

St. Mary-le-Tower, Ipswich, Suffolk  
Ips. SMR ref. IAS 0902  
County HER ref. IPS 729

**Archaeological Evaluation Report**

SCCAS Report No. 2013/156

**Client: St. Mary-le-Tower PCC**

Author: M. Sommers

December 2013



St. Mary-le-Tower, Ipswich, Suffolk  
Ips. SMR ref. IAS 0902  
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SCCAS Report No. 2013/156

Author: M. Sommers

Contributions By: n/a

Illustrator: M. Sommers

Editor: S. Boulter

Report Date: December 2013



## HER Information

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**Report Number:** 2013/156  
**Site Name:** St. Mary-le-Tower, Tower Street, Ipswich  
**Planning Application No:** pre-application  
**Date of Fieldwork:** 12th December 2013  
**Grid Reference:** TM 1641 4469  
**Client/Funding Body:** St. Mary-le-Tower PCC  
**Client Reference:** n/a  
**Curatorial Officer:** Dr Abby Antrobus  
**Project Officer:** M. Sommers  
**Oasis Reference:** suffolkc1-164839  
**Site Code:** IPS 729 & IAS 0902

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: 19th December 2013

Approved By: S. Boulter

Position: Senior Project Officer

Date:

Signed:



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## Summary

Two test-pits were hand excavated within the churchyard of St. Mary-le-Tower, Ipswich, Suffolk, in advance of the creation of a proposed garden of remembrance. The main aim of the fieldwork was to check if any *in-situ* human burials existed within the top 0.7m of the footprint of the proposed garden. No such burials were encountered within either test-pit although a large amount of disarticulated bone along with post-medieval brick and tile and other debris was noted. A small amount of pottery was recovered, which has been dated to the Middle Anglo-Saxon period and the early medieval period.

(Suffolk County Council Archaeological Service Field Team for St. Mary-le-Tower PCC)



# 1. Introduction

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The creation of a garden of remembrance has been proposed for the churchyard of St. Mary-le-Tower, Tower Street, Ipswich. The Parochial Church Council (PCC) were advised by the Suffolk County Council Conservation Team that the location of the proposed development could affect important archaeological deposits. 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 the PCC agreed to undertake an archaeological evaluation.

To detail the work required a Brief was produced by Dr. Abby Antrobus of the Suffolk County Council Conservation Team, for the undertaking of a hand dug test-pit evaluation. 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 centre of the churchyard is TM 1641 4469. Figure 1 shows a location plan.

A desk-based assessment was also undertaken by the freelance historian, Anthony Breen, in an attempt to locate a plan of burials in the churchyard (Appendix 3). Although some information detailing burials within the churchyard was located no actual plans, accurate descriptions, or drawings that could be used to locate individual burials was identified.

The archaeological evaluation was undertaken on the 12th December 2013 by Suffolk County Council Archaeological Service's Field Team who were commissioned and funded by the St. Mary-le-Tower PCC.

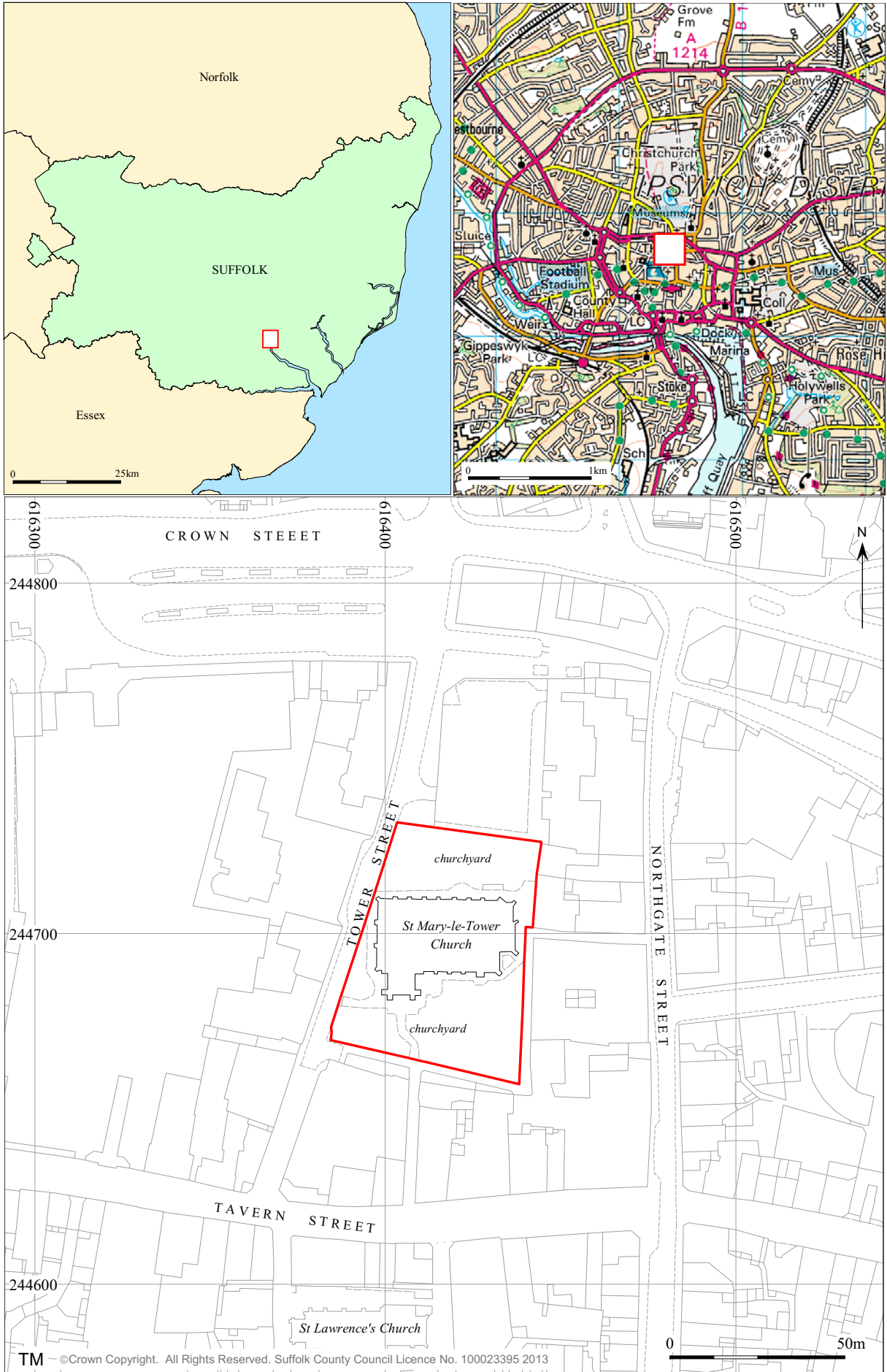


Figure 1. Location map

## **2. Geology and topography**

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The surface geology in this area of the town comprises sand and gravel deposits. The underlying geology consists of silty clay of the Thames Group.

The site of proposed remembrance garden consists of an irregularly shaped plot of ground to the north of the church. The local area is situated on a gentle south facing slope, which runs down to the River Orwell some 700m to the south.

The actual churchyard itself appears to have been partly landscaped as there are some unusual changes in height. The church sits in an area significantly lower than the adjacent Tower Street and a substantial retaining wall separates the two. The churchyard to the south is at a similar level to the church but as Tower Street slopes down to the south the height difference is reduced. The proposed development area is a roughly level area of ground that is situated c. 1m higher than the area of the church, although this is still lower than the level of Tower Street, whilst the car park to the north is lower than both the site and the street.

## **3. Archaeology and historical background**

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The development area is within the existing churchyard of St Mary-le-Tower church. The church is at least medieval in origin if not earlier, being mentioned in the Domesday Book of c. 1086, although the present structure is a 19th century rebuild that retains only a few of the original features. It is likely that the churchyard would have been used for burials throughout the medieval period and up to 1855 when it was closed to burials. Consequently there is a high potential for encountering human remains as well as burial vaults and tombs.

The town of Ipswich was established in the Anglo-Saxon period and was a major settlement. The church is located within the area of the Anglo-Saxon town and the later medieval historic core of Ipswich (County Historic Environment Record IPS 413) and as such there is a high potential for archaeological evidence relating to these periods.

## 4. Methodology

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Test-pits were hand excavated using shovels and small trowels. They were excavated to a maximum depth of 0.7m as this is considered to be the maximum depth liable to be disturbed by the proposed development. The location of the trench was broadly in accordance with a plan approved by the County Conservation Team.

Excavation of the test-pits was undertaken by reducing the depth horizontally over the entire extent of the pit in order to maximise the chances of identifying any archaeological features, deposits and *in-situ* burials that may be present. Any significant artefacts revealed during the excavation were retained.

Throughout excavation disarticulated human bone was encountered. This was retained and given to the verger for blessing and reburial at the church's discretion.

Following excavation of each test-pit, the nature of the overburden was recorded photographically using a 14 megapixel digital camera. The test-pits were then backfilled.

## 5. Results

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Two test-pits, 1m by 1m, were excavated within the footprint of the proposed garden of remembrance (marked as TP1 and TP2 in figure 2). Each pit was excavated to a depth of 0.7m. Test Pit 1 cut through a layer of dark topsoil, c. 0.25m thick, and into a slightly lighter deposit of similar material (Plate 1). Test Pit 2 cut through a single deposit of dark brown to black topsoil (Plate 2).

Relatively frequent fragments of red brick and/or tile, flints and septaria were present throughout all horizons encountered. Other finds included clay pipe (smoking) fragments, post-medieval glazed pottery sherds and an iron coffin handle, although these were not retained. Disarticulated bone, presumably human, was encountered throughout the excavation of each test pit although there was noticeably more from Test-Pit 2.

No *in-situ* burials and no vault or tomb structures were encountered in either test pit. A handful of clearly early pottery sherds were recovered during excavation and these were retained for further analysis (see Section 6. The Finds).

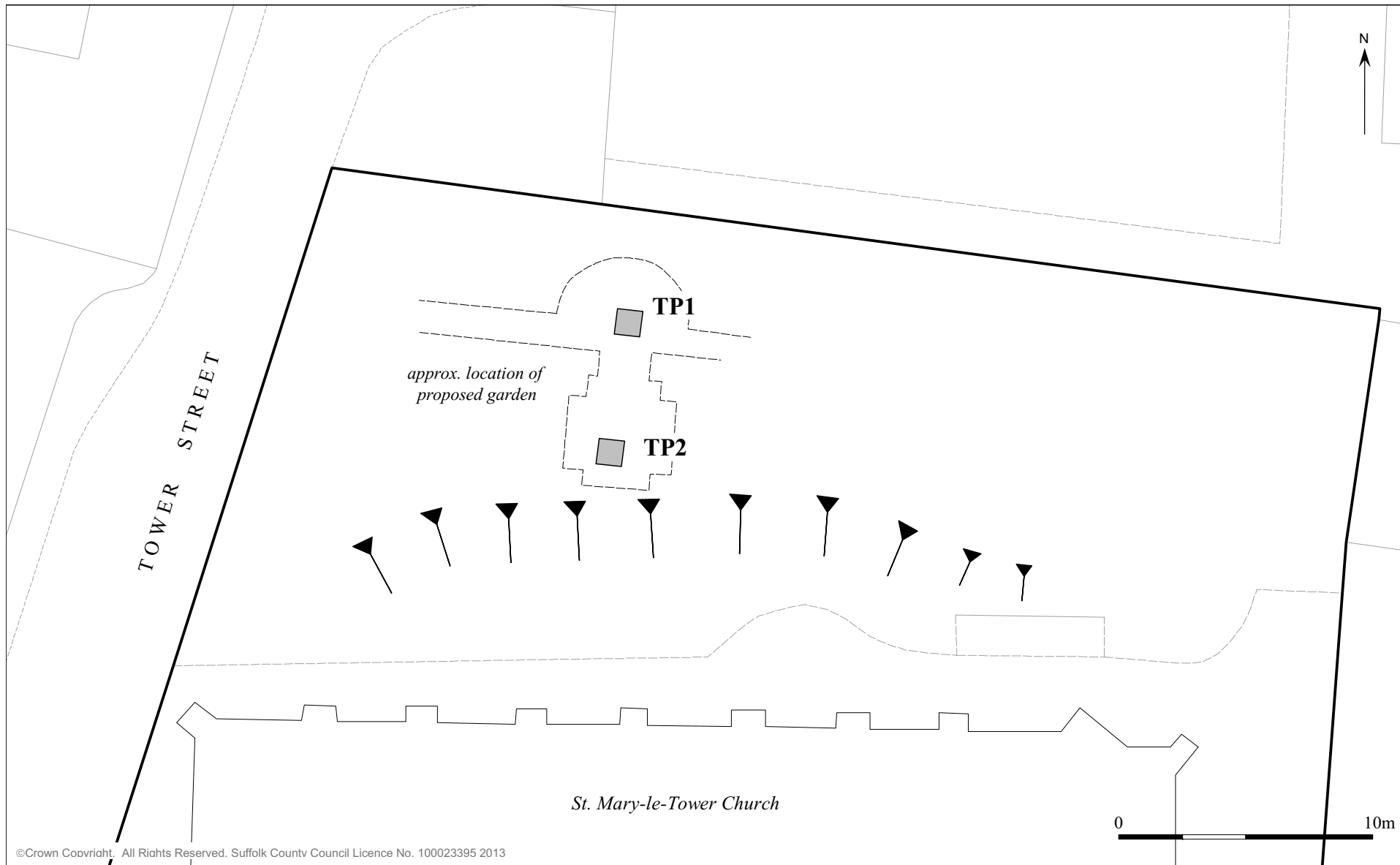


Figure 2. Test-pit location

## 6. Finds and environmental evidence

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Richenda Goffin

Five sherds of pottery weighing 70g were recovered from the spoil of both test pits.

The assemblage consists of three fragments of Middle Saxon Ipswich ware (42g). The group includes a fragment of the rim of a cooking vessel (GIPS West type Group 1 type E), and two sherds of Ipswich Sandy ware (SIPS) including a Group 1 type A rounded jar rim.

In addition a single sherd of Early medieval shell and chalk (EMWSS) (14g), and a sherd of Yarmouth-type ware (YAR), both dating to the 11th-12th C, were present.

## 7. Discussion

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No *in-situ* burials, tombs or vaults were encountered in either test-pit suggesting that any burials that may exist in this area are situated at depths greater than 0.7m.

The material the test-pits were cut through is typical of an established and well used churchyard with no obvious stratigraphic layering, other than the slightly darker topsoil noted in Test Pit 1, and abundant amounts of disarticulated human bone present. This is a result of the repeated re-excavation of earlier inhumations whilst cutting graves for later burials over a period of many years.

The Anglo-Saxon and early medieval pottery recovered from the test-pits is undoubtedly residual material, it having been found amongst later artefacts. Its presence is not entirely unusual given the site's location within a known large Anglo-Saxon and medieval settlement.



## **8. Conclusions and recommendations for further work**

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The evaluation did not identify any archaeological deposits, features or *in-situ* burials within the area of the test-pits that could be under threat from the proposed development.

It is possible that burials may be present in the adjacent areas and consequently it may be prudent to undertake continuous monitoring of the groundwork during the early stages of the development although the final decision is at the discretion of the County Conservation Team.

## **9. Archive deposition**

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Historic Environment Record reference under which the archive is held: IPS 729.

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

*R:\Environmental Protection\Conservation\Archaeology\Archive\Ipswich\IPS729 St Mary-le-Tower test pits*

Digital photographs are held under the references HVU 92 to HVU 99

A summary has also been entered into OASIS, the online database, ref. suffolkc1-164839

## **10. Acknowledgements**

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The test-pit excavation was carried out by Tim Carter and Mark Sommers from the Suffolk County Council Archaeological Service Field Team.

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

## **11. Bibliography**

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West, S., 1963, 'The local pottery', in 'Excavations at Cox Lane (1958) and at the Town Defences, Shire Hall Lane, Ipswich (1959)', *Proc. Suff. Inst. Archaeol.* 29(3).

## 12. Plates

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



Plate 1. Test-Pit 1 (ref. HVU 92)



Plate 2. Test-Pit 2 (ref. HVU 95)

## **Appendix 1. Written Scheme of Investigation**

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**St Mary-le-Tower,  
Ipswich, Suffolk  
IPS 729**

**Archaeological Desk-Based Assessment and Test-Pit  
Evaluation**

**Written Scheme of Investigation and Risk Assessment**

**Prepared by  
Suffolk County Council Archaeological Service Field Team  
November 2013**



## **Document Control**

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Title: St Mary-le-Tower, Ipswich: Archaeological Desk-Based and Test-Pit Evaluation, Written Scheme of Investigation and Risk Assessment.

Date: November 2013

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Linzi Everett

Checked by: N/A

Issued to: Suffolk County Council Archaeological Service Conservation Team

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3. Project Details
4. Archaeological Method Statement
5. Risk Assessment
6. Site Induction/Site Visit Sign-Off Sheet

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1. Site location
2. Site detail and proposed location of trenches

## **Appendices**

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1. SCC Health and Safety Policy
2. SCC Insurance Certificates
3. Specific Risk Assessments
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# 1 Background

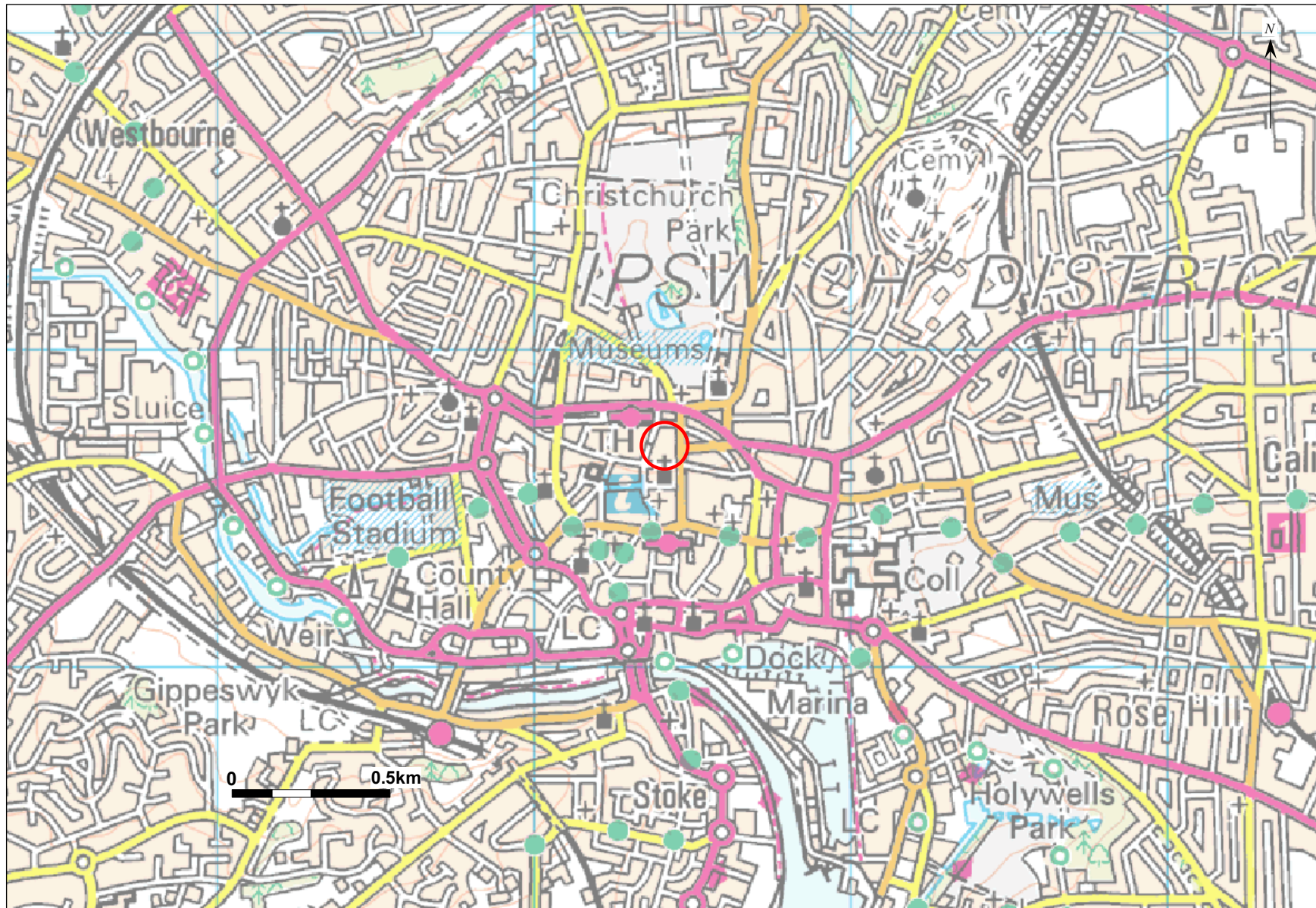
- The Field Team of the Suffolk County Council Archaeological Service (hereafter SCCAS/FT) have been commissioned by St Mary-le-Tower PCC to carry out a programme of archaeological evaluation by desk-based assessment and manually excavated test-pits within an area proposed for a garden of remembrance within St Mary-le-Tower churchyard, Ipswich, Suffolk (Figure 1).
- This WSI covers that work only. Any further stages of archaeological work that might be required would be subject to new documentation.
- A Brief for these works was produced by the Suffolk County Council Conservation Team (hereafter SCCAS/CT) Archaeologist Abby Antrobus in a document dated 20th September 2013. All SCCAS/FT Team work will adhere to the requirements of this document.
- The Brief states that two manually excavated test-pits should be opened, each measuring 1m x 1m, with a maximum depth of 0.7m (Figure 2).
- The Brief also requires a desk-based assessment of the area to determine whether there are any burial records or churchyard plans with evidence for the presence of burials or vaults not marked by monuments. Should any such burials exist within the study area, the proposed test-pits may be moved to avoid these.
- The site has not been subject to any previous archaeological interventions.
- The perceived high archaeological potential of the site is based on its location within a churchyard where the chances of encountering human remains as well as burial vaults are high. In addition, the church is within the historic core of Ipswich where there is the potential for earlier archaeological evidence (Brief 2.1).
- The fieldwork will be carried out by members of the SCCAS/FT under the supervision of a Project Officer (TBA) while project management will be undertaken by Senior Project Officer Stuart Boulter.

## **2 Research Aims**

**RA1:** 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.

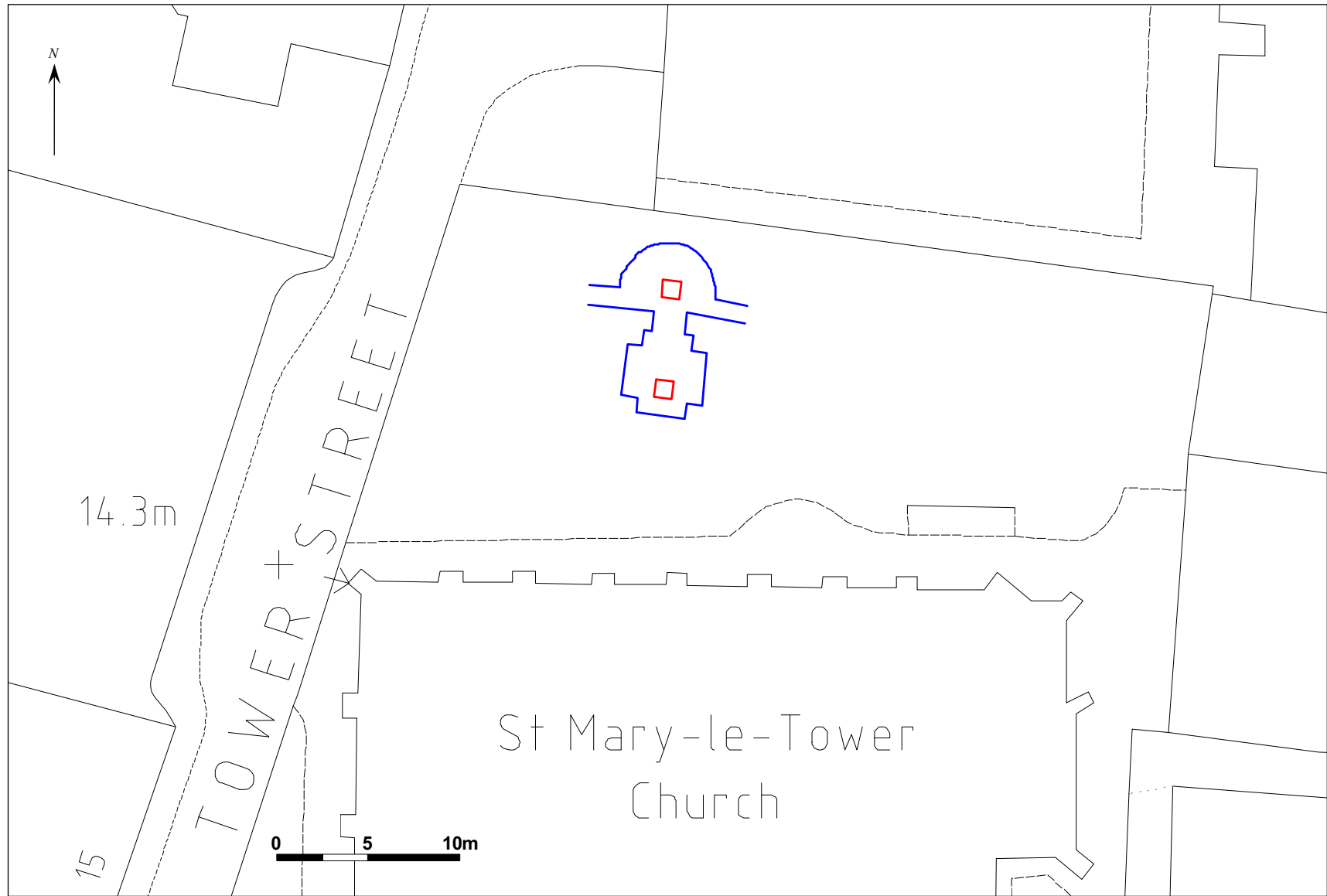
**RA2:** Establish the suitability of the area for development.

**RA3:** Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.



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Figure 1. Site location



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Figure 2. Proposed location of test pits (red) within the development area (blue)

### 3 Project Details

<b>Site Name</b>	St Mary-le-Tower church
<b>Site Location/Parish</b>	Ipswich
<b>Grid Reference</b>	TM 1641 4472
<b>Access</b>	Off Tower Street
<b>Planning No</b>	Pre-application
<b>HER code</b>	IPS 729
<b>OASIS Ref</b>	Suffolkc1-164839
<b>SCCAS Job Code</b>	TBA
<b>Type</b>	Hand excavated evaluation test-pits and desk -based assessment
<b>Area</b>	40m <sup>2</sup>
<b>Project start date</b>	TBA
<b>Duration</b>	1-2 days of fieldwork
<b>Number of personnel on site</b>	Projected as 2 SCCAS/FT staff

#### Personnel and contact numbers

<b>Project Manager</b>	Stuart Boulter	01473 265877
<b>Project Officer (first point of on-site contact)</b>	TBA	-
<b>Outreach Officer</b>	Duncan Allan	07768 430556
<b>Finds Dept.</b>	Richenda Goffin	01284 741233
<b>EH Regional Science Advisor</b>	Dr Helen Chappell	01223 582707
<b>Sub-contractors</b>	N/A	
<b>Curatorial Officer</b>	Abby Antrobus	01284 741231
<b>Consultant/Contact</b>	-	-
<b>Developer</b>	-	-
<b>Client</b>	St Mary-le-Tower PCC	-
<b>Site landowner</b>	-	-

#### Emergency contacts

<b>Local Police</b>	Civic Drive, Ipswich, IP1 2AW	101 or 999
Local GP	Orchard St, Ipswich, Suffolk IP4 2PZ	01473 213261
<b>Location of nearest A&amp;E</b>	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 713223
<b>Qualified First Aiders</b>	SCCAS/FT Staff TBA	-

#### Hire details

<b>Plant:</b>	N/A	
<b>Accommodation Hire</b>	N/A	
<b>Toilet Hire</b>	N/A	
<b>Tool hire:</b>	N/A	

#### Other Contacts

<b>Suffolk Fleet Maintenance</b>		01359 270777
<b>Suffolk Press Office</b>		01473 264395
<b>SCC Environment Strategy Manager</b>	James Wilson	01473 264301
<b>SCC Health and Safety Inspector</b>	Martin Fisher	07540 264299

## 4 Archaeological method statement

### Evaluation by trial trench

- The archaeological fieldwork will be carried out by members of SCCAS/FT led by a Project Officer (TBA). The second member of the digging team will come from a pool of suitable staff at SCCAS/FT.
- The area of investigation comprises c.40 square metres within the area of the churchyard (Figure 2).
- The Brief (section 4.4) states that the evaluation requires the excavation of two manually excavated test-pits measuring 1m x 1m. Figure 2 shows the proposed position of the test-pits.
- Depending on the results, trenching may be terminated at any given time by the commissioning body, although this may impact on the extent to which this can be regarded as an adequate evaluation for planning purposes.
- All topsoil and other overburden will be removed stratigraphically, by hand. The test-pits will be excavated to a depth of up to 0.7m. Spoil will be temporarily stockpiled next to the trench with different soil-types stored separately. All excavation will be carried out by an experienced archaeologist.
- After excavation and recording, the trenches will be backfilled by pushing the upcast spoil back in sequentially. Formal reinstatement is not the responsibility of the archaeological contractor.
- Should damage be incurred to hitherto unknown services it is not the responsibility of the archaeological contractor.
- Although the test-pits will not be deep (up to 0.7m) they will be backfilled as soon as possible. Where it is necessary to leave trenches open over night to facilitate site visits by various interested parties, fencing will be employed.

- 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, sufficient excavation and recording will be undertaken to provide clear evidence for the period, depth and nature of any archaeological deposit.
- A site plan, which will show the trench locations, will be made. If necessary, a RTK GPS or TST will be used, otherwise the test-pits will be located by triangulation from extant structures and boundaries. Feature sections and plans will be recorded at 1:20 or 1:10 as appropriate. Normal SCCAS/FT conventions, compatible with the County HER, will be used during the site recording.
- The site will be recorded under the HER site code IPS 729. All archaeological features and deposits will be recorded using standard *pro forma* SCCAS/FT Context Recording Sheets.
- A photographic record (high resolution digital) will be made during the evaluation.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated according to 'First Aid For Finds' and a conservator will be available for on-site consultation as required.
- All finds will be taken to the SCCAS/FT Bury St. Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done at the Bury St. Edmunds office, but in some circumstances it may be necessary to send some categories of finds to specialists working in archaeology and university departments in other parts of the country.
- In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law. Articulated human remains will be recorded *in situ* and left *in situ*, whilst any disarticulated bone will be carefully collected and replaced in the backfill of the pits.

- Fieldwork standards will be guided by 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001), 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003), SCCAS/CT Requirements for a Trenched Archaeological Evaluation 2011 ver 1.3 and SCCAS Archive Guidelines 2010.
- Due to the limited nature of the job, SCCAS/FT staff will work from their vehicle and use public welfare facilities if and when required.

### **Post-excavation, reporting and archiving**

- Post-excavation finds work will be managed by 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.
- 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 SCCAS/FT photographic index.
- 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.
- Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by OP and context with a clear statement for specialists on the degree of apparent residuality observed.
- Metal finds on site will be stored in accordance with ICON guidelines, initially recorded and assessed for significance before dispatch to a conservation laboratory within 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.

Specialist reports will be prepared in-house or commissioned as necessary to meet the following requirements at assessment level:

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

Reporting and archiving will adhere to the following guidelines:

- 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.
- The report will include a clear statement of the archaeological value of the results and their significance with regard to relevant information held on the Suffolk HER. In addition the relevance of the results in relation to the Regional Research Framework

(Glazebrook 1997; Brown and Glazebrook 2000, Medlycott and Brown 2008) and the revised Research Framework (Medlycott Ed. 2011).

- An opinion will be given as to the need for further evaluation work may be given, although the final decision lies with SCCAS/CT.
- The report will contain sufficient information to stand as an archive report should further work not be required.
- Following approval of a draft report by SCCAS/CT, a single hard copy of the report will be lodged with the Suffolk HER along with a digital copy.
- An archive of all records and finds will be prepared that will form the function of a final archive to be deposited in the SCCAS/CT store or in a suitable museum in Suffolk.
- The Project Manager will consult SCCAS/CT prior to archive deposition in order to ascertain any specific requirements and cost implications.
- Where positive results are drawn from the project, a summary will be prepared for the *Proceedings of the Suffolk Institute of Archaeology and History*.
- All parts of the Oasis online form <http://ads.ahds.ac.uk/project/oasis/> will be completed and a copy included as an appendix to the final report. A digital copy of the report will be uploaded to the Oasis website.

## 5 Risk assessment

The project will be carried out following the Suffolk County Council statement on Health and Safety at all. 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.

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. All permanent SCCAS/FT excavation staff are holders of CSCS (Construction Skills Certification Scheme) cards and SPA Quarry Safety Passports. 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).

For a job of this size SCCAS/FT staff will work from their vehicle and use public toilets.

## **Environmental controls**

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

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

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

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

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

## **Hazardous Substances**

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





# Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS01



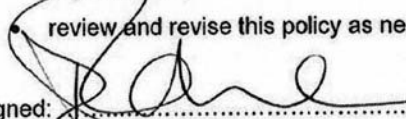
## Health and Safety Policy Section 1 - General Statement of Policy

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

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

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

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

Signed:  Chief Executive.

Date: *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**.

**Document Control**

<b>Name</b>	<b>Comment</b>	<b>Date</b>	<b>Version No.</b>
		Apr 2009	1.0
		June 2010	2.0
Martin Fisher	Update new H&S Mgr.	29 Dec 10	2.1
Martin Fisher	Format change only	19 Jul 11	2.2
Martin Fisher; Nick Wilding; Richard Hart	Review and re-write	Nov 11 – Jan 12	2.3 - 2.6
Heather Foster	Comment	18 Jan 12	2.7
Nick Wilding	Further comments	20 Jan 12	
CHSMB	Approved	19 Jan 12	3.0



# Appendix 2. SCC Insurance Certificates



To Whom It May Concern

Our ref: SR/B'HAM

9 July, 2013

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31 July 2014 Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

**Limit of Indemnity:**

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

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

Telephone 0870 2418050  
Direct Phone 0121 697 4594  
Direct Fax 0121 697 8585  
E-mail Sally.rose@uk.zurich.com

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

Zurich Municipal is a trading name of Zurich  
Insurance plc.

A public limited company incorporated in  
Ireland. Registration No. 13460.  
Registered Office: Zurich House, 84/85 Bridge  
Park, Dublin 4, Ireland.  
UK Branch registered in England and Wales.  
Registration No. 887985.  
UK Branch Head Office: The Zurich Centre,  
3000 Parkway, Whiteley, Fareham,  
Hampshire PO15 7JZ.

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

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

07710002 (108052)02 1002 MGH

**Excess :**

Public Liability/Products Liability/Pollution: £ 313,500 any one event  
Employers' Liability: £ 313,500 any one claim

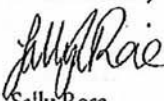
**Indemnity to Principals :**

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

**To Whom It May Concern**

Our ref: SR/BHAM

15 August, 2013

**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 31/07/2014 Professional Negligence Insurance incorporating the following essential features:

**Policy Number:** QLA-19A004-0013

**Services covered:** Archaeology

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

**Excess :** £ 313,500 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

Sally Rose  
Underwriting Services  
Zurich Municipal

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

Telephone 0870 2418050  
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Direct Fax 0121 694 8585  
E-mail sally.rose@uk.zurich.com

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

Zurich Municipal is a trading name of Zurich Insurance plc.

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

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

FCA registration number 203093. These details can be checked on the FCA's register by visiting their website

www.fca.org.uk or by contacting them on 0845 606 1234.

## To Whom It May Concern

Our ref: SR/BHAM

15 August, 2013

**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 31/07/2014 Professional Negligence Insurance incorporating the following essential features:

**Policy Number:** QLA-19A004-0013

**Services covered:** Archaeological Services

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

**Excess :** £ 313,500 any one claim

**Retroactive Date:** 01/08/2011

### 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

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FCA registration number 203093. These details can be checked on the FCA's register by visiting their website

www.fca.org.uk or by contacting them on 0845 606 1234.



## Appendix 3. Risk Assessments

# Specific Risk Assessments for Archaeological Test-Pit Evaluation at St Mary-le-Tower, Ipswich, Suffolk (IPS 729)

- 1 Physical work in an urban/semi-urban setting
- 2 Deep excavations
- 3 Use of hand tools

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

## Risk Assessment 1 Physical work in an urban/semi-urban 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	L.Everett	20/11/13	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 2 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 trenches will be deeper than 0.7m . Staff will not be allowed to enter these or shallower trenches that are considered to be dangerous.  No unfenced deep excavations will be left unsupervised.  Deep excavations will be fenced overnight.	2	L.Everett	20/11/13	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 3 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	L.Everett	20/11/13	First Aid if required.

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

Initial Risk  
Residual Risk

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





## Appendix 4. COSHH Assessments

[A] SUFFOLK COUNTY COUNCIL

SUFFOLK CONSTABULARY

### 1.1.1.1.1.1.1.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

---

ASSESSMENT                      Kuwait and Charrington-Hargreaves Diesel Gas Oil

---

[B] Work Activity

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

[C] Substance Usage

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

[D] Substance Information

*See manufacturer's Data Sheets*

---

[E] Exposure Information

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

[F] Control Measures

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

[G] Assessment of risk due to work activity

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

---

[H] Information for Employees/Users

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

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

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

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

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

Spills/Leakage         *Do not flush into public drainage.*

*Use sand or active clay to absorb.*

*Once absorbed remove and dispose to authorised waste location only.*

**1.1.1.1.1.1.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS**

---

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

---

[B] Work Activity

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

[C] Substance Usage

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

[D] Substance Information

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

---

[E] Exposure Information

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

[F] Control Measures

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

[G] Assessment of risk due to work activity

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

---

[H] Information for Employees/Users

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

**1.1.1.1.1.1.1.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS**

---

ASSESSMENT Eskimo Universal Antifreeze

---

[B] Work Activity

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

[C] Substance Usage

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

[D] Substance Information

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

---

[E] Exposure Information

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

[F] Control Measures

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

[G] Assessment of risk due to work activity

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

---

[H] Information for Employees/Users

Eyes *Flush with clean water for 15 mins.*

Skin *Wash with soap and water.*

Inhalation *No significant risk.*

Ingestion *Give large quantities of water then induce vomiting. Seek immediate medical attention.*

Spills/Leakage *Do not flush into public drainage.*

*Use sand or active clay to absorb.*

*Bund and contain any spillages if required.*

*Once absorbed remove and dispose to authorised waste location only.*

## Appendix 2. OASIS data collection form

---

OASIS ID: [suffolkc1-164839](#)

### Project details

Project name	IPS 729 St Mary-le-Tower, Ipswich
Short description of the project	hand dug test-pit evaluation revealed no archaeological features or deposits. Some unstratified Middle Saxon and early medieval pottery recovered.
Project dates	Start: 12-12-2013 End: 19-12-2013
Previous/future work	No / Not known
Any associated project reference codes	IPS 729 - HER event no.
Type of project	Field evaluation
Monument type	NONE None
Significant Finds	POTTERY Early Medieval
Significant Finds	POTTERY Medieval
Methods & techniques	"Test Pits"
Development type	Amenity area (e.g. public open space)
Prompt	Voluntary/self-interest
Position in the planning process	Pre-application

### Project location

Country	England
Site location	SUFFOLK IPSWICH IPSWICH IPS 729 St Mary-le-Tower
Study area	40.00 Square metres
Site coordinates	TM 1641 4472 52 1 52 03 28 N 001 09 25 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	Stuart Boulter
Project supervisor	M. Sommers
Type of sponsor/funding body	Developer

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County Council Archaeological Service
Digital Archive ID	IPS729
Digital Contents	"other"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	IPS729
Paper Contents	"other"
Paper Media available	"Correspondence","Report"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: St Mary-le-Tower, Ipswich, Suffolk
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SCCAS Report No. 2013/156
Date	2013
Issuer or publisher	SCCAS
Place of issue or publication	Ipswich
Description	printed sheets of A4 paper with plastic comb binding

Entered by	MS (mark.sommers@suffolk.gov.uk)
Entered on	19 December 2013

## **Appendix 3. Desk-based assessment**

---

Anthony Breen

The research for this report has been carried out at the Suffolk Record Office in Ipswich.

### **Introduction**

St Mary Le Tower is one of Ipswich's Domesday churches c. 1086 and the churchyard was the site of the meeting on 29 June 1200 to elect first bailiffs under the term of the borough new charter. The churchyard is mentioned for the first time in the Borough's recognizance rolls on 5 April 1322.

The churchyard in common with all the other churchyards and burial bounds within the town of Ipswich was closed for burials on 1 February 1855 under an order in Council issued under the Health of Towns Act 1848.

The main purpose of this report was to discover whether or not any detailed plans of the churchyard had deposited at the record office. No references to plans of the churchyard have been found in the record office's indexes.

### **Parish Collection**

There are no plans of the churchyard in this collection.

There is a large scale map of the parish the work of the surveyor Horatio Thomas Ellis dated June 1838 (ref, FB91/A6/2). The scale of this map is 1 inch to 1 chain 1:792. The purpose of the map was to accurately depict the sometimes complex boundaries of the parish and detach parochial islands in order to identify those properties liable for church rates. The bounds of the churchyard and church are shown with great accuracy though the church building is not illustrated and the positions of monuments within the churchyard are not shown.

The burial register that was in use at the time when the churchyard was closed remained in use after that date as the then stipendiary curate chose to continue recording the deaths of his parishioners in the register, even though the internment of their remains is likely to have been within the grounds of the then new borough

cemetery. The entries in this burial register, first used in 1812, are numbered and give the name of the decease, their place of abode and age at death. Each entry is signed by the officiating minister. In a note entered in the margins of one of the later pages the then curate states that from the start of that year he had ceased to use the register. This note is dated 21 December 1909. The register was last used in 1916 (ref. FB91/D1/9).

The faculties deposited in the parish collection include a faculty for the new war memorial dated 23 June 1952 (ref. FB91/E4/4). This is the faculty for the memorial within the church. Another faculty dated 21 August 1963 is for the internment of the cremated remains of Sir Grimwood Meers within the churchyard on the condition that there was no memorial stone (ref. FB91/E4/8). There are no faculties relating to the churchyard.

### **Monumental Inscriptions**

The record office in Ipswich hold transcripts of monumental inscriptions prepared in recent years by the Suffolk Family History Society, now part of the local studies library, and by the Women's Institute (ref. HD 1023). These collections include transcripts of the inscriptions of the gravestones at St Mary Le Tower.

A transcript of inscriptions at St Mary Le Tower was made by the Rev Francis Haslewood who until his death on 7 April 1900 had been the rector of St Mathew's, Ipswich. He was first appointed to that benefice in 1875 (see PSIA 1900). In 1884 Rev Haslewood published his transcript of the monumental inscriptions at St Mathew's, but his work on other parishes remained in manuscript. His transcriptions are in bound volumes arranged by parish. The volume for St Mary Le Tower is not dated. The volume does not include any plan of the churchyard though the then positions of the tombstones are described. The volume of 122 pages includes transcripts of 158 inscriptions within the churchyard and a further 41 inscriptions in the church. In addition to the inscriptions Rev Haslewood drew illustrations of any heraldic device that he found and to clarify the positions of a number of inscriptions on the alter tomb of the Stisted family (number 21, page 15). He also drew a small illustration of the monument and a small illustration of the double stone of Benington and Sarah Haill (number 48, page 29). This volume, now available only on microfilm (ref. J426/51), is the only full transcript of the monumental inscriptions in the churchyard.



The Suffolk antiquarian David Elisha Davy visited St Mary Le Tower on a number of occasions. His church notes for this parish were begun following his first visit on 2 and 3 August 1810 and subsequently amended until his final visits to the church on 16 April 1833. The original notes are held in the British Library Manuscript Collection (ref ADD 19,094) and a copy is available on microfilm at the record office (ref. J400/8). The copyright to this manuscript rests with the British Library and the Suffolk Record Office does not allow copies to be printed from its microfilm. The notes include a plan of the church.

Davy's notes on the churchyard were begun in 1827. He describes all the major tombs and records their inscriptions, however he chose to ignore the less substantial monuments and simply gave a list of the surnames that appeared on the stones or markers. He recorded further inscriptions on later his visits to the churchyard.

There are no other relevant sources.

## **References**

### Parish Collection

FB91/A6/2 Parish Map St Mary Le Tower by Horatio Thomas Ellis June 1838

FB91/D1/9 Burial Register St Mary Le Tower 1812-1916

FB91/E4/4 Faculty re War Memorial 1952

FB91/E4/8 Faculty for internment of Cremated Remains 1963

### Microfilm

J426/51 Transcription of Monumental Inscriptions St Mary Tower c. 1880's

J400/8 David Elisha Davy Church Notes St Mary Le Tower 1810 - 1833

### Printed Works

Revd F.G. Haslewood 'Obituary Revd Francis Haslewood A.K.G. F.S.A' Proceedings of the Suffolk Institute of Archaeology, Vol. 10, pt. 3 pub 1900

William White 'Directory of Suffolk' Sheffield 1855





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**Contact:**

**Rhodri Gardner**

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**[www.suffolk.gov.uk/Environment/Archaeology/](http://www.suffolk.gov.uk/Environment/Archaeology/)**