

**TOTTENHAM COURT ROAD, CROSSRAIL, EASTERN TICKET HALL
GOSLETT YARD, LONDON WC2**

City of Westminster Council
A Written Scheme of Investigation for a Standing Building Survey
Author David Sorapure

Non-Technical Summary

The purpose of this Method Statement is to present a strategy for the investigation, analysis and recording of the historic fabric of buildings at Tottenham Court Road, for the Crossrail Eastern Ticket hall scheme, Goslett Yard, London WC2, prior to demolition. The document has been prepared by Museum of London Archaeology at the request of the client, London Underground on behalf of Crossrail Tottenham Court Road (TCR).

The development proposal comprises the demolition of buildings on streets surrounding the station as part of enabling works prior to the construction of the new box shaft, grout shaft and utility diversion works. 135a–143 Charing Cross Road is three storeys in height with a mansard, and constructed of red brick with stone dressings; a date stone on the front of the building indicates that it was constructed in 1905. 145 Charing Cross Road and 12 Goslett Yard is entered via a door in the 1905 block in Charing Cross Road, and comprises a range of buildings at the rear of 135a–143 Charing Cross Road, which were constructed in the early 20th century and are three storeys in height. None of the buildings are listed as being of special architectural or historic importance, but they are located within the Soho Conservation Area, and within an archaeological priority zone. A condition of planning permission for demolition is that the buildings are analysed and recorded archaeologically, and their history reported.

Accordingly, this Method Statement sets out the survey research aims and describes the methodology that MOL Archaeology will employ to achieve the research aims and discharge the planning condition. The surveys detailed in this method statement are all non intrusive and will not involve any disturbance of existing materials.

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1 Introduction

1.1 Site background

This document has been produced by Museum of London Archaeology (MOL Archaeology) for London Underground on behalf of Crossrail, Tottenham Court Road. It defines the scope and nature of the standing building recording work to be carried on the buildings of 135a–143 Charing Cross Road, 145 Charing Cross Road & 12 Goslett Yard, and 147–155 Charing Cross Road & 12 Sutton Row.

The buildings are due to be demolished as part of the London Underground and Crossrail TCR Eastern Ticket Hall works at Tottenham Court Road. The buildings presently occupy a block to the south of the former Astoria Theatre, bounded by Sutton Row to the north, Charing Cross Road to the east, Goslett Yard to the south and the rear of buildings fronting Soho Square to the east, including the Grade II* Listed St Patrick's Church. The boundary between the London Borough of Camden and the City of Westminster Council runs north to south along the line of Charing Cross Road, with the site falling within the bounds of the City of Westminster.

This document supports and augments an existing WSI (*Site Specific Archaeological Written Scheme of Investigation for the London Underground Works (Crossrail Act 2008)*) prepared by Halcrow in November 2008 (Halcrow November 2008). It defines the scope of standing building recording in relation to the Tottenham Court Road Station Upgrade.

The purpose of this Method Statement is to present a 'Written Scheme of Investigation' for a standing building survey, which represents the mitigation strategy necessary to discharge the archaeological conditions attached to the Planning Consent for the redevelopment of the site.

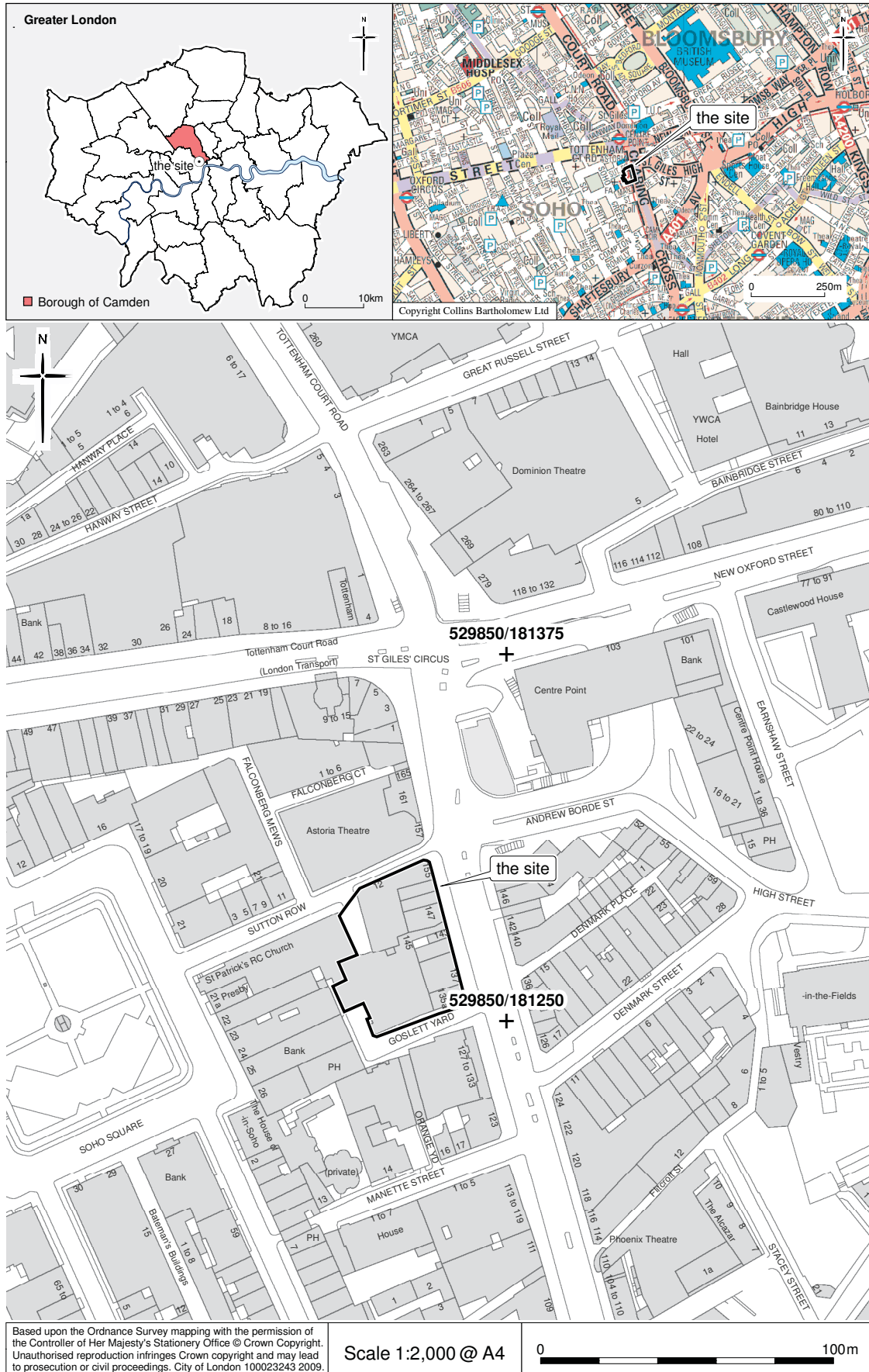


Fig 1 Site location

2 Planning and legislative framework

2.1 Planning Policy Guidance 15

The then Department of the Environment [and] Department of National Heritage published its Planning Policy Guidance: Planning and the Historic Environment (PPG15), London in 1994. This set out the Secretary of State's policy on the visible remains of historic buildings, spaces and structures, and provided recommendations many of which have been integrated into local development plans. The key points in PPG 15 can be summarised as follows:

It is fundamental to the Government's policies for environmental stewardship that there should be effective protection for all aspects of the historic environment. The physical survivals of our past are to be valued and protected for their own sake, as a central part of our cultural heritage and our sense of national identity. They are an irreplaceable record which contributes, through formal education and in many other ways, to our understanding of both the present and the past.

The Secretary of State attaches particular importance to early consultation with the local planning authority on development proposals which would affect historic sites and structures, whether listed buildings, conservation areas, parks and gardens, battlefields or the wider historic landscape.

There is likely to be much more scope for refinement and revision of proposals if consultation takes place before intentions become firm and timescales inflexible. Local planning authorities should also consider, in all cases of alteration or demolition, whether it would be appropriate to make it a condition of consent that applicants arrange suitable programmes of recording of features that would be destroyed in the course of the works for which consent is being sought.

PPG15 itself forms part of an emerging European context which recognises the importance of the archaeological and historic heritage in consideration of development proposals. This has recently been formulated in the Code of Good Practice On Archaeological Heritage in Urban Development Policies established by the Cultural Heritage Committee of the Council of Europe, and adopted at the 15th plenary session in Strasbourg on 8–10 March 2000 (CC-PAT [99] 18 rev 3). As stated at the beginning of that document however, 'a balance must be struck between the desire to conserve the past and the need to renew for the future'.

2.2 The location and status of the buildings

The buildings covered by this phase of work are;

- 135a–143 Charing Cross Road
- 145 Charing Cross Road and 12 Goslett Yard
- 147–155 Charing Cross Road and 12 Sutton Row

The buildings are not statutorily listed but are situated within the Soho Conservation Area. Therefore the character of the standing buildings is such as to justify archaeological investigation and recording, as recommended by English Heritage (GLAAS), The survey is therefore to be carried out to an enhanced Level 2, as laid out in the English Heritage Guidelines *Understanding Historic Buildings: a guide to good recording practice* (EH 2006). The nature of an enhanced Level 2 is outlined below.

3 Aims scope and method of work

3.1 General considerations

A standing building survey is defined by the Institute for Archaeologists (IFA, 2001) as:

a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, or structure, or complex and its setting,

The purpose of the standing building survey is further clarified as being either/or

- [to enable] *the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting*
- *to seek a better understanding, compile a lasting record, to analyse the findings/record and then to disseminate the results.*

The IFA Standard goes on to note that

..... on occasion ABIR [a standing building survey] may be commissioned in advance of submission of a planning application by the applicant or through their agent or adviser. It should be stressed that in this instance it is appropriate for any proposals for investigation and/or recording to be agreed with the planning archaeologist/conservation officer in advance of intrusive investigation. This is to ensure that the archaeological resource is not needlessly disturbed or damaged, nor inappropriate or excessive cost incurred (Listed Building Consent or Scheduled Monuments Consent may be required for any investigation deemed intrusive to the fabric (IFA para 3.1.7)).

And adds that

...sufficient and appropriate resources (staff, equipment, accommodation, etc) must be used to enable the project to achieve its aims, the desired quality and timetable, and to comply with all statutory requirements. Any contingency elements must be clearly identified and justified. It is the role of the archaeologist undertaking the work to define appropriate staff levels (IFA 3.3.2)

Standing building survey are normally non-destructive:

Unless undertaken as part of a process of controlled demolition ABIR should not normally result in the loss of historic fabric, including surfaces, of the building, structure or complex. Where the removal of items forms part of the brief/project outline, specification or the project design, the standards and approach to fieldwork, conservation, curation, storage, reporting and ownership are those defined in the IFA Standard and guidance for archaeological excavations (IFA 3.3.8)

Attention may also be drawn to paragraph 1 (under 'The Role of Archaeologists') of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe which points out that archaeology can 'add value' to a development, influencing overall concept and/or architectural design: *....archaeological work will thereby contribute to the urban landscape of the future* (CHCE, 2000)

The work will be carried out in accordance with guidance for such work (English Heritage Guidance Paper 3, 1998), other applicable standards and guidance (especially RCHME 1996, and *IFA Standard and guidance for archaeological investigation of standing buildings or structures*, 1999), and using as appropriate the

terms and methods specified in the Museum of London *Archaeological site manual* (3rd edition 1994).

The proposed archaeological work is limited to the standing building, and has the following four main components:

- To investigate the fabric of the buildings before (and possibly during) demolition, with the aim of elucidating its structural history, and record and analyse the resulting evidence for this history using applicable archaeological methods.
- To make a basic record of the existing building in its present condition, mainly by means of photography and scale drawings connected to an accurate local topographical survey (existing drawings are not sufficiently detailed and analytical, nor in the form prescribed by relevant specifications below).
- To carry out an appropriate level of documentary research.
- To report the results in suitable form, publish a summary, submit a report to the Greater London Sites and Monuments Record, and archive the records.

The proposed work will therefore concentrate on elucidating and reconstructing on paper the successive major builds and episodes of construction evident in the fabric of the building, and also evident in available documentary sources. For these purposes, before demolition the visible fabric of the building will be examined, analysed and recorded in suitable form.

3.2 Specific objectives and research aims

The aims of the standing building survey work proposed here may be summarised as follows:

To conduct a standing building survey in order to ensure preservation by record of the buildings due for demolition. The recording will make use of any existing detailed surveys of the site, and will include photography, accompanied by explanatory notes and field drawings. The level of recording is to be to an enhanced Level 2. A Level 2 survey provides a basic visual record of the interior and exterior, with the report presenting conclusions regarding the building's development and use, with some analytical discussion of the evidence on which these conclusions are based, enhancing the Level 2 record. Plans of one floor of each of the buildings will be produced, in order to illustrate a representative floor plan of the buildings.

The first of two phases of recording will be carried out in July 2009 with the examination of the exterior of the buildings on the site without hoarding and scaffolding, along with those interior spaces that are available and unoccupied. Street furniture within the defined area will also be included in the record.

The second phase of recording will take place in September 2009, when the remaining internal areas of the building are accessible.

Past modifications to the building, blocked doors and windows, and reused former structures, are some of the features that may help to elucidate the history and the changing functions of the buildings. However many of these features could be hidden behind modern furnishings. The removal of false ceilings, partition walls and other modern furnishings during a soft strip greatly enhances the analysis of a buildings fabric. Any features of significant historical interest will be identified during the examination of the interiors and the possibility of a return visit after a soft strip process of the buildings can be arranged at this time.

The enhanced status of the Level 2 record will entail a brief survey of documentary sources for the history of the buildings, in order to extract information sufficient to provide the historical context in which the buildings were constructed and used, to date their construction and explain their subsequent development.

The results will be produced in a suitable form comprising an unpublished client report with a brief summary submitted to a suitable publication such as the annual roundup of the London Archaeologist. The records will be archived with the Museum of London within 12 months of the survey.

The records and report will conform to the recommendations of *Understanding Historic Buildings: A guide to good recording practice* (EH 2006) and the Institute for Archaeologists' relevant Standards and Guidance (IFA 1999). The record will therefore consist of the following:

- Written record: location of the buildings, Ordnance Survey grid references; date and authorship of the record; a summary of the buildings' origins, development, functions and occupants, with a note on the relationship of the buildings to their setting; an account of the buildings' phases of development; an account of fixtures and fittings; published and other sources of information may be identified.
- Drawings: Annotated and measured sketch plan, section and elevation drawings may be made in the field. The data from these will be used to produce CAD drawings showing one representative floor of the building, possibly the 1st floor. Details of developmental and architectural significance will also be noted. Additional drawings will be produced during the second phase of standing building recording after access has been obtained (September 2009).
- Photographs: general external views to show the buildings in their setting, and important elevations; representative views of the interiors of the buildings; internal details of structure and decoration relevant to the design, development and use of the buildings, and not shown adequately in the general views.

A report will be produced that will include hard copy of the written text, and reproduce selected drawings and photographs. The text and most of the graphics will be A4 size, but drawings may be reproduced on A3 sheets if necessary. The drawings in the report will include at least one overall plan of the site to show the location and extent of the buildings recorded. MOL Archaeology will retain copyright in the report and original artwork, but will grant the developer a licence to use these materials in connection with the redevelopment of the site, provided that the source is acknowledged.

Any existing plans and elevations supplied will be checked and redrawn, as required by applicable specifications (EH 2006), so that the drawn record fully and accurately reflects the analysis of the fabric.

The fabric of the building may need to be probed further, but if so this will be done only to the minimum extent necessary to expose and record evidence for the original construction and for significant subsequent modifications. The areas for further probing of this kind will be carefully selected, where they may be expected to reveal significant evidence for the initial construction and subsequent structural history of the building. This work will necessarily take place after the building has been photographed in its existing state. The features revealed will be recorded to an appropriate level of detail, as with the fabric already visible.

A brief survey will be made to identify available documentary sources for the history of the building. If appropriate, these will be consulted to the extent necessary to furnish information as to dates of construction and modification of the building, and on the social, economic and cultural context in which the building was constructed and used, and later modified in form and use. Documentary sources of information may also be consulted in order to obtain comparative stylistic and other information, by which to identify and date elements of the building, such as joinery and brickwork.

Certain parts of the fabric of the building may not be accessible until demolition. These could include, for instance, the foundations of walls later cut down to ground level, or the core of standing walls. The report on the building will be compiled in draft form before demolition, in such a way that any further information obtained if necessary during demolition can easily be added.

3.3 Method of work

3.3.1 The survey

Fieldwork

Dimensioned sketch plans and elevations will be drawn by hand on site, from which accurate scale drawings can be plotted in CAD. Existing plans will be annotated similarly.

Photography.

On site this will consist of images in digital colour format. Artificial lighting will be used as necessary for interiors, using 110v DC or 240v AC current to be supplied. No demolition work should take place in the vicinity of the 240v supply. Where necessary, photographs will include a photographic scale of appropriate size. A Senior Archaeologist will direct the photographic coverage, and record the location, direction of view, purpose and content of each shot. All means of access required to take the photographs will be supplied by the developer. Off-site work includes processing, mounting, scanning; a computerised photographic index will be compiled, relating negative number, site photograph number, survey area, and other relevant information.

Graphics

Graphical work off-site will include processing any survey data supplied in digital form, and the production of plans and elevations as CAD drawings.

Specialist advice

If necessary, provision will be made to obtain specialist advice from the Museum of London Specialist Services, with regard to identifying, provenancing and dating bricks, cast-iron fixtures and other materials.

Reporting

Copies of the report will be made available to the client, the local planning authority, the architects, appropriate local societies and local studies libraries, and the Museum of London. In addition information will be sent in appropriate form for summary publication in one or more suitable local and national archaeological journals.

Archiving

The original site records, photographic negatives and research material will be deposited in due course with the Museum of London Archive, within 12 months of the end of the survey.

Health and safety, etc

All work will be conducted in accordance with applicable professional standards of the Institute of Field Archaeologists (1999), the Museum of London Archaeological site manual (1994) and the MOL Archaeology Health and Safety policy (2008). The records and the resulting report will respect the provisions of Planning Policy Guidance 15 (DoE 1994).

3.3.2 Interface with building occupants.

Access will be arranged through London Underground. Once access has been arranged, the MOL Archaeology team will attend site. The team will be mindful of the fact that the premises are currently occupied and ensure that they are respectful of the need of occupants to continue with their business activities. On arrival, the team will introduce themselves and advise the occupants of the reason for undertaking the survey and the methods to be used. The team will ascertain health and safety requirements such as Fire Alarm procedures and means of escape. The team will establish any particular constraints on progressing the survey and agree with the occupants the sequence in which the survey is to be undertaken. On completion of the survey, the team will advise the occupants prior to leaving the premises.

3.3.3 Intrusive methods of surveys

No intrusive surveys will be undertaken and no existing materials will be disturbed.

Project management and quality control

MOL Archaeology is structured to reflect the fact that it is fully project-oriented. Project Managers, normally the first point of contact in developing new work for MOL Archaeology, are responsible for designing and managing all projects thereafter.

All management responsibilities are contained within project teams. Formal monitoring of each project is undertaken by the Finance Manager and Senior Project Managers, at monthly project review meetings, and organisational strategy and performance is the responsibility of the Managing Director of MOL Archaeology, who reports directly to the Museum of London's Director. MOL Archaeology is a 'Registered Archaeological Organisation', and the Managing Director of MOL Archaeology is the designated 'Responsible Post-Holder'. MOL Archaeology's performance and strategic direction is overseen by the Archaeology Committee of the Museum of London's Board of Governors (appointed by the Prime Minister and the Corporation of London), which meets quarterly.

Field work, and subsequent analysis and publication programmes, will be carried out in accordance with procedures outlined in the following documents:

- English Heritage, *Management of Archaeological Projects* (MAP2), (1991)
- *Archaeological Site Manual* (MoLAS, 1994)
- MoL, *Finds Procedures Manual* (1994)
- English Heritage London Region, *Archaeological Guidance Papers 1-5* (June 1998)
- Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (1998).
- Institute for Archaeologists (IFA), 2001 *By-Laws, Standards and Policy Statements of the Institute for Archaeologists*.): *Standard and guidance for archaeological investigation of standing buildings or structures*
- MOL Archaeology, *Health and Safety Policy* (2006)

MOL Archaeology subscribes to and abides by the general principles and specific terms of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe, and adopted at the 15th plenary session in Strasbourg on 8–10 March 2000 (CC-PAT [99] 18 rev 3). In particular to the following points:archaeologists shall be aware of development costs and adhere to agreed timetables (Para 3 'The Role of the Archaeologist'), with all work 'carried out to written statements setting out standards timetables and costs' (para 4 *ibid*).

As a result of project team meetings recording, survey, and sampling strategies may be modified to provide maximum information retrieval in support of the research objectives. These objectives may themselves be modified in the light of the evidence recovered from the site; field evidence will also inform the scope and bias of resource allocation to the research aims

Regular site progress meetings of the members of the project team and the Local Planning Authority designated representative/advisor will be held as appropriate to review research aims, archaeological procedures, and site strategies and reported accordingly.

4 General survey procedures

1. All works will be carried out in full accordance with standard MOL Archaeology procedures unless alternative approaches and methodologies are thought to be appropriate within the framework of the stated research objectives. Such alternative techniques will not be employed without full consultation between MOL Archaeology and the client or their agent.
2. A unique site code will be agreed with the Museum of London Archaeological Resource Centre.
3. The survey will commence once all parties are satisfied that safe access is provided, and a hand-over meeting has been agreed. An overall site grid will be set out by the survey team. When this is complete, the survey will proceed according to the strategy adopted by the supervising Senior Archaeologist.
4. All structural elements and features will be recorded in three dimensions.
5. Site access, and other site safety provisions (handrails, gantries etc) if required, will be in place at the outset, or as soon as possible after commencement of the survey, to comply with HSE procedures and maximise the efficient use of MOL Archaeology staff time by reducing disruption.
6. Regular site progress meetings of the appropriate members of the project team and the Local Planning Authority's designated representative/advisor may be held to review research aims, procedures, and site strategies. Progress reports will be produced by MOL Archaeology and made available to the Local Planning Authority's designated representative/advisor. Reasonable access to the site will be granted to the representative/advisors of the Local Authority, who may wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made.

4.1 Access

A safe access route will be maintained throughout the course of the survey. Safe access to the site will be granted to the representative/advisors of the Developer and the Local Planning Authority's designated representative/advisor, who may wish to be satisfied, through site inspections, that the recording works are being conducted to proper professional standards and in accordance with the agreements made.

All other archaeological site visits by non-MOL Archaeology personnel will be notified to the client or Attendance Contractor in advance, or, if instigated by the client, main contractor or the client's archaeological consultant, to the MOL Archaeology Project Manager, or their designated on-site representative.

Should the site be considered suitable and safe access can be guaranteed, MOL Archaeology, with the consent of the client or their agent(s), may arrange a series of site tours.

The professional signs of MOL Archaeology are normally erected outside a site with those of the development team so that interested parties may obtain further information. These would be erected on the site hoarding for the benefit of passers-by and visitors to the site.

4.2 MOL Archaeology Health and Safety policy

MOL Archaeology recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all staff. MOL Archaeology believes that current Health and Safety Legislation and regulations represent the basic minimum standard it should achieve.

MOL Archaeology recognises that many of the features of effective Health and Safety Management are indistinguishable from sound management practice based on quality and excellence. The general principles of good management are therefore a sound basis for achieving and maintaining Health and Safety Standards.

MOL Archaeology will use the Health and Safety Executives publication HS(G)65 *Successful Health an Safety Management* as a guide to management of Health and Safety.

MOL Archaeology provides Safety Training for its staff as follows:

- Induction Training (undertaken on joining MOL Archaeology, and as appropriate on individual projects).
- General Health and Safety Training (a Health and Safety awareness course targeted at Field and Support Staff).
- Specialist Health and Safety Training (designed to cover specialist areas and to update professional knowledge, ie chain saw operators).
- Managers' Health and Safety Training (designed for members of staff with responsibility for others).

With the introduction of the Construction Design and Management Regulations (1994) MOL Archaeology works with Clients, Main Contractors and/or Attendance Contractor and Planning Supervisors to create a Health and Safety Plan. Each project will have its own unique plan and MOL Archaeology will also assume the role of a Designer for works associated with an archaeological interest.

4.3 Project health and safety considerations

All relevant health and safety legislation, regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological constraints on the work.

The health and safety of the project team is considered to be of the utmost importance. A series of safety provisions are included in MOL Archaeology's model legal agreement regulating the archaeological investigation. Health and safety provisions are also included in statements, or otherwise conveyed, to site contractors to ensure that all contractors working on the site are aware of the archaeological requirements.

MOL Archaeology staff will at all times adhere to the MOL Archaeology *H&S Policy* (2008), and promptly carry out (or arrange for the site Attendance Contractors to carry out) any instructions issued by the MOL Archaeology Health and Safety officer, who will normally visit the site weekly. The H&S officer will provide written reports after each site visit. These will be copied to the Site Supervisors, the MOL Archaeology Project Manager and the H&S Officer of the main contractor and/or Attendance Contractor.

If at any time the site or part of the site is made unsafe or the safety of MOL Archaeology staff is endangered then MOL Archaeology will give notice of the unsafe conditions which will be confirmed in writing if a claim for compensation is to be

made. If reasonable steps are not taken to abate the danger then MOL Archaeology reserves the right to withdraw its staff and workforce from the site until it is declared safe, and the period of time of the withdrawal will be added to any agreed period of work. If MOL Archaeology is unable to find suitable work to redeploy such staff financial compensation will also be sought.

The MOL Archaeology Health and Safety Officer will liaise regularly with his counterpart at the offices of the main contractor and/or Attendance Contractor throughout the periods of the survey work.

Before MOL Archaeology staff enter the site there will be a formal hand-over meeting on site attended by both Health & Safety officers, the Site Manager, the MOL Archaeology Project Manager and site Supervisor, the representative of the Local Planning Authority or their designated advisor, and such others as are deemed appropriate. Similarly, upon completion of the survey work, a formal hand-back meeting, attended by the same key representatives, will be held on site.

While on site, MOL Archaeology staff will at all times wear the appropriate protective clothing, with which they are issued. The site Supervisors will be under strict instruction not to allow onto site any member of staff who fails to comply with this requirement.

5 Bibliography

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6 Appendix 1

Risk assessment

| | | | | | | | | | |
|---|----------|-----------|---|----------------------------------|-----------|----------------------|----------------------|----------------------|---|
| Site: Tottenham Court Road Station Upgrade | | | Type Standing Building Recording | | | Date: July 09 | | | |
| Persons Affected | | No | Classification | | No | | | | |
| Employees | | 2-6 | Experienced | | All | | | | |
| Other workers | | | Inexperienced | | | | | | |
| Public | | | Disabled | | | | | | |
| Known and Suspected Hazards on site | | | | | | | | | |
| Mobile Plant | | | Power Auger | | | | Ionising radiation | | |
| Moving Machine Parts | | | Access equipment | | | | Lasers | * | |
| Moving objects | * | | Human remains | | | | Ultraviolet | | |
| Falls from height | * | | Contamination | | | | Temperature | | |
| Falls on level | * | | Micro organisms | | | | Noise | * | |
| Manual Handling | | | Vermin/Weil's Disease | * | | | Vibration | | |
| Buried services | | | Fumes/Gas | | | | Weather | * | |
| Electrical | | | Lone working | | | | Hot/cold objects | | |
| LPG etc | | | Welfare | | | | Physical attack etc | * | |
| Fire/Explosion | | | Confined spaces | | | | Vehicles | * | |
| Chainsaw | | | Hand Tools | | | | Hazardous substances | | |
| Control Measures Required | | | | | | | | | |
| Compliance with H&S at Work Act 1974, Management of H&S at Work Act 1999, Construction (HSW) Regulations 1996, and MOL Archaeology H&S Policy 2008 | | | | | | | | | |
| Compliance with Advance Risk Assessments – copies to be available on site and to form part of Induction for ALL MOL Archaeology staff starting work there. Signed Register to be kept of Inductions. Tool Box talks on specific risks to be given by Senior Archaeologists at regular intervals as reminders. | | | | | | | | | |
| Assessment of Remaining risk (Low, Medium, High) | | | | | | | | | |
| | L | M | H | | L | M | H | | |
| Mobile Plant | | | | Power Auger | | | | Ionising radiation | |
| Machine Parts | | | | Access equipment | | | | Lasers | * |
| Moving objects | | | | Hazardous Substances | | | | Ultraviolet | |
| Falls from height | * | | | Contamination | * | | | Temperature | |
| Falls on level | * | | | Micro organisms | | | | Noise | * |
| Manual Handling | * | | | Vermin/Weil's Disease | * | | | Vibration | |
| Buried services | | | | Fumes/Gas | | | | Weather | * |
| Electrical | | | | Lone working | | | | Hot/cold objects | |
| LPG etc | | | | Welfare | | | | Physical attack etc | * |
| Fire/Explosion | | | | Confined spaces | | | | Vehicles | * |
| Chainsaw | | | | Hand Tools | | | | Hazardous substances | |
| Further advance assessment required for M or H risks , as and when required by competent person. | | | | | | | | | |
| Competent Person(s) appointed to take action: Project Manager / Senior Archaeologists, acting on advice of MOL Archaeology Health and Safety Consultant. | | | | Report seen by (initials) | | | | | |
| | | | | PM | | | Archaeologists | | |
| | | | | SA(s) | | | | | |
| | | | | Client | | | | | |
| Contractor | | | | | | | | | |

| | |
|--|--------------|
| | Other |
|--|--------------|

| MOL ARCHAEOLOGY RISK ASSESSMENT | | STANDING BUILDING WORK | | | |
|---|---|-------------------------------|------------|---------------|-------------|
| Significant Hazards | | Assessment of Risk | | | |
| | | Insignif | Low | Medium | High |
| 1 | Electrical hazards | | • | | |
| 2 | Working alone/Entrapment etc | | • | | |
| 3 | Slips and Trips on level | | | • | |
| 4 | Fall from height | | • | | |
| 5 | Unsafe structures (collapse, etc) | | • | | |
| 6 | Poor lighting | | • | | |
| 7 | Adverse weather | | • | | |
| 8 | Confined Spaces | | • | | |
| 9 | Vermin, biological and chemical agents. | | | • | |
| 10 | Asbestos | | • | | |
| ACTIONS ALREADY TAKEN TO REDUCE RISKS | | | | | |
| <p>Compliance with: MOL Archaeology Safety Policy. The Management of Health and Safety at Work Regs 1999. Construction (Health, Safety & Welfare) Regulations 1996. Electricity at Work Regulations 1989. HSE Guidance Booklet HS(G)85: Electricity at Work - Safe Working Practices. HSE leaflet IND(G)73(L): Working alone in safety. Work at Height Regulations 2005. HSE Guidance Note GS6 (Revised 1997) - Avoidance of danger, overhead electrical lines. Confined Spaces Regulations 1997 HSE Guidance Note GS5 - Entry into confined spaces. Instruction Card for Work in Rat Infested Buildings & Sewers HSE GS 0406. Leptospirosis: Are you at Risk? HSE IND(G)84L. Control of Asbestos at Work Regulations 2002 and ACOP 2nd edition. Work with asbestos insulation, asbestos coating and asbestos insulating board, ACOP, 2nd edition.</p> | | | | | |
| <p>Planning: Consideration to be given to the need to send more than one person to the building – e.g. if in doubt do not send lone female (consult Site Visit Risk Assessment). Assess building/structure for hazards – unsafe electrical circuits, appliances, unsafe floors, stairs, walls; presence of asbestos, vermin, squatters, biological/chemical hazards; poor lighting. Consider need to work at height and in confined spaces, provide appropriate safety equipment: harnesses, scaffolding platforms, escape apparatus etc and trained staff. Consult separate risk assessments as appropriate. Prohibit access to unsafe areas as applicable. Provide individual first aid kit and torch/task lighting, PPE, and mobile phone as applicable.</p> | | | | | |
| <p>Physical: Do not enter property without permission of owner/client. Carry either fully charged work or personal mobile. Check signal strength etc. Take a torch with charged batteries if entering disused buildings. Wear PPE. Be vigilant and avoid unsound floors, stairs, walls, standing and foul water, faulty electrical circuits etc). Take appropriate precautions when working at height ie wear safety harness, ensure all scaffolding has been declared safe by competent person, ensure that all platforms etc have appropriate edge protection, do not use unsecured ladders and do not use ladders inappropriately (avoid use of ladders where possible). Do not enter a confined space unless trained to do so, if alone, or without appropriate safety equipment. Ensure you have suitable clothing to match weather conditions (waterproof, warm winter clothing, hat/sleeves for hot summer). Do not enter property where there are aggressive/unsecured dogs/other animals/aggressive squatters. Be aware of possible rodent infestations. Carry leptospirosis card, wash hands before eating or smoking. Take individual first aid kit. If bitten etc, wash wound as soon as possible, report to nearest A&E. Ensure you have a tetanus jab if bitten by an animal or have a major cut. Do not enter any area that has no means of safe access/egress.</p> | | | | | |
| <p>Management: Ensure that above sections are complied with as required and applicable.</p> | | | | | |
| <p>Training: Ensure that all staff required to enter confined spaces are trained and certificated to do so.</p> | | | | | |
| MOL Archaeology RISK ASSESSMENT | | Walkover/Site-Visit | | | |
| Significant Hazards | | Assessment of Risk | | | |

| | | Insignif | Low | Medium | High |
|---|--------------------------------------|----------|-----|--------|------|
| 1 | Assault | | • | | |
| 2 | Entrapment/unable to summon help | | • | | |
| 3 | Animal attack/aggression | | • | | |
| 4 | Slips and Trips on level | | | • | |
| 5 | Fall from height (unsafe structures) | | • | | |
| 6 | Injury when climbing over gate/fence | | • | | |
| 7 | | | | | |

ACTIONS ALREADY TAKEN TO REDUCE RISKS

Compliance with:

MOL Archaeology Safety Policy. The Management of Health and Safety at Work Regs 1999. HSE Information Sheet No 17 - Keeping cattle in fields with public access. HSE Information Sheet No 19 - Occupational health risks from cattle. Construction (Health, Safety & Welfare) Regulations 1996 Electricity at Work Regulations 1989. HSE Guidance Booklet HS(G)85: Electricity at Work - Safe Working Practices. HSE leaflet IND(G)73(L): Working alone in safety. Work at Height Regulations 2005 HSE Guidance Note GS6 (Revised 1997) - Avoidance of danger, overhead electrical lines

Planning:

Consideration to be given to the need to send more than one person to the site/property – e.g. if in doubt do not send lone female. Arrange with client or others as applicable for access to the property at a specified time.

If possible arrange to be escorted by client representative or similar. Check identity etc of escort if not MOL Archaeology staff. Provide suitable hire vehicle or agree use of own transport where applicable. Ensure that line manager/other suitable member of MOL Archaeology staff is aware of time and place of site visit if working alone.

Provide fully charged work mobile phone and that the line manager is aware of the number
Provide recent Ordnance Survey mapping of the site and general area at a reasonable scale (ie 1:2500/1:1250/Landline). Provide individual first aid kit as applicable. Carry work-related identification preferably with a letter indicating permission for visit and purpose. When working on sensitive/opposed development proposals simply indicate you are carrying out an archaeological assessment but do not discuss details, nature of development or client.

Physical:

Do not enter property without permission of owner/client. For rural sites stick to public rights of way – do not trespass. If threatened by anyone remove self immediately from property/vicinity if possible and report to project manager/ client. If assaulted call police immediately if practicable. Hand over valuables (ie camera, mobile) if threatened by physical violence – do not resist. Call police and report to manager/client. Carry either fully charged work or personal mobile. Check signal strength etc. Take a torch with charged batteries if entering disused buildings (see separate Risk Assessment for Standing Building Survey). Be vigilant (unsound floors, stairs, walls etc) Take high factor sun cream where necessary. Ensure you have suitable clothing to match weather conditions (waterproof, warm winter clothing, hat/sleeves for hot summer) Ensure you have suitable footwear (sturdy, waterproof). Be aware of dangers of deep mud and contamination when carrying out foreshore surveys (this should be subject to task-specific risk assessment). Make sure MOL Archaeology office knows where you are and for how long (estimate). Do not enter property where there are aggressive/unsecured dogs/other animals. Be aware of possible rodent infestations. Carry Leptospirosis card, wash hands before eating or smoking. Take individual first aid kit. If bitten etc, wash wound as soon as possible, report to nearest A&E. Ensure you have a tetanus jab if bitten by an animal or have a major cut. Do not enter any area that has no means of safe access/egress. On public property/highways etc be aware of vehicles/traffic. On farm land etc be aware of machinery.

Management: Ensure that both above sections are complied with as required and applicable.

Training: