill	same as 0022. Small frag of CBM noted but too small to retain	No	No
0030	0027	Ditch Fill	same as 0028	No	No
0031	0021	Ditch Fill	same as 0022	No	No
0032	0032	Ditch Cut	Approx N-S aligned ditch with a shallow 'u' shaped profile and slightly concave base		
0033	0032	Ditch Fill	Pale grey brown soft sand, heavy root disturbance	No	No
0034	0017	Ditch Fill	Same as 0018. Single oyster shell recovered	No	No
0035	0019	Ditch Fill	same as 0020	No	No
0036	0021	Ditch Fill	same as 0022	No	No
0037	0037	Pit Cut	Circular pit with shallow, concave sides and a flattish base. Heat altered base and edges		
0038	0037	Pit Fill	Dark-mid greyish brown silty sand with frequent charcoal. 100% excavated	No	Yes
0039	0027	Ditch Fill	Same as 0028	No	Yes
0040	0032	Ditch Fill	Mid grey brown soft sand, heavy root disturbance	No	No
0041	0027	Ditch Fill	same as 0028	No	No
0042	0019	Ditch Fill	Mid grey brown sand	No	No
0043	0043	Ditch Cut	Approx N-S alignment with a very shallow, rounded profile but flattish base. Relationship with 0019 uncertain		
0044	0043	Ditch Fill	Mid grey brown soft sand	No	No
0045	0017	Ditch Fill	Same as 0018	No	No
0046	0046	Ditch Cut	Approx E-W aligned ditch, depth and profile differs along its length		
0047	0046	Ditch Fill	Dark to mid mottled grey brown soft silty sand	No	No
0048	0048	Ditch Cut	Approx E-W ditch with steep concave sides and a concave base. South of ditch 0046		
0049	0048	Ditch Fill	Dark to mid mottled grey/brown soft silty sand	No	No
0050	0050	Ditch Cut	Approx N-S aligned, narrow shallow ditch with 'u' shaped profile		
0051	0050	Ditch Fill	Mid grey brown soft sand	No	No
0052	0052	Ditch Cut	Approx E-W aligned shallow ditch with rounded profile		
0053	0052	Ditch Fill	Mid grey brown soft sand	No	No
0054	0054	Ditch Cut	Approx E-W aligned narrow, shallow ditch, flattish base		
0055	0054	Ditch Fill	Mid grey brown soft sand	No	No
0056	0032	Ditch Fill	Dark brown silty sand with very dark greyish black/brown lens along the base of the fill. Central fill of ditch 0032 in S.20 and S.22	No	No

Context No	Feature No	Feature Type	Description	Finds	Env.
0057	0050	Ditch Fill	Mid brown silty sand, upper fill of ditch 0050	No	No
0058	0046	Ditch Fill	Dark brown silty sand, upper fill of ditch 0046, S.20	No	No
0059	0003	Ditch Fill	Mid grey brown loose sand, root disturbance	No	No
0060	0005	Ditch Fill	Mid grey brown loose sand, root disturbance	No	No
0061	0021	Ditch Fill	Mid to dark brownish grey soft silty sand	No	No
0062	0032	Ditch Fill	Mid yellowish brown silty sand , lower fill of ditch 0032	No	No
0063	0050	Ditch Fill	Pale brownish grey silty sand, lower fill of ditch 0050	No	No
0064	0046	Ditch Fill	Mid brown silty sand, lower fill of ditch 0046	No	No
0065	0019	Ditch Fill	Mid grey brown soft sand	No	No
0066	0046	Ditch Fill	same as 0047	No	No
0067	0048	Ditch Fill	same as 0049, S.25 and S.26	No	No
0068	0046	Ditch Fill	Same as 0047, S.25 and S.26	No	No
0069	0019	Ditch Fill	Mid grey brown soft sand	No	No
0070	0070	Ditch Cut	Approx E-W aligned shallow ditch, rounded sides and flattish base		
0071	0070	Ditch Fill	Mid grey brown soft sand	No	No
0072	0050	Ditch Fill	Mid brown silty sand	No	No
0073	0048	Ditch Fill	Mid brown silty sand	No	No
0074	0021	Ditch Fill	same as 0022	No	No
0075	0019	Ditch Fill	same as 0020	No	No
0076	0050	Ditch Fill	Same as 0051	No	No
0077	0032	Ditch Fill	Mid to dark brown silty sand, upper fill of 0032	No	No
0078	0070	Ditch Fill	Mid grey brown soft sand	No	No
0079	0054	Ditch Fill	same as 0055	No	No
0080	0052	Ditch Fill	same as 0053	No	No
0081	0052	Ditch Fill	Mid grey brown soft sand	No	No
0082	0054	Ditch Fill	Mid grey brown soft sand, v similar to 0081 but slightly paler	No	No
0083	0017	Ditch Fill	Same as 0045	No	Yes
0084	0032	Ditch Fill	same as 0077	No	No
0085	0032	Ditch Fill	same as 0056	No	Yes
0086	0032	Ditch Fill	same as 0062	No	No
0087	0087	Layer	Layer of subsoil, dark grey brown silty sand, seals some features, cut by others. Not present in NW corner of the site. Characteristic of heathland soil	No	No

**153 Bucklesham Road,
Purdis Farm, Suffolk**

Archaeological Excavation:

Written Scheme of Investigation and Risk Assessment

**Prepared by
Suffolk County Council Archaeological Service Field Team
January 2015**

Document Control

Title: 135 Bucklesham Road, Purdis Farm, Suffolk, Archaeological Evaluation:
Written Scheme of Investigation and Risk Assessment.

Date: January 2015

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Stuart Boulter

Checked by: N/A

Issued to: Suffolk County Council Archaeological Service Conservation Team
and Barnes Construction

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6. Site Induction/Site Visit Sign-Off Sheet

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1. Site location
2. Site detail and proposed trench locations

Appendices

1. SCC Health and Safety Policy
2. SCC Insurance Certificates
3. Risk Assessments
4. COSHH Assessments

1 Background

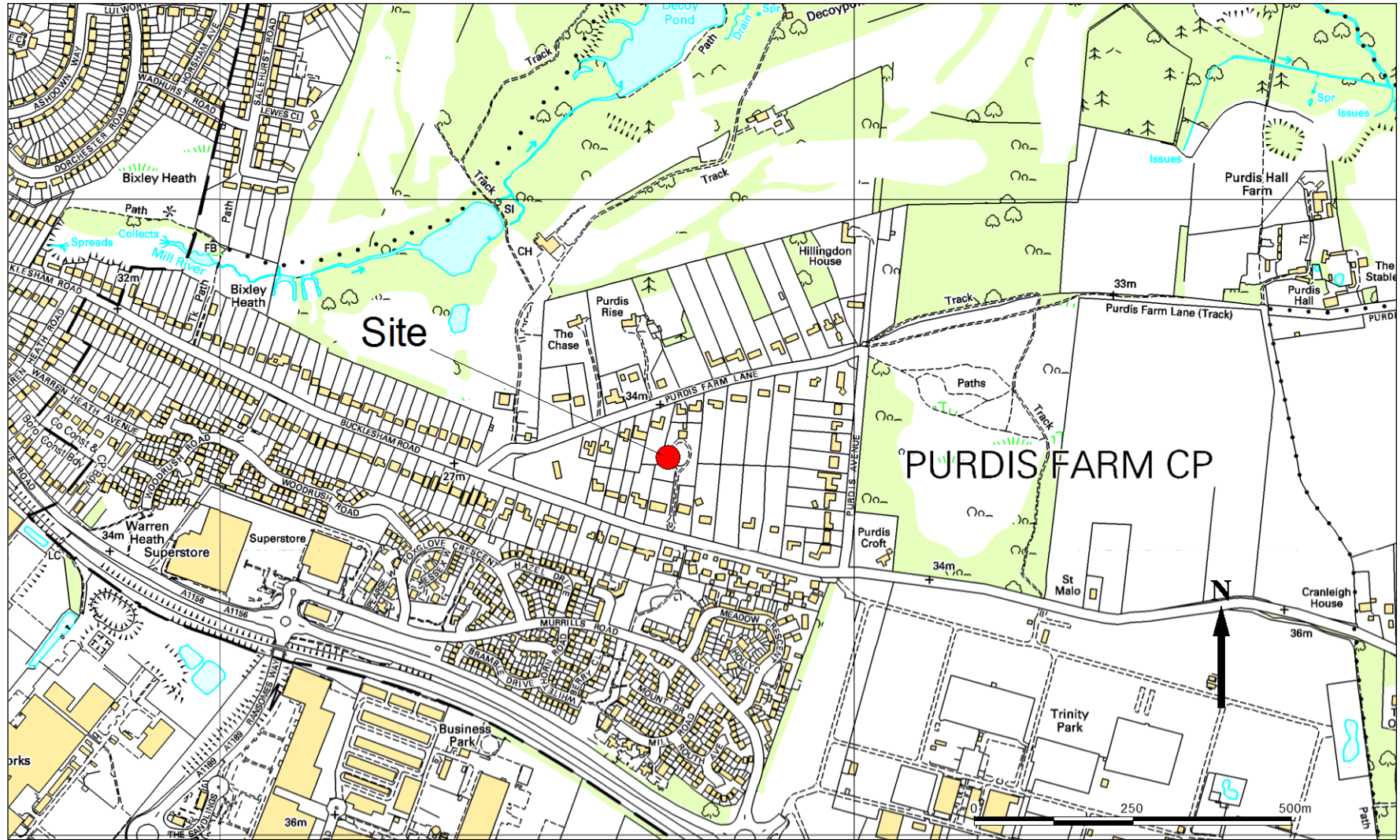
- The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been commissioned by Barnes Construction to undertake a programme of archaeological excavation on land at 135 Bucklesham Road, Purdis Farm, Suffolk (app. no. C/12/1431) (TM 2071 4259) (Figure 1).
- The site covers an area of approximately 840 square metres (house plots 1 and 4) with an additional c.400 square metres area covering the access road which is included as a contingency monitoring/excavation and will depend on the results of the main area. SCCAS/CT will determine whether the contingency work is necessary following a site visit when the main area is open.
- A Brief for these works was produced by the Suffolk County Council Archaeological Service Conservation Team (hereafter SCCAS/CT) Archaeologist Jess Tipper in a document dated 19th February 2014 (project now taken over by Matt Brudenell). All SCCAS Field Team work will adhere to the requirements of this document.
- The archaeological potential for the site is based on the results of a previous archaeological evaluation undertaken by SCCAS Field Team in January 2014 (HER no. PFM 022; Oasis ref. suffolkc1-167299 which identified seven ditches in the three excavated trial-trenches.
- This excavation will be carried out by members of SCCAS Field Team under the supervision of Project Officer Linzi Everett. Rhodri Gardner will undertake the project management.
- The work is projected to be undertaken in the weeks beginning 12th and 19th of February 2015.

2 Project Objectives

PO1: To undertake archaeological excavation of the c.840 square metres area of the site as specified by SCCAS/CT prior to the instigation of development works.

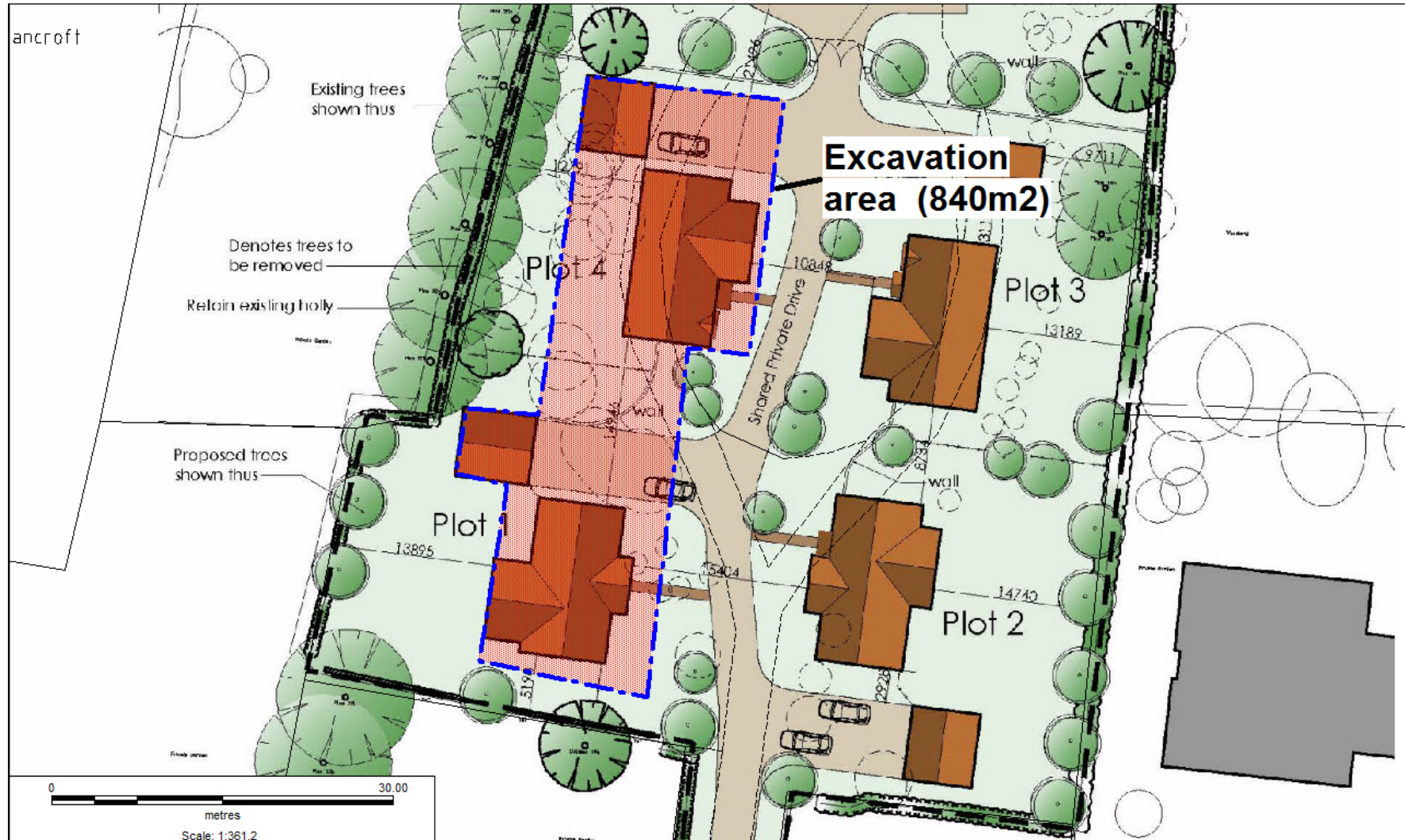
PO2: To further record the archaeological features and deposits previously uncovered during the excavation with a view to ascertaining their date, form and function.

PO3: To identify, excavate and record any other archaeological features and deposits present in the excavation area.



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Figure 1. Site location



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Figure 2. Area of excavation as specified by the LPA

3 Project Details

Site Name	135 Bucklesham Road
Site Location/Parish	Purdis Farm
Grid Reference	TM 2071 4259
Access	From Bucklesham Road
Planning No	C/12/1431
HER No./HER Event No.	PFM 022
OASIS Ref	Suffolkc1-200885
SCCAS Job Code	BUCKEXC001
Type:	Archaeological Excavation
Area	c.840 square metres
Project start date	Week beginning 12 th January 2015
Duration	Projected as 5 - 6 days on site
Number of personnel on site	3 SCCAS staff

Personnel and contact numbers

Project Manager	Rhodri Gardner	07810 647259
Assistant Project Officer (first point of on-site contact)	Linzi Everett	07753 788606
Outreach Officer	Duncan Allan	07768 430556
Finds Dept.	Richenda Goffin	01284 352447
EH Regional Science Advisor	Dr Helen Chappell	01223 582707
Sub-contractors	N/A	-
Curatorial Officer	Matt Brudenell	01284 741227
Consultant/Contact	-	-
Developer	-	-
Client	Barnes Construction	-
Site landowner	-	-

Emergency contacts

Local Police	10 Museum Street, Ipswich, IP1 1HT	01473 613500
Local GP	24 Hening Avenue, Ipswich, Suffolk, IP3 9QJ	01473 271122
Location of nearest A&E	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 713223
Qualified First Aiders	Linzi Everett	07753 788606
Base emergency no.	N/A	

Hire details

Plant:	N/A	
Accommodation Hire	N/A	
Toilet Hire	As required	
Tool hire:	N/A	

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
SCC Environment Strategy Manager	Emma Flint	01473 264810
SCC Health and Safety Inspector	Martin Fisher	07540 264299

4 Archaeological method statement

Fieldwork

- The archaeological fieldwork will be carried out by members of the SCCAS Field Team led by Project Officer Linzi Everett. The primary team of two will include an experienced metal detectorist/excavator from a pool of suitable staff at SCCAS.
- The c.840 square metres site is located on the north side of Bucklesham Road within the former garden of no. 135 Bucklesham Road (Figures 1 and 2).
- All mechanical excavation will be undertaken using a toothless ditching bucket for a good clean cut and will be constantly supervised by an experienced archaeologist.
- Topsoil and overburden will be removed stratigraphically by the mechanical excavator. The site will be excavated down to the top of the first undisturbed archaeological horizon, or the upper surface of the naturally occurring subsoil.
- There may be the need to remove additional masking subsoil layers such as hillwash (colluvium).
- Archaeological features and deposits will be sampled by hand excavation. The following guidelines will be maintained:
 - a) After sectioning, features that are, or could be, interpreted as structural will be fully excavated. Any fabricated surface (floors, yards etc.) will be fully exposed and cleaned. Occupation levels and building fills will be sieved.
 - b) All features will be examined in enough detail to try and establish their date and function. As a guide, 50% of general features will be excavated, with prehistoric features likely to require 100% excavation.
 - c) Between 20 and 30% of any funerary ring-ditches and 10 and 20% of other linear features (ditches etc.) will be excavated with the sample representative of the available length and taking into account local variations in shape, fill and artefact concentrations.
- Sufficient excavation will be undertaken to provide clear evidence for the period, depth and nature of any archaeological deposit. The depth and character of any colluvial or any other masking deposit will be established across the site.
- A site plan including all feature positions and levels will be recorded, where necessary, a RTK GPS or TST will be used. Feature sections and plans will be recorded at 1:20 or 1:50 as appropriate. Normal SCCAS Field Team conventions, compatible with the County HER, will be used during the site recording.
- The site will be recorded under the HER site code PFM 022. All archaeological features and deposits will be recorded using standard *pro forma* SCCAS Field Team Context Recording Sheets.

- A photographic record (high resolution digital) will be made during the evaluation.
- Metal detector searches will be made at all stages of the project covering both the upcast spoil and the base of the trenches.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated according to 'First Aid For Finds' and a conservator will be available for on-site consultation as required.
- All finds will be taken to the SCCAS Bury St. Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done at the Bury St. Edmunds office, but in some circumstances it may be necessary to send some categories of finds to specialists working in archaeology and university departments in other parts of the country.
- In order to obtain palaeoenvironmental evidence, bulk soil samples (30-40 litres each) will be taken from selected archaeological features, particularly those which are both datable and interpretable, and retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions will be made on the need for further analysis following this assessment. If necessary advice will be sought from Dr Helen Chappell, English Heritage Regional Advisor in Archaeological Science, on the need for specialist environmental sampling. Two samples have been covered by the project costing, should SCCAS/CT require additional samples to be collected and processed then increased costs would be occurred.
- In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed and a suitable licence obtained before their removal from the site. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law. They will be recorded *in situ* and subsequently lifted, packed and marked to standards compatible with those described in the IFA's Technical Paper 13 Excavation and post-excavation treatment of Cremated and Inhumed Human Remains, by McKinley & Roberts. Following full recording and analysis, where appropriate, the remains will be reburied.
- Fieldwork standards will be guided by 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001), 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003), SCCAS/CT Requirements for a Trenched Archaeological Evaluation 2011 ver. 1.3 and SCCAS Archive Guidelines 2010.
- Due to the limited nature of the job, SCCAS staff will work from their vehicle and use public welfare facilities.

Post-excavation: programme management and detail

- Post-excavation finds work will be managed by Richenda Goffin (Bury St. Edmunds Office) with the overall post-excavation reporting work the responsibility of Linzi Everett and managed by Rhodri Gardner (both Ipswich Office).
- While the initial finds processing is programmed to run concurrently with the fieldwork, the subsequent archive consolidation, assessment and analysis works will be undertaken after the excavation has been completed as part of a full post-excavation programme, a timetable for which will be submitted to SCCAS/CT within four weeks of the end of fieldwork. At this juncture it will be discussed with SCCAS/CT whether there is a need for a full Post-Excavation Assessment (PXA) or just a grey literature Archive Report.
- A statement of progress will be submitted at six monthly intervals thereafter.
- If required, the PXA will be prepared in accordance with the principles of *Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006). The PXA will act as a critically assessed audit of the archaeological evidence from the site; see *East Anglian Archaeology Draft Post Excavation Assessments: Notes on a New Guidance Document* (2012).
- The results of the earlier evaluation will be integrated with those of the excavation.
- Where the excavation results merit, provision will be made for a programme of scientific dating, with 'range-finder' dates achieved for key strategic units, burials and major artefact assemblages at assessment stage. In addition, there should be provision for further dating for full analysis (following specialist recommendations and agreement with SCCAS/CT).
- The PXA will present a clear and concise assessment of the archaeological value and significance of the results, and will identify the research potential with reference to the Regional Research Framework (*East Anglian Archaeology Occasional Papers* 3, 8 and 24: Glazebrook 1997; Brown and Glazebrook 2000 and Medlycott Ed. 2011 respectively). It will present an Updated Project Design (hereafter UPD), with timetable, for analysis, dissemination (including publication) and archive deposition.
- The PXA will *provide the basis for measurable standards* for SCCAS/CT to monitor the work.
- An archive of all records and finds will be prepared, consistent with the principles of *MoRPHE*. It will be adequate to perform the function of a final archive for deposition in the Archaeological Store of SCCAS/CT or in a suitable museum in Suffolk (see *Archaeological Archives Forum: a guide to best practice* 2007).
- The project manager will consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation to include the specific cost implications of deposition. The final repository (in this SCCAS/CT) will accept the entire archive resulting from the project (both

finds and written records) in order to create a complete record of the project. To that end, the archive will comply with SCCAS Archive Guidelines 2010.

- The UPD will state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), or similar digital archive repository, and allowance will be made for costs incurred ensure proper deposition (<http://ads.ahds.ac.uk/project/policy.html>).
- In order for SCCAS/CT to approve the PXA and UPD (or grey literature report if that has been agreed) an unbound hard copy clearly marked DRAFT, will be presented to SCCAS/CT within six months of the completion of fieldwork (or by any individually negotiated deadline).
- If applicable, a copy of the approved PXA will be sent to the local archaeological museum.
- An OASIS online record was initiated prior to the writing of this WSI document (Ref. suffolkc1-200885). On completion of the project, all the remaining applicable fields will be filled in a copy will be included in the final report and with the site archive. In addition, the final report (.pdf format) will be uploaded to the OASIS website (<http://ads.ahds.ac.uk/project/oasis/>).
- If positive results are drawn from the project, a summary report will be prepared, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute of Archaeology and History*. The summary will be included in the final report and will also be submitted to SCCAS/CT by the end of the calendar year in which the work took place.

Post-excavation: outline of general tasks and guidelines

- Site data will be entered on a computerised Microsoft Access database compatible with the County HER.
- Site plans and sections will be scanned or digitised as necessary to form part of the permanent digital archive.
- The digital site photographs will be indexed and input into the SCCAS Microsoft Access photographic archive.
- All finds will be processed, marked (HER site code and context number) and bagged/boxed following ICON guidelines and the requirements of the County HER.
- Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by OP and context with a clear statement for specialists on the degree of apparent residuality observed.
- Metal finds on site will be stored in accordance with ICON guidelines, initially recorded and assessed for significance before dispatch to a conservation laboratory

within four weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.

- The client (Barnes Construction) will be asked to agree to deposit the finds in the county HER. Should this not become the case, then provision will need to be made for additional recording (photography, drawing etc.) required by SCCAS/CT.

The subsequent PXA and analysis phase of the project will require the preparation of reports which will be undertaken by specialist finds staff, utilising both SCCAS Field Team and independent external practitioners as required, who are experienced in local and regional types and periods for their field. The following guidelines will be used:

- The site archive will meet the standards set by *'The Guideline for the preparation of site archives and assessments of all finds other than fired clay vessels'* of the Roman Finds Group and Finds Research Group AD700 - 1700 (1993).
- The pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994).
- Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist (Dr Helen Chapell) with a clear statement of potential for further analysis.
- Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

5 Risk Assessment

The project will be carried with full regard to the Health and Safety regulations of any contractors that are already on site. In addition, when not conflicting with the above, Suffolk County Councils own Health and Safety policies will be followed at all times.

All project staff will be signed in and out each day at the site. In addition, a record will be maintained by SCCAS of site staff and visitors on a daily basis (see Section 6).

Particular hazards to SCCAS staff identified with this project are as follows:

- **Outdoor working** – hazards to staff from weather conditions and uneven ground.
- **Manual excavation** – the main hazards are to staff from the use of tools, shallow holes and the resultant trip hazards, live services and ground contamination.
- **Mechanised excavation** – the most significant hazard from this activity is working in close proximity with plant machinery.

Specific risk assessments for each are provided in Appendix 3.

All SCCAS Field Team staff are experienced in working under similar conditions and on similar sites and are aware of all SCCAS H&S policies. All permanent SCCAS Field Team excavation staff are holders of CSCS (Construction Skills Certification Scheme). All staff will be issued with a copy of the project's risk assessment and will receive a safety induction from the supervisory staff. It may be necessary for a site visit by external specialists, SCCAS/CT and other SCC staff members. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions.

PPE required in this case includes:

- Hard Hat (to EN397)
- High Visibility Clothing (EN471 Class 2 or greater)
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole)
- Gloves (to EN388)
- Eye Protection (safety glasses to at least EN 166 1F)

Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies (see Appendix 2).

SCCAS Field Team staff will work from their vehicle and use public welfare facilities.

Environmental controls

Suffolk County Council maintains an internal Environmental Management System run in accordance with the ISO14001 standard by a dedicated EMS officer. The council has a publicly available [Environment Policy](#), which commits us meeting all relevant regulatory, legislative and other requirements, and preventing pollution, and to the continual improvement of our environmental performance, as well as:

- Preventing environmental pollution and minimise waste.
- Reducing our carbon emissions.
- Continually improving our energy efficiency and reduce our use of resources.
- Reducing the impact of vehicle travel by county council employees.
- Implementing sustainable procurement.
- Minimising the impact on the environment of all existing and planned county council activities.
- Enhancing biodiversity, conserve distinctive landscapes and protecting the historic environment.

The council has also published its [Environmental Action Plan](#) online, together with the [monitoring report](#) from the previous plan.

Between 2005 and 2010, the county council was certified to the ISO14001 standard by BSI for all services except schools. We were the first, and until 2009, only council to achieve this. During the eleven external audits undertaken during this period, only two non-conformities were identified. Partially because of this, and also in order to make cost savings, in 2010 a decision was taken to not continue with the certification.

However the council will continue to run its internal auditing system, which carries out around 40 audits a year to check issues such as legal compliance and performance against our environmental objectives, and will also participate in an auditor exchange programme with Norfolk County Council to ensure continued external oversight of our system.

Hazardous Substances

COSHH assessments for hazardous substances that staff could come into contact with are listed in Appendix 4.

Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS01



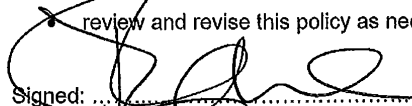
Health and Safety Policy Section 1 - General Statement of Policy

Suffolk County Council is fully committed to comply with the Health and Safety at Work Act etc 1974 and associated legislation.

We recognise that good health, safety and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities. Our service delivery decisions will always consider the impact on health, safety and wellbeing.

We aim to be exemplary in all matters relating to the health, safety and welfare of our staff and all those who may be affected by our activities . To this end we will:

- benchmark our health & safety performance against other similar organisations;
- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision with adequate professional advice;
- ensure all employees are competent to do their tasks, and give them adequate training;
- prevent incidents, injuries and cases of work-related ill health;
- maintain safe and healthy working conditions;
- commit to progressive improvement in health & safety performance using current recognised good practice such as 'HSG65' and similar models of continuous improvement;
- review and revise this policy as necessary at regular intervals.

Signed:  Chief Executive.

Date: 17 February 2014.

Signed:  Leader.

Date: 17 February 2014.

Review date: Date: January 2016

If you need help to understand this information in another language, please call 08456 066 067.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número alfabético.

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer.

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اگر شما نیاز دارید که این اطلاعات را به زبان دیگری در دسترس کنید لطفاً به شماره زیر تماس کنید.

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Document Control

Name	Comment	Date	Version No.
		Apr 2009	1.0
		June 2010	2.0
CHSMB	Approved	19 Jan 12	3.0
Martin	Review	Dec 13	3.1

Appendix 2. SCC Insurance Certificates



To Whom It May Concern

Our ref: SP/IND

13 August, 2014

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31 July 2015 Professional Negligence Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Services covered: Archaeology – investigation and reporting to external organisations

Limit of Indemnity: £ 1,000,000 any one claim and *in the aggregate for all claims* first made against the Insured and notified to Zurich Municipal during the period of insurance

Excess : £ 300,000 any one claim

Retroactive Date: 01 August 2006

Exclusions

Standard insurance market exclusions apply, notably exclusion of Pollution other than sudden and accidental; punitive or exemplary damages; express warranties or guarantees; claims the cause of which occurred prior to the Retroactive Date.

This is a brief summary and the full policy should always be referred to for exact details of cover.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Nigel Smith'.

Underwriting Services
Zurich Municipal
Farnborough

Zurich Municipal
Zurich House
2 Gladstone Way
Farnborough
GU14 6GB

Telephone 0870 2418050

Direct Phone 0121 6978592
Direct Fax 01252 375893
E-mail philip.levy@uk.zurich.com

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Municipal is a trading name of Zurich Insurance Group Ltd

A public limited company incorporated in Ireland. Registration No. 13460
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK branch registered in England and Wales
Registration No. BR7985.

UK Branch Head Office: The Zurich Centre,
3000 Parkway, Whiteley, Fareham,
Hampshire PO15 7JZ

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request.



To Whom It May Concern

Our ref: SR/B'HAM

31 July, 2014

Zurich Municipal Customer: Suffolk County Council including subsidiary companies Concertus Limited, Sensing Change, Eastern Facilities Management

This is to confirm that Suffolk County Council has in force with this Company until the policy expiry on 31/07/2015 Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Limit of Indemnity:

Public Liability: £ 50,000,000 any one event
Products Liability: £ 50,000,000 for all claims in the
Pollution:) aggregate during any one period of insurance
Employers' Liability: £ 50,000,000 any one event inclusive of costs

Zurich Municipal
Zurich House
2 Gladiator Way
Farnborough
Hampshire
GU14 6GB

Telephone 0870 2418050
Direct Phone 0121 697 4592
Direct Fax 0121 697 8585
E-mail Philip.lewis@uk.zurich.com

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland. Registration No. 13460.
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.
UK Branch registered in England and Wales. Registration No. BR7985.
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request.

These details can be checked on the FCA's Financial Services register via their website www.fca.org.uk or by contacting them on 0800 111 6768.
Our FCA Firm Reference Number is 203093.

Excess :

Public Liability/Products Liability/Pollution: £ 300,000 any one event
Employers' Liability: £ 300,000 any one claim

Indemnity to Principals :

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy :

The policy documents should be referred to for details of full cover.

Yours faithfully

Handwritten signature of Phil Lewis

Phil Lewis
Underwriting Services
Zurich Municipal

10952403 08/17/12 RD

Appendix 3. Risk Assessments

Specific Risk Assessments Associated with Archaeological Excavation at 135 Bucklesham Road, Purdis Farm (PFM 022)

- 1 Working with heavy plant and machinery
- 2 Physical work in a rural/semi-rural setting
- 3 Deep excavations
- 4 Use of hand tools

1-5 = Low risk
6-12 = Medium risk
20-25 = High risk

Risk Assessment 1 Working with heavy plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Direction and supervision of mechanical excavator.	Various.	Staff and others in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom/bucket or unexpected movement of machine.	Principally APO/Site Assistants, but at times may involve others.	10	<p>Only APO to supervise machinery.</p> <p>No personnel to be within radius of boom.</p> <p>All staff to wear high visibility clothing, hard hats and safety footwear at all times.</p>	5	S. Boulter	15/01/15	<p>Call emergency services.</p> <p>First Aid if required.</p>

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 2 Physical work in a semi-rural setting

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Excavation in exposed conditions.	Various.	Extremes of heat, cold and wet weather. Trip hazards.	Hypothermia, heat stroke, sunburn. Minor injuries.	All field staff.	9	All staff provided with appropriate clothing for weather conditions. No staff to work alone in extreme conditions. A charged mobile phone will be available at all times.	2	S. Boulter	15/01/15	First Aid if required. Call emergency services if necessary.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 3 Deep excavations

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Excavation of archaeological features. Working close to deep quarry excavations adjacent to working area	Various.	Collapse of feature sides, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No excavation of trenches or features beyond depth where there is risk of collapse in the judgement of the APO if deposits are unconsolidated. No staff will be allowed to enter deep excavations. No deep excavations will be left unsupervised. Deep excavations will be fenced overnight	2	S. Boulter	15/01/15	Call emergency services. First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 4 Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools	Various.	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Minor injuries.	All field staff.	8	Ensure all tools in serviceable condition. Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges). Ensure all tools carried appropriately.	4	S. Boulter	15/01/15	First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Appendix 4. COSHH Assessments

[A] SUFFOLK COUNTY COUNCIL

SUFFOLK CONSTABULARY

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

ASSESSMENT Kuwait and Charrington-Hargreaves Diesel Gas Oil

[B] Work Activity

- a) *Accidental exposure during unexpected leakage from machine*
 - b) *Clearance/control of spillage from above*
-

[C] Substance Usage

- a) *Compression ignition engine fuel for sub-contractor's plant*
-

[D] Substance Information

See manufacturer's Data Sheets

[E] Exposure Information

- a) *Highly inflammable*
 - b) *Avoid contact with skin, eyes and excessive inhalation*
 - c) *No special ventilation measures (outdoor use)*
-

[F] Control Measures

- a) *Ensure no naked flame in proximity of any spillage/leak.*
 - b) *If contact is necessary use gloves. Safety glasses if splashing anticipated.*
 - c) *Contain all spillages.*
-

[G] Assessment of risk due to work activity

Risks anticipated on present project are medium (6), [likelihood 3 x severity 2] and control measures must be adhered to at all costs.

[H] Information for Employees/Users

Eyes *Irritant – wash with clean water. Obtain medical attention if irritation continues.*

Skin *Irritant if exposure is prolonged - wash with soap and water and remove contaminated clothing. Obtain medical attention if irritation continues.*

Inhalation *Not considered a risk in the circumstances of this project.*

Ingestion *Irritant to digestive tract – do not induce vomiting. If emptying of stomach is required, can only be carried out under experienced medical supervision.*

Fire *Use dry chemical foam CO2. Do not use direct water jet.*

Spills/Leakage *Do not flush into public drainage.*
Use sand or active clay to absorb.
Once absorbed remove and dispose to authorised waste location only.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

ASSESSMENT BP Vanellus C3 Multigrade; BP Energrease L2; BP Vanellus M40; BP Vanellus M30

[B] Work Activity

- a) *Accidental exposure during unexpected leakage from machine*
 - b) *Clearance/control of spillage from above*
-

[C] Substance Usage

- a) Heavy duty multigrade crankcase oil (BP Vanellus C3 Multigrade) for sub-contractor's plant
 - b) Lithium based grease for general machine and automotive use (BP Energrease) for sub-contractor's plant
 - c) Diesel engine lubricant (BP Vanellus M40) for sub-contractor's plant
 - d) Diesel engine oil (BP Vanellus M30) for sub-contractor's plant
-

[D] Substance Information

See manufacturer's Data Sheets
NB used crankcase oil contains polycyclic aromatic hydrocarbons formed during combustion process

[E] Exposure Information

- a) *Mineral oils harmless if swallowed in small amounts.*
 - b) *Toxicity of greases if single high exposure is low (main hazard is from accidental pressure injection injury via grease guns).*
 - c) *NB USED OILS – laboratory tests have found that prolonged skin exposure may cause cancer*
 - d) *Mineral oils harmless to the eyes.*
 - e) *Mineral oils harmless to the skin unless very prolonged exposure.*
-

[F] Control Measures

- a) *If contact is necessary use gloves. Safety glasses if splashing anticipated. Good personal hygiene to avoid unnecessary prolonged exposure.*
 - b) *Contain all spillages.*
-

[G] Assessment of risk due to work activity

Risks anticipated on present project are low (3), [likelihood 3 x severity 1]. Control measures must be adhered to at all costs.

[H] Information for Employees/Users

Eyes *Irrigate with running water until clear. Obtain medical attention if irritation develops.*
Skin *Wash with soap and water. Clean contaminated clothing before re-use.*
Inhalation *No significant risk.*
Ingestion *Do not induce vomiting. If emptying of stomach is required, can only be carried out under experienced medical supervision.*
Fire *Use dry chemical foam CO2.*
Spills/Leakage *Do not flush into public drainage.*
 Use sand or active clay to absorb.
 Bund and contain any spillages if required.
 Once absorbed remove and dispose to authorised waste location only.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

ASSESSMENT Eskimo Universal Antifreeze

[B] Work Activity

- a) *Accidental exposure during unexpected leakage from machine*
 - b) *Clearance/control of spillage from above*
-

[C] Substance Usage

- a) *Used in automotive/machine coolant systems after dilution with water: for sub-contractor's plant*
-

[D] Substance Information

See manufacturer's Data Sheets
Contains Ethylene Glycol, which is identified as HAZARDOUS

[E] Exposure Information

- a) *Harmful if swallowed (fatal dose ~ 200ml).*
-

[F] Control Measures

- a) *If contact is necessary use gloves. Safety glasses if splashing anticipated.*
 - b) *Contain all spillages.*
-

[G] Assessment of risk due to work activity

Risks anticipated on present project are low (5), [likelihood 2 x severity 3]. Control measures must be adhered to at all costs.

[H] Information for Employees/Users

Eyes *Flush with clean water for 15 mins.*
Skin *Wash with soap and water.*
Inhalation *No significant risk.*
Ingestion *Give large quantities of water then induce vomiting. Seek immediate medical attention.*
Spills/Leakage *Do not flush into public drainage.*
Use sand or active clay to absorb.
Bund and contain any spillages if required.
Once absorbed remove and dispose to authorised waste location only.

OASIS ID: suffolka1-204621**Project details**

Project name	PFM 022 135, Bucklesham Road
Short description of the project	Excavation prior to construction of new dwellings in thye front garden of 135, Bucklesham Road, Purdis Farm
Project dates	Start: 14-01-2015 End: 20-03-2015
Previous/future work	Yes / Not known
Any associated project reference codes	PFM 022 - HER event no.
Any associated project reference codes	C/12/1431 - Planning Application No.
Type of project	Recording project
Site status	None
Current Land use	Other 5 - Garden
Monument type	DITCH Uncertain
Monument type	DITCH Medieval
Monument type	PIT Uncertain
Significant Finds	CERAMIC Roman
Significant Finds	CERAMIC Medieval
Significant Finds	CERAMIC Post Medieval
Investigation type	"Full excavation"
Prompt	Direction from Local Planning Authority - PPS

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL PURDIS FARM PFM 022 135, Bucklesham Road
Study area	850.00 Square metres
Site coordinates	TM 2072 4258 52.0370636445 1.21851398487 52 02 13 N 001 13 06 E Point
Height OD / Depth	Min: 32.00m Max: 33.00m

Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Jess Tipper
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Barnes Construction

Project archives

Physical Archive recipient	Suffolk HER
Physical Archive ID	PFM 022
Physical Contents	"Ceramics"
Digital Archive recipient	ADHS
Digital Archive ID	PFM 022
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	PFM 022
Paper Contents	"other"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	135, Bucklesham Road, Purdis Farm
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2015/10
Date	2015
Issuer or publisher	SACIC
Place of issue or publication	SACIC

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