

21, Long Bessels, Hadleigh, Suffolk
HAD 143

Archaeological Evaluation Report

SCCAS Report No. 2013/134

Client: Mr Craig Lister

Author: M. Sommers

October 2013

21, Long Bessels, Hadleigh, Suffolk HAD 143

Archaeological Evaluation Report

SCCAS Report No. 2013/134

Author: M. Sommers

Contributions By: n/a

Illustrator: M. Sommers

Editor: Dr R. Gardner

Report Date: October 2013

HER Information

Report Number: 2013/134
Site Name: 21, Long Bessels, Hadleigh, Suffolk
Planning Application No: B/13/00184/FUL
Date of Fieldwork: 24th October 2013
Grid Reference: TM 0298 4272
Client/Funding Body: Mr Craig Lister
Client Reference: n/a
Curatorial Officer: Dr Abby Antrobus
Project Officer: M. Sommers
Oasis Reference: suffolkc1-160765
Site Code: HAD 143

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: M. Sommers
Date: 25th October 2013

Approved By: Dr R. Gardner
Position: Contracts Manager
Date:
Signed:

Contents

Summary

1. Introduction	1
2. Geology and topography	1
3. Archaeology and historical background	3
4. Methodology	5
5. Results	6
6. Finds and environmental evidence	7
7. Discussion	7
8. Conclusions and recommendations for further work	7
9. Archive deposition	7
10. Acknowledgements	8
11. Plates	9

List of Figures

Figure 1. Location map	2
Figure 2. Sites recorded on the HER	3
Figure 3. Trench location	6

List of Plates

Plate 1. General view of the outhouses to be demolished (ref. HUI 76)	9
Plate 2. stratigraphy as revealed in the north side of the trench (ref. HUI 77)	9

List of Appendices

Appendix 1. Written Scheme of Investigation

Appendix 2. OASIS data collection form

Summary

An archaeological evaluation was carried out within the grounds of 21, Long Bessels, Hadleigh, Suffolk, in advance of a small residential development. A single trial trench was excavated but no archaeological deposits, features or artefacts were identified.
(Suffolk County Council Archaeological Service Field Team for Mr Craig Lister)

1. Introduction

Planning permission has been granted for the construction of a single dwelling to be built within the grounds of no. 21, Long Bessels, Hadleigh, after demolition of a pair of single storey outhouses (application number B/13/00184/FUL). One of the conditions attached to the planning consent called for an agreed programme of archaeological work to be in place in advance of this development.

The first stage of the programme of work, as specified in a Brief produced by Dr. Abby Antrobus of the Suffolk County Council Conservation Team, was the undertaking of a trenched evaluation in order to ascertain what levels of archaeological evidence may be present within the development area and to inform any mitigation strategies that may then be deemed necessary. A Written Scheme of Investigation (Appendix 1), detailing the methods to be used to fulfil the Brief, was produced and this was approved by the County Conservation Team.

The National Grid Reference for the approximate centre of the site is TM 0298 4272. Figure 1 shows a location plan of the development area.

The archaeological evaluation was undertaken on the 25th October 2013 by Suffolk County Council Archaeological Service's Field Team who were commissioned and funded by the developer, Mr. Craig Lister.

2. Geology and topography

The development area consists of a roughly rectangular shaped area of land situated on a very gentle south facing slope of a valley drained by the River Brett, which meanders across the valley some 500m to the northwest.

The surface geology comprises gravel, sand and silt deposits that fill the valley, which is bounded by plateaus of glacial till. Chalk underlies the whole area with occasional surface outcrops.

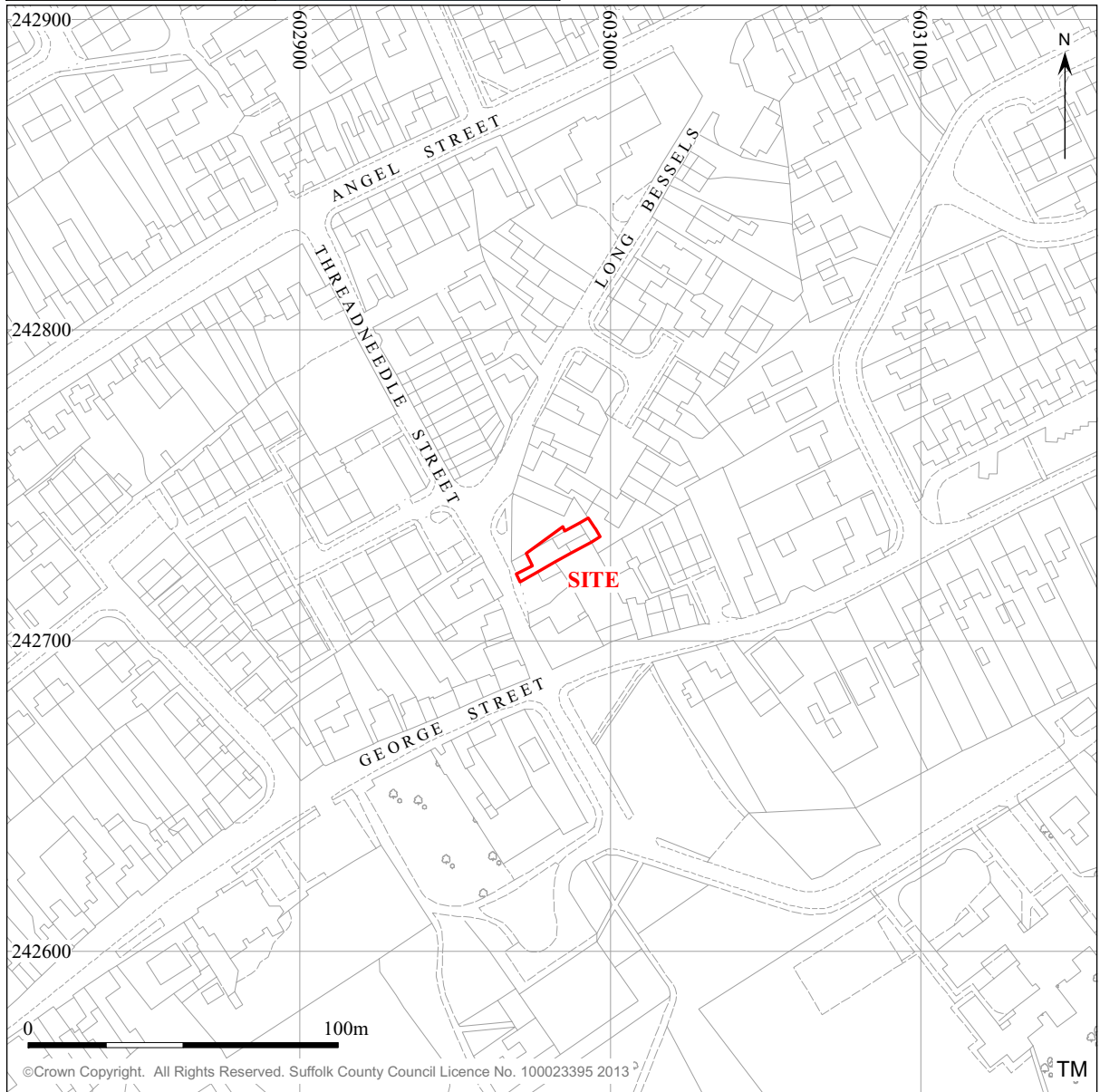
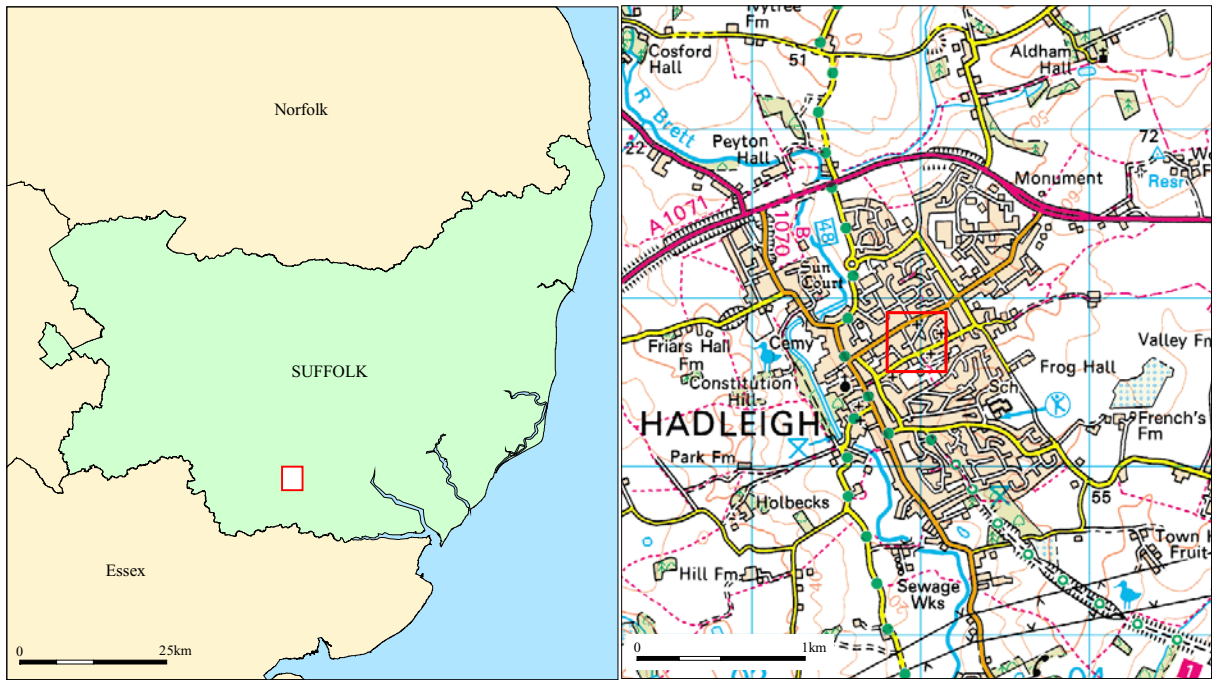


Figure 1. Location map

The development area fronts onto the junction of Long Bessels and Threadneedle Street to the southwest. It is bounded by brick walls to the southeast and northeast, beyond which lie private properties and is separated from the garden of no. 21 by a hedgerow to the northwest. It is located within the urban area of Hadleigh approximately 400m northeast of the town's high street and market area.

3. Archaeology and historical background

A number of archaeological sites or findspots are recorded on the Historic Environment Record (HER) within the vicinity of the development site. A summary of these entries is presented in Table 1; the recorded locations of are marked in Figure 2.



Figure 2. Sites recorded on the HER

HER ref.	Summary
HAD 013	Anglo-Saxon cremation urn, small, embossed decoration. Found by Dr Style in grounds of East House, circa 1930 (<i>Note: East House is further south at TM 0288 4260, probably this is mis-reading of original grid reference - see HAD 044</i>)
HAD 034	Chapel to almshouses. Late 15th-16th century timber framed building. Secular almshouses founded in 1497 and not suppressed in the 16th century, now rebuilt.
HAD 044	Reference: 'Hadleigh, East House (TM 0295 4287). A portion of a small Anglo-Saxon cinerary urn found during the last 30 years (circa 1931-1961) by Dr Style was loaned to the Hadleigh Town Council'. The cited grid reference, TM 0295 4287 (HAD 013), is wrong for East House and is probably a misreading of an original (handwritten?) reference of TM 0295 4257, which is situated within the former garden of East House.
HAD 046	Area of the medieval town of Hadleigh defined as 'area of archaeological interest' in Babergh Local Plan (April 1990).
HAD 066	Watching brief on a conservatory extension produced no stratified archaeological evidence although one sherd of c.12th-c.14th century, and two sherds of c.16th-c.17th century pottery were recovered from the topsoil. A fragment of flat hand quern was also found of a type that is used throughout the medieval and post medieval periods and is not closely dateable.
HAD 071	Trial trenching revealed made up ground over the majority of the site, to a depth of over two metres in places and suggestive of the presence of large, backfilled pits. Documentary evidence points towards gravel quarrying on the site and finds recovered during the evaluation indicate that backfilling probably took place after the late 15th century.
HAD 073	Hadleigh Baptist Church: Observations of work undertaken during alterations to the church revealed the remains of a brick-lined baptismal pool, thought to date from the building's original construction in 1830.
HAD 098	28, George Street: A timber framed house of late medieval/early post medieval date. It consists of three main phases. The front range, facing north onto the street, is a lobby house built in the first half to middle of the 17th century. behind this is a 15th century building running north-south. This was originally jettied along the east side onto the garden, but has since been underbuilt. To the rear of this is a slightly larger late 15th/early 16th century two bay building running west to east. The east bay has a heavily smoke blackened roof, indicating that it was originally an open hall, open to the roof and heated by a hearth on the ground. The eastern truss indicates this hall continued for at least another bay (possibly a Med kitchen). It has a crownpost roof with high spandrel braces. There was a similar roof over the middle of the jettied range, but this has been replaced.
HAD 126	Post-medieval, red brick footings likely to be associated with a building which formerly fronted George Street were identified in a service trench, along with a large undated probable extraction pit.
HAD 137	18th century Grade II* listed house with an impressive façade, which also appears to contain some 17th century features. It has seen substantial rebuilding and alterations, particularly during the 19th century when a number of extensions were constructed and also after the house was damaged by fire during the 1990's. It was used as offices for a time, but it is now proposed to convert it back into housing.
HAD Misc.	Brass ring, probably 15th-16th century, found in garden of 19 Long Bessels.

Table 1. Summary of HER entries

The sites recorded on the HER indicate activity in this area of the town from at least the late medieval period. Of potentially greater significance is the single sherd of an Anglo-Saxon cremation urn (HAD 013 or 044) as it suggests a cremation cemetery may be located in the area of East House.

The proximity of the possible cremation cemetery and the confirmed presence of medieval activity in the area suggested there was a high potential for archaeological deposits to be present within the development area.

4. Methodology

The trial trench was machine excavated down to the level of the natural subsoil using a small tracked excavator fitted with a toothless ditching bucket, although a toothed bucket was also required to break through the upper layers. The location of the trench was broadly in accordance with the trench plan approved by the County Conservation Team although due to the fact the existing outhouses (plate 1) had not been cleared it was necessary to move the trench slightly to the southwest.

The machining of the trench was closely observed throughout in order to identify any archaeological features and deposits and to recover any artefacts that might be revealed. Excavation continued until undisturbed natural deposits were encountered, the exposed surface of which was then examined for cut features. Had any features or significant deposits been identified they would have been sampled through hand excavation in order to determine their depth and shape and to recover datable artefacts.

Following excavation of the trench, the nature of the overburden was recorded, the trench location was plotted and the depths noted.

A photographic record of the work undertaken was also compiled using a 14 megapixel digital camera.

5. Results

A single evaluation trench was excavated (fig. 3) which revealed a natural subsoil consisting of pale yellow sandy silt with large flint nodules at a depth of c. 1.1m. It lay beneath an overburden of c. 0.55m of layers of hard, compacted made ground and a c. 0.55m deposit of homogenous grey-brown sandy silt (see plate 2).

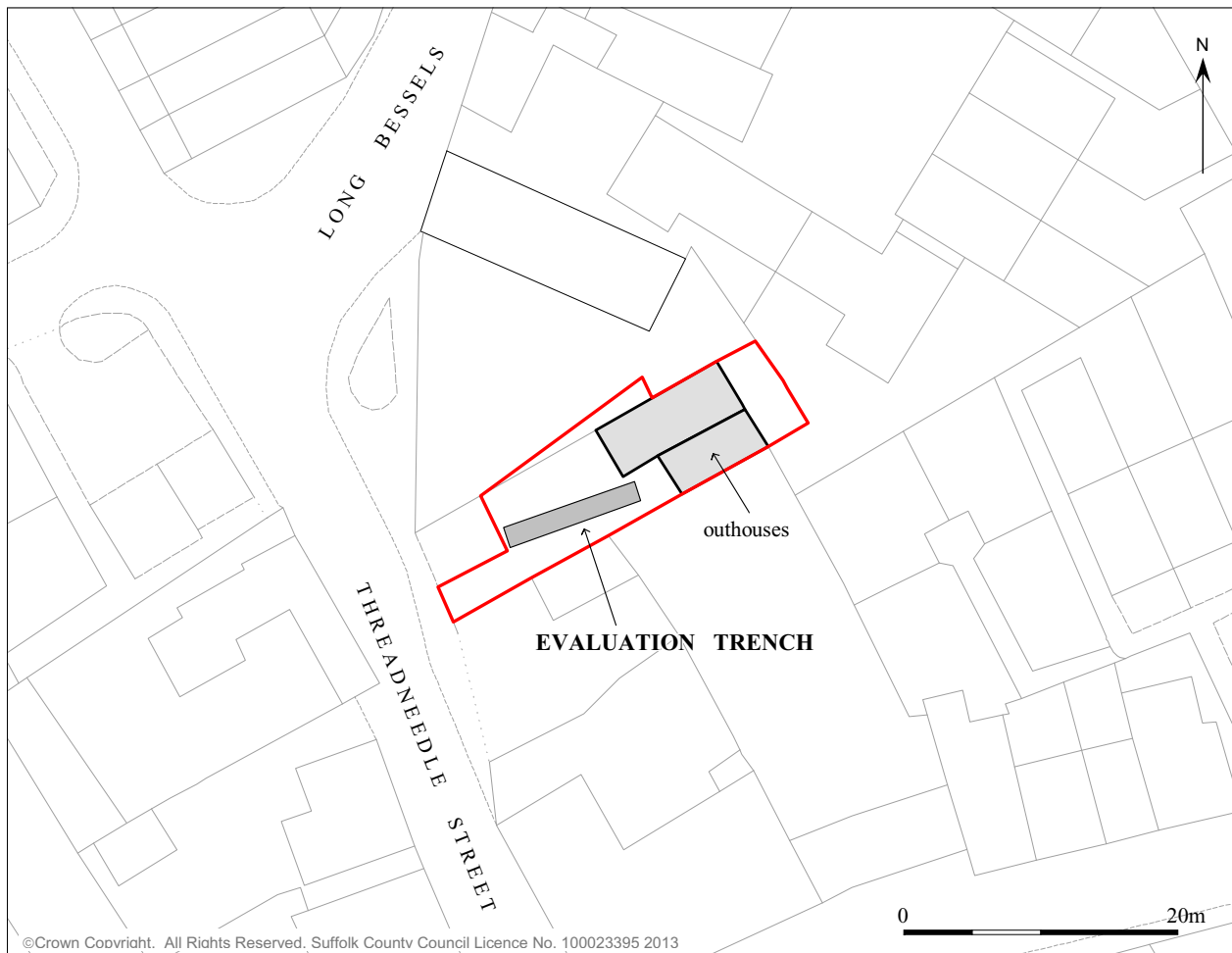


Figure 3. Trench location

The made ground comprised layers of brick rubble, ash and clinker with other occasional post-medieval debris. It was highly compacted and very hard. The interface between this layer and the underlying grey-brown sandy silt was sharp. The interface between the grey-brown sandy silt and the underlying natural subsoil was blurred with no positive indication of any modern truncation.

No archaeological features were identified and no significant artefacts were present within the excavated spoil.

6. Finds and environmental evidence

No artefacts of any period were recovered during the evaluation.

7. Discussion

The results of evaluation suggest that no significant archaeological features or deposits are present within the site. The surface of the exposed natural subsoil was cleanly cut and had any buried remains been present it is highly likely they would have been identified.

The grey-brown sandy silt is likely to be a former topsoil that has been buried under the layers of imported made ground. The sharp interface could suggest some preparation of the former topsoil surface prior to the laying of the imported deposits. The made ground deposits form a hard compacted surface between the outhouses and the roadway and were presumably laid to form an area of hardstanding. It was likely this hardstanding initially consisted of just a layer of ash and clinker but was raised through a later deposit of brick rubble.

8. Conclusions and recommendations for further work

The evaluation did not identify any archaeological deposits or features that could be under threat from the proposed development. Based on these results, no further work is recommended, although the final decision is at the discretion of the County Conservation Team.

9. Archive deposition

Historic Environment Record reference under which the archive is held: HAD 143.

Digital archive can be found on the SCC servers at the following location:

R:\Environmental Protection\Conservation\Archaeology\Archive\Hadleigh\HAD 143 evaluation (21 Long Bessels)

Digital photographs are held under the references HUI 76 to HUI 77

A summary has also been entered into OASIS, the online database, ref. suffolkc1-160765

10. Acknowledgements

The evaluation was carried out by Mark Sommers from the Suffolk County Council Archaeological Service Field Team.

The project was directed by Mark Sommers and managed by Dr Rhodri Gardner, who also provided advice during the production of the report.

11. Plates

(scales used are 1m or 2m in length divided into 0.5m sections; SCCAS photo archive refs. are in brackets)



Plate 1. General view of the outhouses to be demolished (ref. HUI 76)



Plate 2. stratigraphy as revealed in the north side of the trench (ref. HUI 77)

Appendix 1. Written Scheme of Investigation

HAD 143, 21 Long Bessels, Hadleigh, Suffolk

Archaeological Evaluation by Trial Trench

**Written Scheme of Investigation
&
Safety Statement and Risk Assessment**

**Prepared by Suffolk County Council Archaeological Service
October 2013**

Document Control

Title: 21 Long Bessels Evaluation, Hadleigh
Date: 08/10/2013
Issued by: Suffolk County Council Archaeological Service Field Team
Author: Rob Brooks
Issued to: Dr Abby Antrobus (SCCAS Conservation Team)

Contents

1. Background
2. Project Details
3. Archaeological Method Statement
4. Risk Assessment

Figures

- Figure 1. Approximate site location (red) with site (blue)
Figure 2. Position of site (red)
Figure 3. Proposed trenching (blue)

Appendices

1. SCC Health and Safety Policy
2. Risk Assessments

1. Background

- 1.1 The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been asked by the client, Craig Lister to prepare documentation for a programme of archaeological evaluation by trial trench at the above site (Fig 1). This Written Scheme of Investigation (WSI) covers that work only. Any further stages of archaeological work that might be required in relation to the proposed development would be subject to new documentation.
- 1.2 The site is a thin rectangular strip, covering c.0.02ha, located at NGR TM 029 427.
- 1.3 The work is to be undertaken as part of the planning process. This is at the request of the local planning authority, following guidance set out in the National Planning Policy Framework.
- 1.4 The archaeological investigation will be conducted in accordance with a Brief and Specification produced by Dr Abby Antrobus of the SCCAS Conservation Team.
- 1.5 The proposed development lies within an area of archaeological interest recorded in the County Historic Environment Record, within the historic settlement core of Hadleigh (HER no. HAD 046). It fronts a former green or open space where Long Bessels meets Threadneedle Street. The area to the northwest of the site was evaluated prior to development, and it was revealed that the land had been extensively quarried for sand and gravel (with first backfilling of quarry pits beginning in the 16th century) (HAD 071). However, the extent of quarrying is not fully defined and the development area, on the street frontage, is likely to have been subject to different land use. It has not been heavily built up in recent centuries, and there is high potential for encountering in this area archaeological deposits that relate to medieval occupation and that from other periods (taken from Antrobus, A., - Brief for a Trenched Evaluation). A Saxon urn was found to the north of the site at East House (HAD 013), whilst a medieval almshouse chapel is present on George Street (HAD 034).
- 1.6 The proposed development consists of the construction of housing with associated services and parking.
- 1.7 The approximate area to be developed is shown on Fig 2.
- 1.8 The area directly affected by the proposed development, and therefore requiring trenching, is shown on Fig 3. Deposits in this area will be directly affected by the foundations and other groundworks associated with the construction of the buildings and the provision of access and services.
- 1.9 This WSI complies with the requirements of SCC's standard Requirements for a Trenched Archaeological Evaluation (2011 Ver 1.3), as well as the following national and regional guidance 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001) and 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003).

1.1 Research aims

The research aims of this trial trench evaluations are as follows, as typically described by an LPA brief:

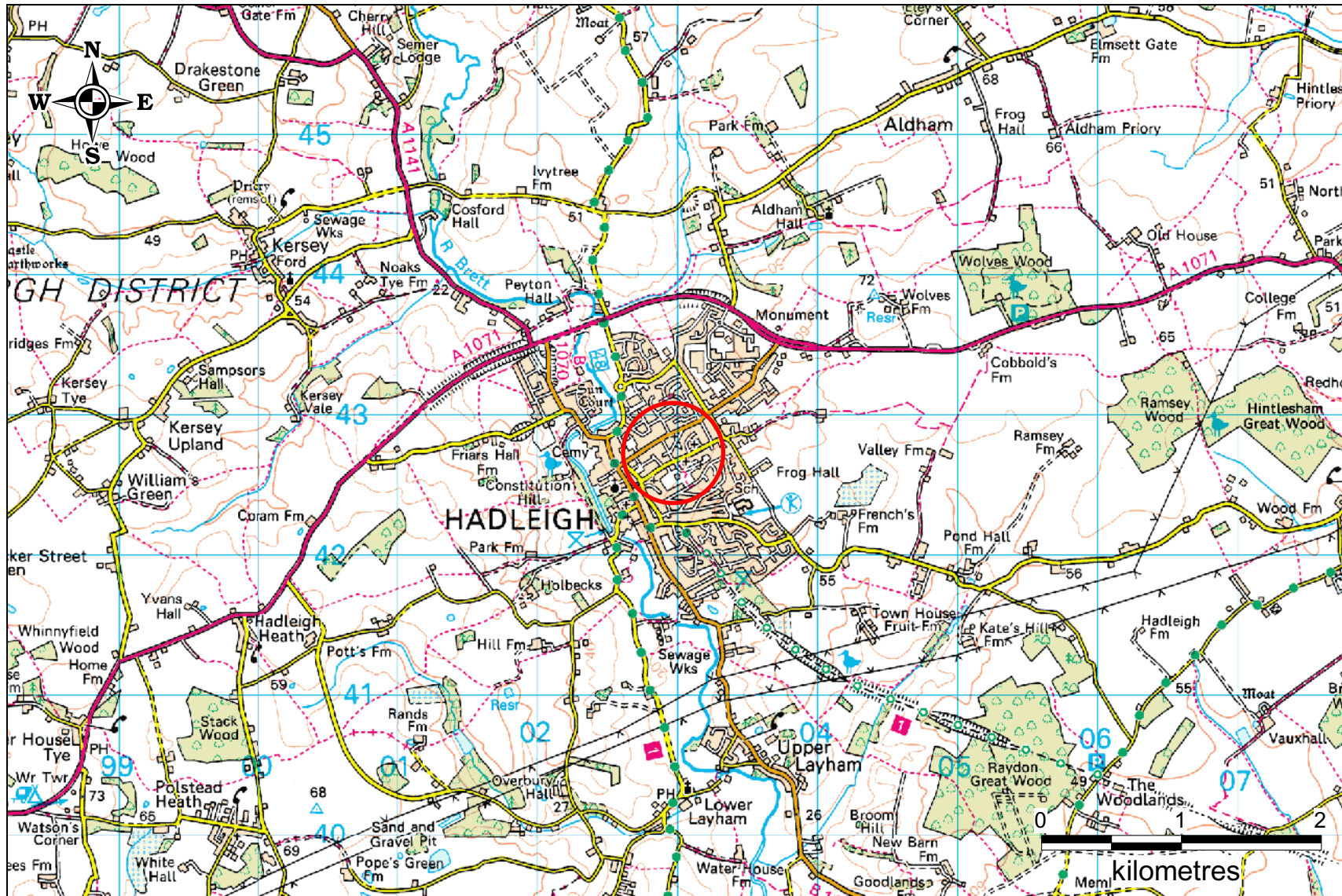
RA1: Establish whether any archaeological deposit exists within the application area, with particular regard to any which are of sufficient importance to merit preservation in situ.

RA2: Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

RA3: Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.

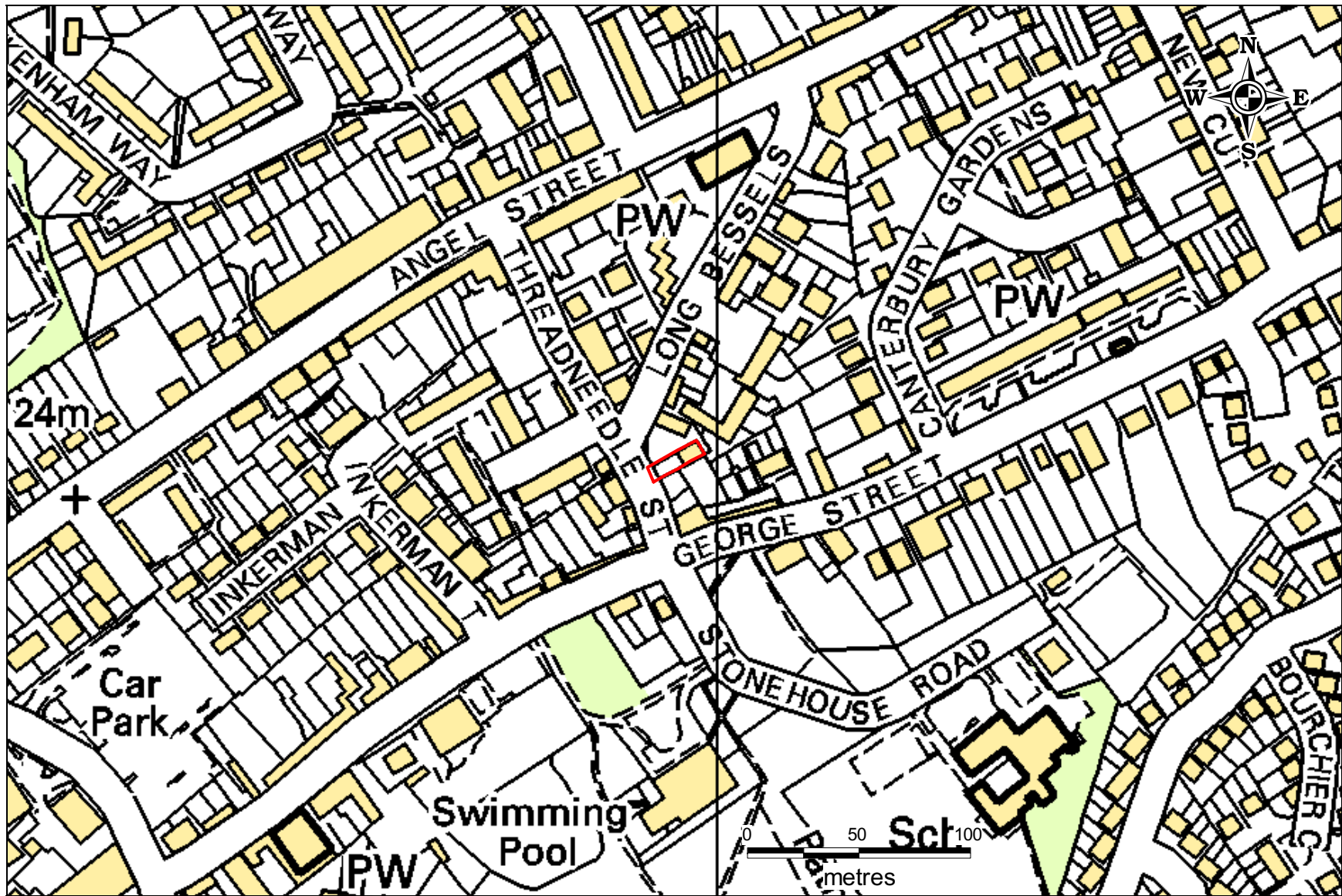
RA4: Establish the potential for the survival of environmental evidence.

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.



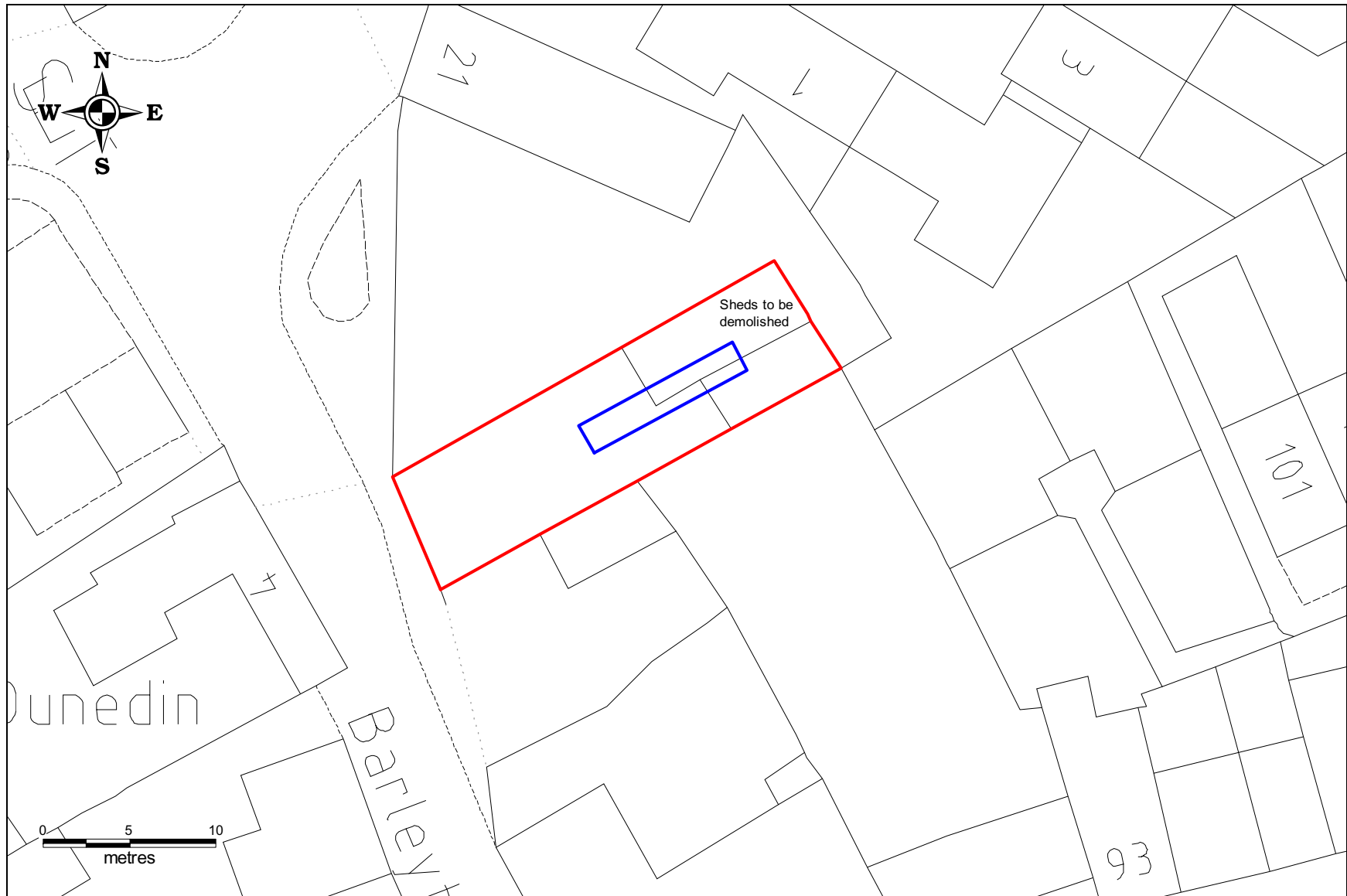
Crown Copyright. All Rights Reserved. Suffolk County Council Licence No. 100023395 2013

Figure 1. Approximate site location (red)



Crown Copyright. All Rights Reserved. Suffolk County Council Licence No. 100023395 2013

Figure 2. Position of site (red)



Crown Copyright. All Rights Reserved. Suffolk County Council Licence No. 100023395 2013

Figure 3. Proposed trenching (blue)

2 Project details

Site Name	21 Long Bessels Evaluation
Site Location/Parish	Hadleigh
Grid Reference	TM 029 427
Access	Threadneedle Street
Planning No	B/13/00184/FUL
HER code	HAD 143
OASIS Ref	suffolkc1-160765
SCCAS Job Code	TBA
Type:	Trial trench evaluation
Area	0.02ha
Project start date	TBC
Fieldwork duration	1 day (estimated)
Number of personnel on site	Up to 2

Personnel and contact numbers

Contracts Manager	Rhodri Gardner	01473 581743
Project Officer (first point of on-site contact)	TBA	-
Finds Dept	Richenda Goffin	01284 352447
Sub-contractors	Holmes Plant (STC)	01473 890766
Curatorial Officer	Dr Abby Antrobus	01284 741231
Consultant	NA	
Developer	Craig Lister	

s

Emergency contacts

Local Police	Magdalen Road, Hadleigh, IP7 5AD	101
Location of nearest A&E	Turner Road, Colchester, Essex CO4 5JL	01206 747474
Qualified First Aiders	SCC Project Officer attending	

Hire details

Plant:	Holmes Plant (STC)	01473 890766
Toilet Hire	N/A	
Tool hire:	N/A	

Other Contacts

Suffolk Fleet Maintenance		01359 270777
Suffolk Press Office		01473 264395
SCC EMS (Jezz Meredith)		01473 583288
SCC H&S (Stuart Boulter)		01473 583290

3 Archaeological method statement

3.1 Evaluation by trial trench

- 3.1.1 The archaeological fieldwork will be carried out by members of the SCCAS field team led in the field by an experienced member of staff of Project Officer Grade. A further experienced excavator from a pool of suitable staff at SCCAS will be selected.
- 3.1.2 It is suggested that one trench will be excavated to sample the proposed development area (PDA).
- 3.1.3 The PDA area is approximately 0.02ha.
- 3.1.4 The trench will be 10m long x 1.8m wide in order to sample the footprint of the housing (Fig. 3). The sheds on the north-eastern corner of the site are due to be demolished prior to the evaluation, which will allow the trench to be fully positioned within the house footprint, though this may not be possible if the sheds leave substantial concrete pads/foundations.
- 3.1.5 If previously unknown services or similar restrictions are encountered during the groundworks then trench layout will be amended accordingly. The plot is only c.7m wide and this will make it difficult to excavate anything apart from a single trench along much of the length of the PDA.

General trial trench methodology

- 3.1.6 The trench will be cut using a tracked mechanical excavator equipped with a toothless ditching bucket, under the constant supervision of an archaeologist. All overburden (topsoil and subsoil) will be removed stratigraphically until either the first archaeological horizon or natural deposits are encountered. Spoil will be stored adjacent to each trench and topsoil, subsoil and concrete/overburden will be kept separate for sequential backfilling if requested prior to excavation by the client.
- 3.1.7 Archaeological deposits and features will be sampled by hand excavation and the trench bases and sections cleaned as necessary in order to satisfy the project aims and in compliance with the SCCAS Requirements for Archaeological Evaluation, 2011.
- 3.1.8 Metal detector searches will take place throughout the evaluation, of both trenches and spoil heaps, by an experienced SCCAS metal-detectorist.
- 3.1.9 Trenches requiring access by staff for hand excavation and recording will not exceed a depth of 1.2m. Any trench in which this depth is not sufficient to meet the archaeological requirements of the Brief and Specification will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA so that further requirements can be discussed (and costed).
- 3.1.10 Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered.

- 3.1.11 A site plan, which will show all trench locations, feature positions and levels AOD will be recorded using an RTK GPS or TST, depending on the specific requirements of the project. A minimum of two sections per trench will be recorded at 1:20. Feature sections and plans will be recorded at 1:20 and trench and feature plans at 1:20 or 1:50 as appropriate. Normal Field Team conventions, compatible with the County HER, will be used during the site recording.
- 3.1.12 The site will be recorded under HER site code *HAD 143* as acquired from the Suffolk HER Office and archaeological contexts will be recorded using standard SCCAS Context Recording sheets and associated database.
- 3.1.13 A digital photographic record will be made throughout the evaluation.
- 3.1.14 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 3.1.15 All finds will be brought back to the SCCAS Bury St Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done in house, but in some circumstances it may be necessary to send some categories of finds to specialists working in other parts of the country.
- 3.1.16 Bulk environmental soil samples (40 litres each) will be taken from suitable archaeological features 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 English Heritage's Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 3.1.17 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. The evaluation will attempt to establish the extent, depth and date of burials whilst leaving remains *in situ*. During the evaluation any exposed human remains will be securely covered and hidden from the public view at all times when they are not attended by staff. At the conclusion of the work backfilling will be carried out in a manner sensitive to the preservation of such remains.
- 3.1.18 If circumstances dictate that the lifting of human remains is unavoidable then a Ministry of Justice Licence for their removal will be obtained prior to their removal from site.

3.3 Reporting, archive and OASIS record

- 3.3.1 Unique HER number HAD 143 will be clearly marked on all documentation relating to the project.
- 3.3.2 All artefactual material recovered will be held by the SCC Contracting Team until their analysis of the material is complete. Ownership of all such archaeological finds will then be given over to the relevant authority. There is a presumption that this will be SCCAS/CT, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation.
- 3.3.3 In the event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 3.3.4 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS/CT (2010). The client is aware of the costs of archiving and provision has been made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology store unless another suitable repository is agreed with SCCAS/CT.
- 3.3.5 Specialist finds staff will be used, who are experienced in local and regional types and periods for their field.
- 3.3.6 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.
- 3.3.7 All finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.3.8 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.
- 3.3.9 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within 4 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.
- 3.3.10 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).

- 3.3.11 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).
- 3.3.12 Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist with a clear statement of potential for further analysis.
- 3.3.13 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.3.14 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.3.15 A report on the results of the evaluation will be completed c. 6 weeks after the completion of the fieldwork. A draft of the report will be submitted to SCCAS/CT for approval.
- 3.3.16 On receipt of approval of the report from SCCAS/CT hard and digital copies will be sent to the Suffolk HER.
- 3.3.17 The Suffolk HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. The SCCAS Contracting Team will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be included as an appendix to the final report and has been initiated (suffolkc1-160765).

4 Risk assessment

4.1 General

4.1.1 The project will be carried out in accordance with the Suffolk County Council statement on Health and Safety at all times. Particular hazards to SCCAS 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, site stripping etc. – the most significant hazard from this activity is working in close proximity with plant machinery.

4.1.2 Specific risk assessments for each are provided in Appendix 2.

4.1.3 All SCCAS staff are experienced in working under similar conditions and on similar sites to the present site and are aware of all SCCAS H&S policies. All staff will be issued with a copy of the project's risk assessment and will receive a safety induction from the Project Officer. All permanent SCCAS excavation staff are holders of CSCS cards.

4.1.4 It may be necessary for site visits by external specialists, SCCAS Conservation Team members and other SCC staff. All such staff and visitors will be issued with the appropriate PPE and will undergo the required inductions. PPE is not restricted to the list below – additional items will be provided if circumstances require it.

4.1.5 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)

4.1.6 Other PPE that may be deployed as necessary includes:

- Gloves (to EN388)
- Eye Protection (safety glasses to at least EN 166 1F)

4.1.7 Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies (available upon request).

4.1.8 A van will be available with fresh water and a first aid kit.

4.2 Environmental controls

- 4.2.1 Suffolk County Council is firmly dedicated to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines.
- 4.2.2 On site the SCCAS Project Officer will police environmental concerns. In the event of spillage or contamination EMS reporting and procedures will be carried out in consultation with Jez Meredith (SCCAS EMS Officer). All rubbish will be bagged and removed either to areas designated by the client or returned to SCC property for disposal.

4.3 Plant and equipment details

- 4.3.1 A 360° tracked mechanical excavator equipped with a full suite of buckets will be required for the trial trenching. The sub-contracted plant machinery will be accompanied by a fully qualified operator who will hold an up-to-date Construction Plant Competence Scheme (CPCS) card (approved by the Construction Industry Training Board).
- 4.3.2 The plant machinery will be well serviced and be as quiet a model as is practicable. It will come equipped with appropriate spill kit and drip trays. It will only refuel in a single designated area, as defined by the SCCAS. If required, all refuelling will be carried out using electrically operated pumps and will only be done when drip trays are deployed.
- 4.3.3 Other plant details and appropriate certification can be supplied by the machine provider.

4.4 Hazardous substances

- 4.4.1 No hazardous substances are specifically required in order to undertake the archaeological works.

4.5 Services

- 4.5.1 A full services survey had not been provided at the time of writing this document. Appropriate measures will be taken to avoid previously unidentified services.

4.6 Lighting

- 4.6.1 No trenches are to be excavated indoors and no special requirements are necessary.

4.7 Access/Egress

- 4.7.1 All movements to and from site will respect any existing perimeter fencing/hoarding with all points of entry returned to their locked condition (if applicable), with the site kept secure via any existing means at all times.
- 4.7.2 ***An overhead cable runs across the street frontage. A small machine (3 or 5 tonne mini digger) will be used and access/egress for the machine will be via a GS6 compliant crossing point, with the boom of the machine lowered.***

Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS04



Health & Safety Policy General Statement of Health and Safety Policy

Aim

Suffolk County Council aims to ensure that standards of health, safety and well-being for all our staff, service users and others who may be affected by what we do, are comparable with those of the best and most responsible organisations in the country.

We recognise that good health and safety management benefits our organisation and the community we serve.

- The County Council exists to provide quality services to the community of Suffolk. The delivery of these services relies on people throughout the organisation. The protection of our human resource is therefore essential to maintaining service delivery and contributing effectively to partnerships.

Objectives

To meet this aim, we will:

- Conduct all our activities safely and in compliance with legal requirements and good practice.
- Provide a safe and healthy working environment.
- Promote a positive culture towards health, safety and welfare issues. By the implementation of a Health and safety management system HSG65.
- Continuous Improvement will be measured and monitored across the organisation.

Working together

People, not regulations, are the key to safe and healthy workplaces. Everyone has a responsibility for health and safety.

- Achieving our aim and objectives requires everyone to play their part
- This depends on everyone having a common understanding of the identification, assessment and control of risks based on competence (i.e. knowledge, skill and behaviour). We will therefore ensure that all staff is appropriately trained to enable them to work safely
- We will have identified roles and responsibilities across the organisation on the implementation of the management system
- Managers and supervisors at all levels are directly responsible for ensuring that the council's health and safety policy is known and acted upon. This responsibility cannot be discharged by delegation
- Employees must take care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work

Implementation

The Corporate Health and Safety Management Board will:

- Set the county council's strategy for effectively managing health and safety risks
- Promote high standards of health and safety throughout the organisation
- Monitor the implementation, operation and effectiveness of corporate health and safety management system and arrangements
- Receive from directorate's feedback on the progress against agreed plans for health and safety improvement.

All services will allocate sufficient time and resources to enable health and safety to be managed effectively, within operational parameters.

I am personally committed to making Suffolk County Council one of the safest and healthiest places to work, and I expect a similar level of commitment from all employees to help me achieve this goal.

Andrea Hill, Chief Executive, June 2010.

Appendix 2. Risk Assessments



Specific Risk Assessments for Archaeological Evaluation: HAD 143, 21 Long Bessels, Hadleigh

- 1 Working with plant machinery
- 2 Physical work in an outdoor setting
- 3 Deep excavations
- 4 Use of hand tools
- 5 Damage to services

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

Risk Assessment 1 Working with plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Direction and supervision of tracked 360 ^o excavator.	Various.	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movement of machine.	Principally SPO/PO, but at times may involve others.	10	Only 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 Brooks	08/10/13	Call emergency services. 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

Risk Assessment 2 Physical work in an outdoor setting

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand excavations of archaeological features.	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. Regular sweep for trip hazards.	2	R Brooks	08/10/13	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	Name	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 excavation beyond safe depth in any circumstances (not necessary for evaluation stage of works). No excavation of trenches beyond depth of 1.2m (or shallower where there is risk of collapse in the judgement of the PO if deposits are unconsolidated).	2	R Brooks	08/10/13	Call emergency services. 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

Risk Assessment 4 Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	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 Brooks	08/10/13	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 5 Damage to services

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Machine cutting of trial trenches.	Various.	Accidental damage to cables or services (water, electrical etc.).	Electrocution, environmental damage/pollution, cost implications.	Machine operator and PO.	6	Client to provide survey of any known services. Carefully observed machine excavation under full supervision. Use of CAT scanner.	2	R Brooks	08/10/13	Call emergency services. First Aid if required. Any pollution to be reported to Environmental Manager immediately.

	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

Appendix 2. OASIS data collection form

OASIS ID: suffolkc1-160765

Project details

Project name	HAD 143, 21 Long Bessels Evaluation, Hadleigh
Short description of the project	negative trenched evaluation
Project dates	Start: 24-10-2013 End: 25-10-2013
Previous/future work	No / Not known
Any associated project reference codes	B/13/00184/FUL - Planning Application No.
Type of project	Field evaluation
Current Land use	Other 5 - Garden
Current Land use	Other 3 - Built over
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Urban residential (e.g. flats, houses, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	SUFFOLK BABERGH HADLEIGH HAD 143, 21 Long Bessels Evaluation
Postcode	IP7 5DB
Study area	0.02 Hectares
Site coordinates	TM 0298 4272 52 0 52 02 42 N 000 57 37 E Point

Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Suffolk County Council Archaeological Service, Field Team

Project director/manager	Rhodri Gardner
Project supervisor	Mark Sommers
Type of sponsor/funding body	Developer

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County SMR
Digital Archive ID	HAD 143
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County SMR
Paper Archive ID	HAD 143
Paper Contents	"other"
Paper Media available	"Correspondence","Report"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: 21, Long Bessels, Hadleigh
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SCCAS Report No. 2013/134
Date	2013
Issuer or publisher	SCCAS
Place of issue or publication	Ipswich
Description	printed sheets of A4 paper with card covers and a plastic comb binding

Entered by	MS (mark.sommers@suffolk.gov.uk)
Entered on	25 October 2013

Archaeological Services Field Projects Team

Delivering a full range of archaeological services

- Desk-based assessments and advice
- Site investigation
- Outreach and educational resources
- Historic Building Recording
- Environmental processing
- Finds analysis and photography
- Graphics design and illustration

Contact:

Rhodri Gardner

Tel: 01473 265879

rhodri.gardner@suffolk.gov.uk

www.suffolk.gov.uk/Environment/Archaeology/