Clock Field, Bourne Hill, Wherstead, Suffolk. WHR 075

Archaeological Evaluation Report

SCCAS Report No. 2013/50

Client: Blue Cross

Author: Linzi Everett

May 2013

HER Information

Report Number:	**2013/50**
Site Name:	**Clock Field, Bourne Hill**
Planning Application No:	**n/a (pre-determination)**
Date of Fieldwork:	**10th-12th April 2013**
Grid Reference:	**TM 1563 4101**
Commissioned by:	**Blue Cross**
Curatorial Officer:	**Jess Tipper**
Project Officer:	**Linzi Everett**
Oasis Reference:	**suffolkc1-149435**
Site Code:	**WHR 075**

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

Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Linzi Everett
Date: May 2013

Approved By: Rhodri Gardner
Position: Contracts Manager
Date:
Signed:

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Summary

Fourteen trenches were excavated Clock Field, Bourne Hill, Wherstead, prior to submitting a planning application to redevelop the site. Disturbance believed to be the result of extensive post-medieval mineral extraction was evident throughout the site. No earlier archaeological features were observed nor were any pre-modern features recovered from the upcast spoil.

1. Introduction

A trial trench evaluation was carried at Clock Field, Bourne Hill, Wherstead (WHR 075; TM 1563 4101). The proposed development area (hereafter referred to as 'the site') consisted of an area of *c.*1.7 hectares.

The evaluation was carried out prior to submission of a planning application for development, according to a Brief and Specification issued by Jess Tipper, which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology and risk assessment (Appendix I).

The trial trenching was conducted by the Field Team of the Suffolk County Council Archaeological Service (SCCAS) on the 10th-12th April 2013, focussing two of the trenches (14 and 12) on curvilinear anomalies identified by a geophysical survey carried out by Britannia Archaeology Ltd. on behalf of SCCAS.

The site has been recorded with the County Historic Environment Record (HER) code WHR 075.

2. Geology and topography

The site is located on sandy drift deposits at a height of 37m OD. It is a generally flat site, bounded by roads on the west and south, with the boundary of a former part of the Wherstead Park estate forming its eastern limit (Plate 4).

3. Archaeology and historical background

The sites potential was based on its location close to numerous sites and find spots recorded in the Suffolk HER, including Roman kilns, prehistoric and Saxon finds from WHR 037, undated cropmarks (WHR 032 and 028) and Roman pottery found during road widening (WHR 003).

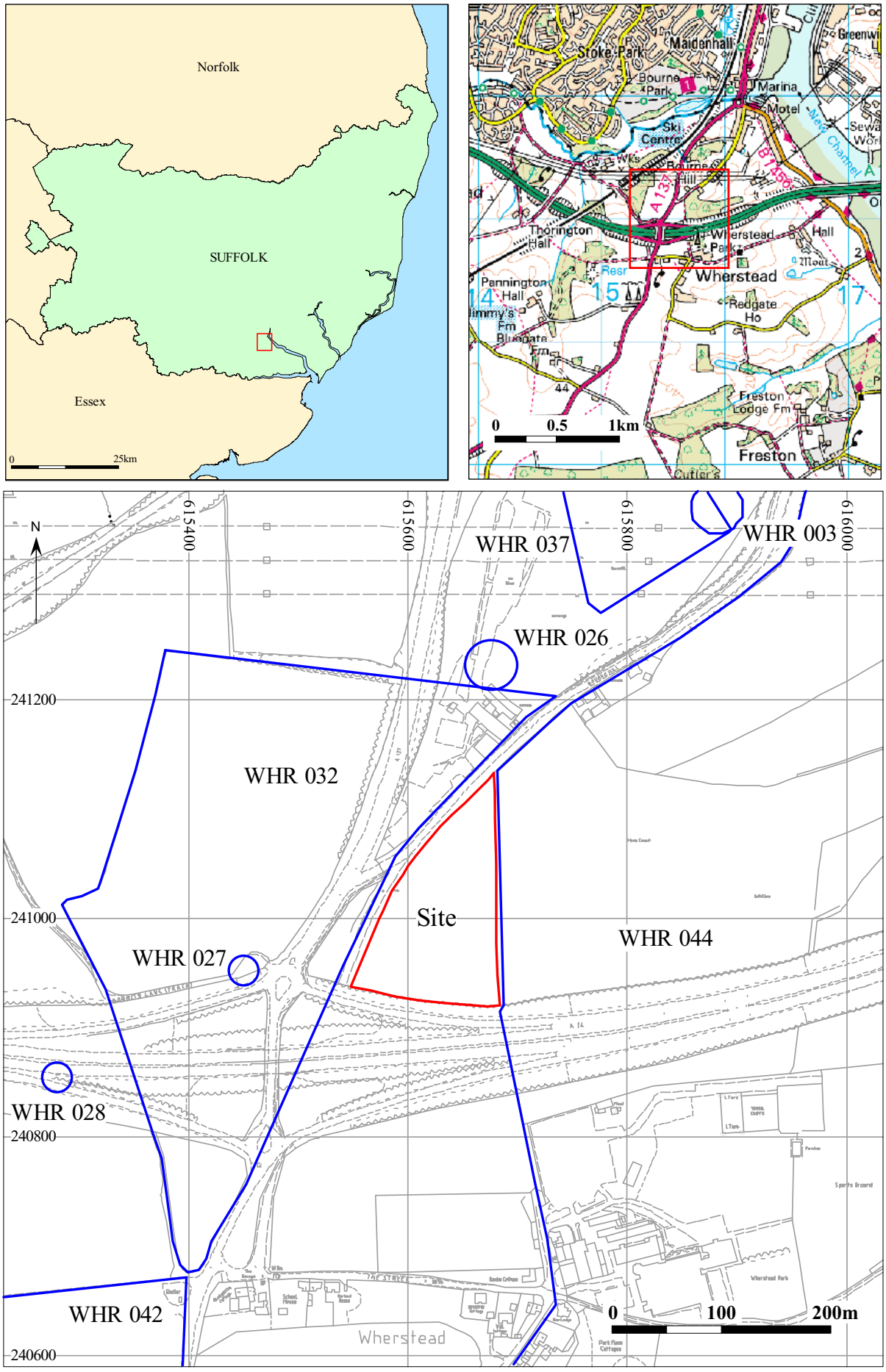

Figure 1. Site location, showing Historic Environment Record entries

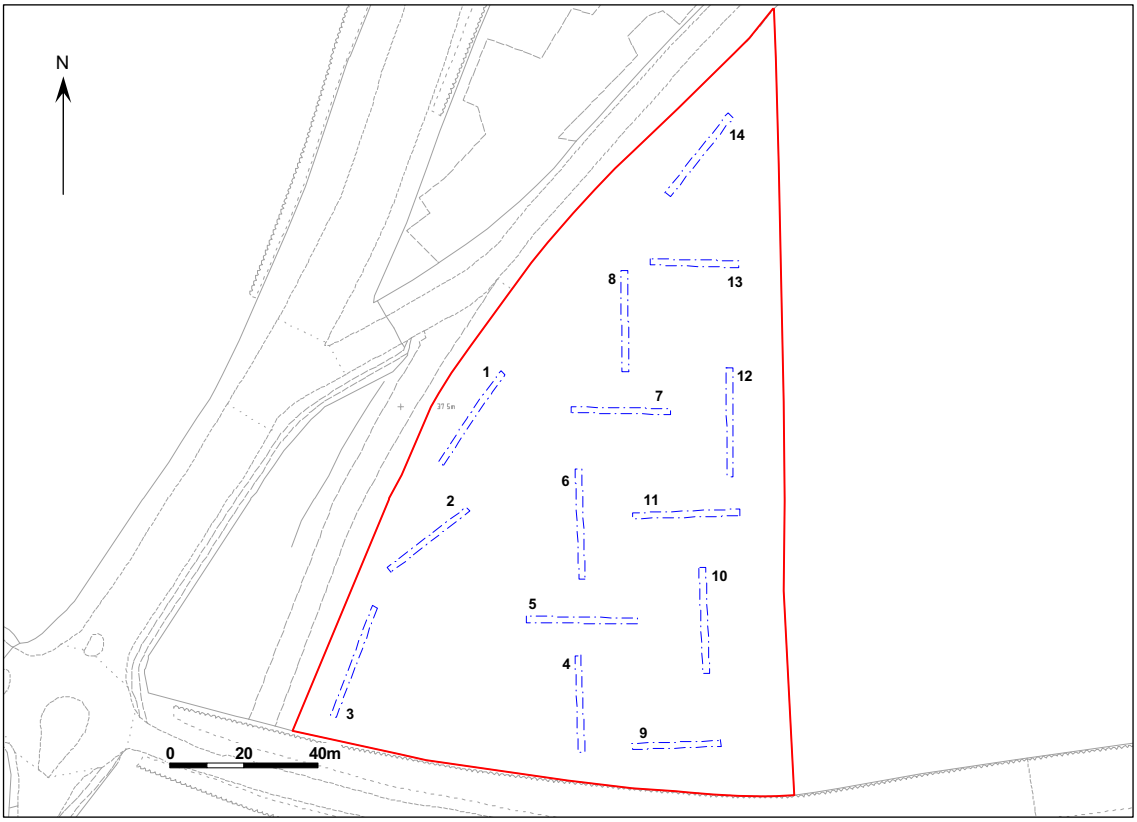

Figure 2. Location of trenches

4. Methodology

Trenching was conducted using a mechanical digger equipped with a 1.5m wide toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to the trench. Layers of overburden were removed by machine to reveal undisturbed natural subsoil and/or archaeological deposits.

The base of each trench was examined for features or finds of archaeological interest and the upcast soil was examined visually for any archaeological finds. Records were made of the position and length of trenches and the depths of deposit encountered.

The site has been given the Suffolk HER code WHR 075. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolkc1- 149435 has been used for this project.

5. Results

Fourteen trenches were excavated across the site (Figure 2), the dimensions of which are recorded in Table 1.

Trench	Length (m)	Area (m²)	Depth (m)	Height (m OD)
1	30	45	0.4	35.95
2	28	42	0.5	36.60
3	32	48	>1.8	37.59
4	26	39	0.8	36.39
5	30	45	0.7	36.56
6	30	45	1.1	36.28
7	27	40.5	>1.2	35.62
8	28	42	>1	35.27
9	24	36	0.45	35.23
10	29	43.5	<1.3	35.29
11	29	43.5	<1.3	35.48
12	30	45	<0.9	35.61
13	24	36	>1.3	34.87
14	27	40.5	1	35.25

Table 1. Trench dimensions

Some adjustment to the location and length of trenches was made in order to avoid a hedgerow on the western side of the site and a north-south footpath running along the eastern boundary.

A total area of 591 square metres was excavated, cutting through generally the same soil sequence in each trench:

- ***Topsoil*** Mid brown loamy sand with regular flints and occasional CBM fragments. 0.3m-0.4m thick.
- ***Subsoil*** Mid orangey brown silty sand with frequent gravel and flint pebbles. 0.1m-0.6m thick.

The natural subsoil comprised a mid orange sandy gravel with regular large-medium flints except in Trench 14 where is was a mid-pale brown homogenous sandy silt.

Evidence of large pits of varying depth were observed in eleven of the fourteen trenches, with only trenches 1, 9 and 14 devoid of such disturbance, and only 3m of the northern end of Trench 2 disturbed. In most cases, the pits revealed were large but quite shallow, with gently sloping sides, only reaching any significant depth in a few cases, notably Trench 3, Trench 7 and Trench 8. The pits were of very similar appearance, filled by sequential layers of gravelly sand, probably a redeposited natural subsoil, and dark brown silty loam, in which only very occasional fragments of post-medieval pottery and tile were seen. These tip layers were most visible in section in Trench 8 (Plate 3). The fill was loose and the trench sides were prone to collapse (Plate 1) which prevented machining to the full depth of the deeper pits.

One large pit or series of pits in Trench 7 was slightly different from those observed elsewhere, predominantly filled by a mid brown silty sand and containing a slightly higher concentration of animal bone and post-medieval tile, though not enough to suggest use as a rubbish pit. At a depth of *c*.1.2m, three cuts were visible in the natural subsoil exposed in the base of the trench (Plate 2). It was not clear whether these represented individual pits or the irregular base of one larger pit but the fills were the same and no cuts were visible in the trench sections to suggest more than one feature.

Plate 1. Trench 3, looking SSW

Plate 2. Trench 7, looking east

Plate 3. Trench 8, showing tip lines in the trench section, looking east

Plate 4. Wherstead Park boundary, looking south. Shows a bank and ditch along the eastern boundary of the development area (right of the photo), adjacent to a raised track (left). The track originally ran from a lodge on Bourne Hill to the 18th century house, now south of the A14.

6. Discussion

Trenching revealed a significant depth of made-up ground over the majority of the site, most likely associated with post-medieval mineral extraction. No evidence of any such activity is shown on the 1880's-1920's Ordnance survey maps, although Sandpit Covert, *c*.300m to the north west of the site, suggests that extraction did take place in the area (Figure 4). It is possible that the various pits may account for anomalies identified during the geophysical survey and interpreted as geological. The two anomalies thought most likely to be of archaeological did not show up as features in trenches 12 and 14.

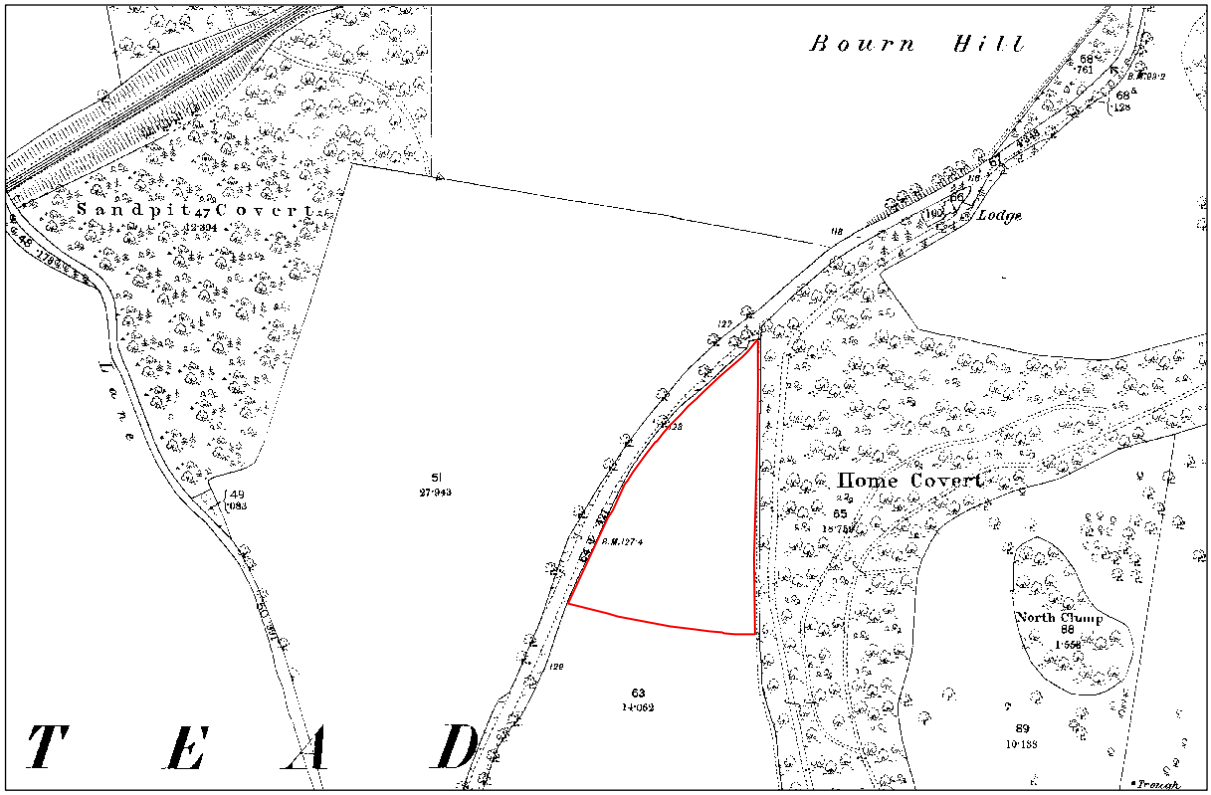

Figure 3. Extract from 1st edition Ordnance Survey map

7. Archive deposition

The archive is lodged with the SCCAS at its Bury office under the HER reference WHR 075. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1-149435.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\ Wherstead\WHR 075 Clock Field Bourne Hill

Clock Field, Bourne Hill, Wherstead

Archaeological Evaluation:

Written Scheme of Investigation and Risk Assessment

Prepared by
Suffolk County Council Archaeological Service Field Team
March 2013

Document Control

Title: Clock Field, Bourne Hill, Wherstead: Archaeological Evaluation, Written Scheme of Investigation and Risk Assessment.

Date: March 2013

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Rhodri Gardner

Checked by: Stuart Boulter

Issued to: Jess Tipper, Suffolk County Council Archaeological Service Conservation Team and David Key, Property Manager, Blue Cross

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1 Background

1.1 Suffolk County Council Archaeology Contracting (hereafter SCCAC) have been commissioned by Blue Cross to carry out a programme of archaeological evaluation by geophysical survey and mechanically excavated trial trenches at Clock Field, Bourne Hill, Wherstead (Figure 1).

1.2 This WSI covers that work only. Any further stages of archaeological work that might be required would be subject to new documentation.

1.3 The works have been requested at the pre-determination stage of the planning process. A Brief for the work was produced by Suffolk County Council Conservation Team archaeologist Jess Tipper in a document dated 30th May 2012. All work will adhere to the requirements of this document.

1.4 The Brief states the evaluation works will involve the mechanical excavation of trenches with a total area equating to 5% of the site area. In this instance this means *c*. 470m of 1.8m wide trench.

1.5 The presence of an overhead service means that an exclusions zone approx 6m either side has to be respected according to the HSE's GS6 guidance. This is shown in grey in Figure 2. It also reduces the area available for trenching slightly – to a total of 420m of 1.8m wide trench.

1.6 All proposed trenches measure 30m in length.

1.7 The geophysical survey undertaken as part of these works has identified a number of anomalies. However the only ones agreed worthy of targeting specifically with trenches are two curvilinear anomalies that may represent features such as ring-ditches. These are to be targeted, with other trenches dispersed in such a manner that they give as even coverage of the site as possible. These trench locations are shown in Figure 2m, along with the interpretive plot of the geophysical results.

1.8 The perceived archaeological potential of the site is highlighted by numerous entries in the County Historic Environment Record (hereafter HER). The most significant of these are the two Roman pottery kilns known at the site of WHR 037 (*c*. 250m to the north) and a ring ditch excavated in 1980 at WHR 027 (just 120m to the west of the site on the opposite side of the carriageway of the A137.

1.9 The fieldwork will be carried out by SCCAS/FT under the supervision of a Project Officer (TBC) and the project will be managed by Rhodri Gardner.

1.10 It is proposed that the fieldwork will be undertaken in April 2013, and is projected to last for up to three days with up to three archaeologists (to include a Project Officer and a metal detectorist/excavator) in attendance along with mechanical plant and a driver.

2 Research Aims

These are highlighted in Section 3.2 of the Brief and Specification as follows:

RA1: Identify the date, approximate form and purpose of any archaeological deposit together with its likely extent, localised depth and quality of preservation.

RA2: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

RA3: Establish the potential for the survival of environmental evidence.

RA4: Establish the suitability of the area for development.

RA5: Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

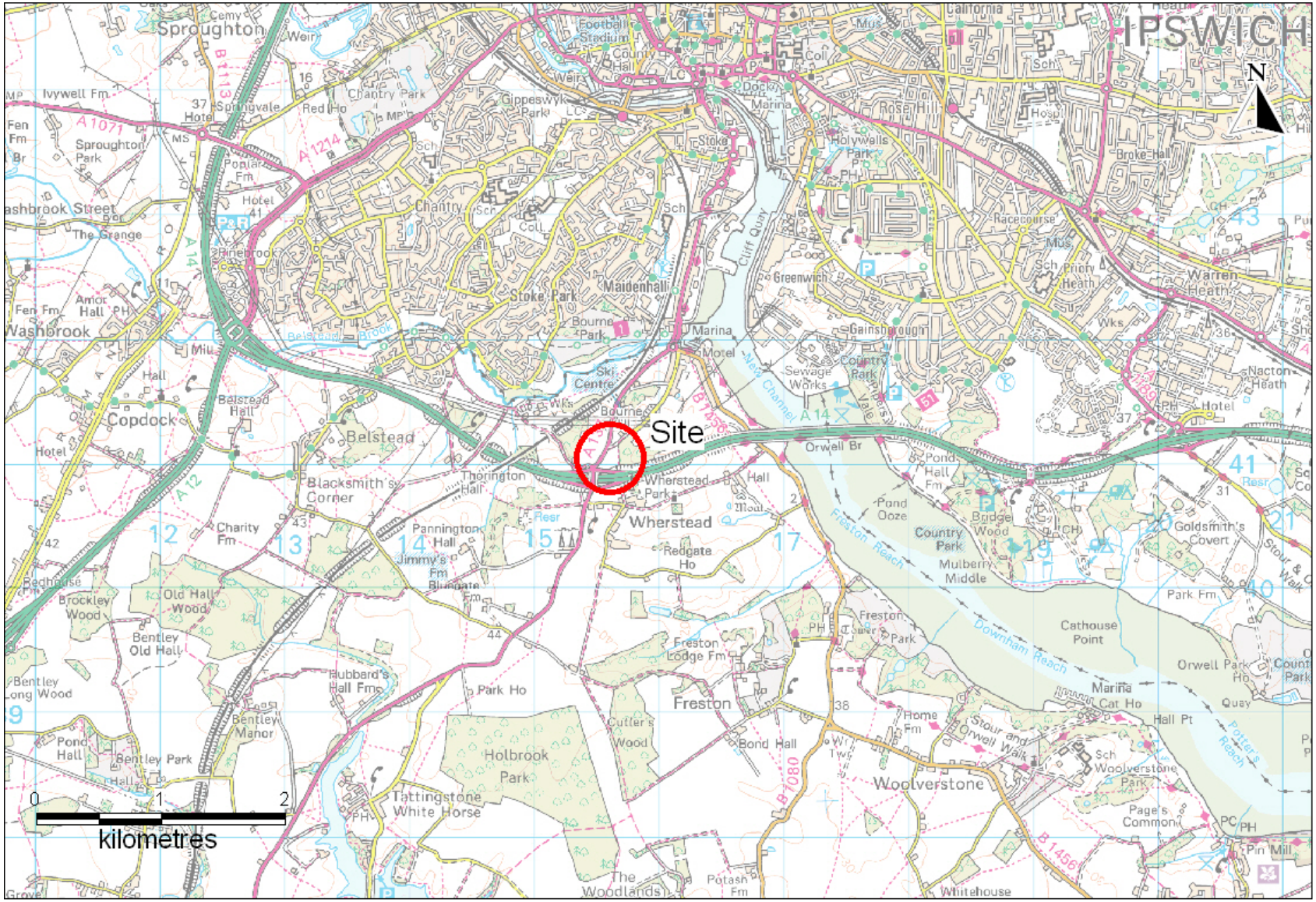

Figure 1. Site location (red)

Figure 2. Proposed trench locations (red), overhead service exclusion zone (grey) – overlain onto geophysical survey results.

3 Project Details

Site Name	Clock Field, Bourne Hill
Site Location/Parish	Wherstead
Grid Reference	TM 156 410
Access	From
Planning No	TBA
HER code	WHR 075
OASIS Ref	Not yet allocated
SCCAS Job Code	WHERANM001
Type:	Mechanically excavated evaluation trenches and geophysical survey
Area	*c.*1.7 hectares
Project start date	February 2013
Duration	Three days of fieldwork, then reporting
Number of personnel on site	Projected as up to 3 SCCAS staff and 1 mechanical plant operator

Personnel and contact numbers

Project Manager	Rhodri Gardner	01473 265879
Project Officer (first point of on-site contact)	Linzi Everett	07753 788606
Outreach Officer	Duncan Allan	07768 430556
Finds Dept.	Richenda Goffin	01284 741233
EH Regional Science Advisor	Dr Helen Chappell	01223 582707
Sub-contractors	N/A	-
Curatorial Officer	Jess Tipper	01284 741225
Consultant/Contact	-	-
Developer	Blue Cross	-
Site landowner	Blue Cross	-

Emergency contacts

Local Police	Suffolk Constabulary, Police Headquarters Martlesham Heath, Ipswich, IP5 3QS	01473 613500
Location of nearest A & E	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712 233
Qualified First Aiders	SCC Project Officer attending (see above)	-
Base emergency no.	N/A	-

Hire details

Plant:	Holmes Plant	07860121821
Welfare Hire	N/A	-
Tool hire:	N/A	-

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
SCC Environment Strategy Manager (James Wilson)		01473 264301
SCC Health and Safety Advisor (Martin Fisher)		01473 265299

4 Archaeological Method Statement

Evaluation by trial trench

4.1 The archaeological fieldwork will be carried out by members of the SCCAS/FT led in the field by Project Officer Linzi Everett and the project will be managed by Rhodri Gardner.

4.2 The area of investigation comprises *c*. 1.7ha of pasture/grass.

4.3 Overburden will be removed stratigraphically, by a mechanical excavator equipped with a toothless ditching bucket. The trenches will be excavated down to the top of the first undisturbed archaeological horizon, or the upper surface of the naturally occurring subsoil. Spoil will be temporarily stockpiled next to the trenches with topsoil stored separately to any underlying colluvial material. All excavation will be under the direct supervision of an archaeologist.

4.4 Each trench will be excavated in such a way as to leave a strip of the wind blown loess-like material intact for its whole length, with only part of the trench excavated down to the true naturally occurring subsoil.

4.5 After excavation and recording, the trenches will be backfilled by pushing the upcast spoil back in sequentially using the mechanical excavator. Formal reinstatement of the turf is not the responsibility of the archaeological contractor.

4.6 Figure 2 shows the location of an existing overhead cable. This will be avoided with the accepted exclusion zone employed. However, should any other, previously unknown, services are encountered SCCAS Field Projects Team will not be responsible for any damage and costs incurred.

4.7 Although the trenches are unlikely to be deep (<500mm is anticipated, although localised areas with made ground or colluvium could be deeper), they will be backfilled as soon as possible. If it became necessary to leave a trench open overnight, to facilitate a visit by various interested parties (e.g. SCCAS/CT archaeologist), fencing will be employed if required.

4.8 Archaeological features and deposits will be sampled by hand excavation and the trench bases and sections cleaned and recorded as necessary in order to satisfy the project aims. While there is a presumption that the excavation work will cause minimum disturbance consistent with adequate evaluation, with solid or bonded structural remains, building slots or post-holes preserved intact (even if sampled), the following guidelines will be maintained: (1) A minimum of 1m wide slots will be excavated across linear features. (2) 50% of discrete features, such as pits, will be sampled, although in some instances 100% may be required.

4.9 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.

4.10 A site plan, which will show the trench location and other areas of investigation, feature positions and levels will be recorded, where necessary, a RTK GPS or TST will be used, otherwise trenches will located by triangulation from extant structures and boundaries. Feature sections and plans will be recorded at 1:20 or 1:50 as appropriate. Normal SCC Field Team conventions, compatible with the County HER, will be used during the site recording.

4.11 The site will be recorded under a Suffolk HER code (FEX 311). All archaeological features and deposits will be recorded using standard *pro forma* SCCAS Context Recording Sheets.

4.12 A photographic record (high resolution digital) will be made throughout the evaluation.

4.13 Metal detector searches will be made at all stages of the project.

4.14 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.

4.15 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.

4.16 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 palaeo-environmental 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.

4.17 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.

4.18 Fieldwork standards will be guided by 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14).

4.19 SCCAS staff will work from their vehicle and use local welfare facilities.

Post-excavation

4.20 Post-excavation work will be managed by SCCAS Field Projects Team Finds Manager Richenda Goffin. Specialist finds staff will be used who are experienced

in local and regional types and periods for their field. Members of the project team will be responsible for taking the project to archive and assessment levels.

4.21 The site archive will be consistent with ‘Management of Archaeological Projects’ (English Heritage, 1991).

4.22 All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the County HER photographic index.

4.23 All finds will be processed, marked and bagged/boxed following ICON guidelines and the requirements of the County HER. All finds will be marked with a site code and a context number.

4.24 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.

4.25 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.

4.26 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).

4.27 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).

4.28 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.

4.29 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.

4.30 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).

4.31 The evaluation report will contain a stand alone summary and a description of the excavation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation and recommendations to assist the Planning Officer. It will contain sufficient information to stand as an archive report should further work not be required.

5 Risk Assessment

The project will be carried out following the Suffolk County Council statement on Health and Safety at all times. Particular hazards to SCCAS/FT staff and subcontractors 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/FT staff are experienced in working under similar conditions and on similar sites and are aware of all SCCAS H&S policies. Permanent SCCAS/FT excavation staff are holders of CSCS (Construction Skills Certification Scheme) cards. All staff will be issued with a copy of the project's risk assessment and will receive a safety induction from the Project Officer. From time to time it may be necessary for site visits by external specialists, SCCAS/CT members and other SCC staff. All 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).

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

Only limited information has been provided by the client regarding existing services (Figure 2). A CAT detector will be used in advance of trenching. However, should

previously unknown services be encountered in the trenches, any damage/costs will not be the responsibility of SCCAS/FT.

SCCAS/FT staff will work from their van for the duration of the fieldwork. Welfare facilities (a portable toilet) will be hired in if required.

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 SCC 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.

6 Site Induction/Site Visit Sign - Off Sheet

Name	Signature	Date

Appendix 1. Suffolk County Council Health and Safety Policy

Suffolk County Council

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: 27th January 2012

Signed: ..... Leader. Date: 31st January 2012.

Review date: Date: January 2014

If you need help to understand this information in another language or would like this information in another format, including audio tape or large print, please call **08456 066 067**.

Appendix 2. SCC Insurance Certificates

ZURICH
MUNICIPAL

To Whom It May Concern

Our ref: Our Ref: QLA-19A004-0013 17 July, 2012

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 31/07/2013
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

Excess :

Public Liability/Products Liability/Pollution:	£	£311,000 any one event
Employers' Liability:	£	£311,000 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

Sally Rose
Underwriting Services
Zurich Municipal
Farnborough

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

Telephone 0870 2418050
Direct Phone 01252 384594
Direct Fax 01252 0
E-mail
sally.rose@uk.zurich.com@zurich.com

ZURICH
MUNICIPAL

To Whom It May Concern

Our ref: SS/PS/B'HAM 14 August, 2012

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 31st July 2013 Professional Negligence Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Services covered: Service C - Archeology

Limit of Indemnity: £ 5,000,000 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 : £ 311,507 any one claim

Retroactive Date: 01/08/2006

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

pp J. Rose

Sally Rose
Underwriting Services
Zurich Municipal

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

Telephone 0870 2418050
Direct Phone 0121 6978594
Direct Fax 0121 978585
E-mail sally.rose@zurich.com

Suffolk County Council

Appendix 3. Risk Assessments

Specific Risk Assessments for Archaeological Evaluation at Clock Field, Bourne Hill, Wherstead, Suffolk (WHR 075)

1 Working with heavy plant and machinery
2 Physical work in an outdoor 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 PO/Site Assistants, but at times may involve others.	10	Only SPO/PO to supervise machinery. No personnel to be within radius of boom. All staff to wear high visibility clothing, hard hats and safety footwear at all times.	5	R. Gardner	22/03/13	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 2 Physical work in an outdoor 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.	2	R Gardner	22/03/2013	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 trial-trenches and archaeological features within.	Various.	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No staff will be allowed to enter trenches deeper than 1.2m or shallower trenches that are considered to be dangerous. No unfenced deep excavations will be left unsupervised. Deep excavations will be fenced overnight.	2	R Gardner	22/03/2013	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	R Gardner	22/03/2013	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

OASIS ID: suffolkc1-149435

Project details

Project name	WHR 075 Clock Field, Bourne Hill
Short description of the project	Fourteen trenches were excavated Clock Field, Bourne Hill, Wherstead, prior to submitting a planning application to redevelop the site. Disturbance believed to be the result of extensive post-medieval mineral extraction was evident throughout the site. No earlier archaeological features were observed nor were any pre-modern features recovered from the upcast spoil.
Project dates	Start: 10-04-2013 End: 01-05-2013
Previous/future work	No / Not known
Any associated project reference codes	WHR 075 - HER event no.
Type of project	Field evaluation
Site status	None
Current Land use	Cultivated Land 1 - Minimal cultivation
Monument type	PIT Post Medieval
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Landowner pre-sale planning application (outline)
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK BABERGH WHERSTEAD WHR 075 Clock Field, Bourne Hill
Study area	1.70 Hectares
Site coordinates	TM 1563 4101 52 1 52 01 29 N 001 08 36 E Point
Height OD / Depth	Min: 34.00m Max: 38.00m

Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Planning Authority (with/without advice from County/District Archaeologist)
Project design originator	Jess Tipper
Project director/manager	Rhodri Gardner
Project supervisor	Linzi Everett

Type of sponsor/funding body	Charity body
Name of sponsor/funding body	Blue Cross

Project archives

Physical Archive Exists?	No
Digital Archive recipient	AHDS
Digital Archive ID	WHR 075
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	WHR 075
Paper Contents	"none"
Paper Media available	"Correspondence","Photograph","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	WHR 075 Clock Field, Bourne Hill, Wherstead
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2013/50
Date	2013
Issuer or publisher	SCCAS
Place of issue or publication	SCCAS