

**Woodbridge Fire Station
Woodbridge, Suffolk
WBG 093**

Archaeological Evaluation Report

SCCAS Report No. 2014/087

Client: Concertus Design & Property Consultants

Author: M. Sommers

July 2014

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Author: M. Sommers

Contributions By: n/a

Editor: Dr R. Gardner

Report Date: July 2014

HER Information

Report Number: 2014/087

Site Name: Woodbridge Fire Station, Woodbridge

Planning Application No: pre-determination

Date of Fieldwork: 8th July 2014

Grid Reference: TM 2691 4919

Client/Funding Body: Concertus Design & Property Consultants

Client Reference: n/a

Curatorial Officer: Dr Abby Antrobus

Project Officer: M. Sommers

Oasis Reference: suffolkc1-184331

Site Code: WBG 093

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: 18th July 2014

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

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Summary

An archaeological evaluation was carried out on the site of a proposed extension to the existing fire station in Woodbridge. A single trial trench was excavated which revealed natural subsoil at a depth of just under 0.2m. A number of modern features were exposed but no significant archaeological deposits, features or artefacts were identified. (Suffolk County Council Archaeological Service Field Team for Concertus Design & Property Consultants)

1. Introduction

The construction of an extension to the existing Fire Station at Woodbridge has been proposed. Planning application is yet to be sought although the developer has been advised that an agreed programme of archaeological work would be required in advance of any groundwork.

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 2691 4919. Figure 1 shows a location plan of the development area.

The archaeological evaluation was undertaken on the 8th July 2014 by Suffolk County Council Archaeological Service's Field Team who were commissioned and funded by Concertus Design & Property Consultants, on behalf of their client.

2. Geology and topography

The development area consists of an irregularly shaped parcel of land at a height of c 30m OD. The site itself appears to be roughly level but with a very slight slope down to the east towards the eastern edge. The local landscape undulates considerably. The development site is situated on a high promontory that is sloping down to the east. The land to the north drops steeply from the northern side of the Theatre Street down to 15m OD in about 70m with a similarly steep slope to the south (as denoted by the contours in Fig 1). The River Deben lies in channel some 750m to the southeast. At this point it is tidal.

The local geology consists of freely-draining sand and gravel overlying red crag (British Geological Survey).

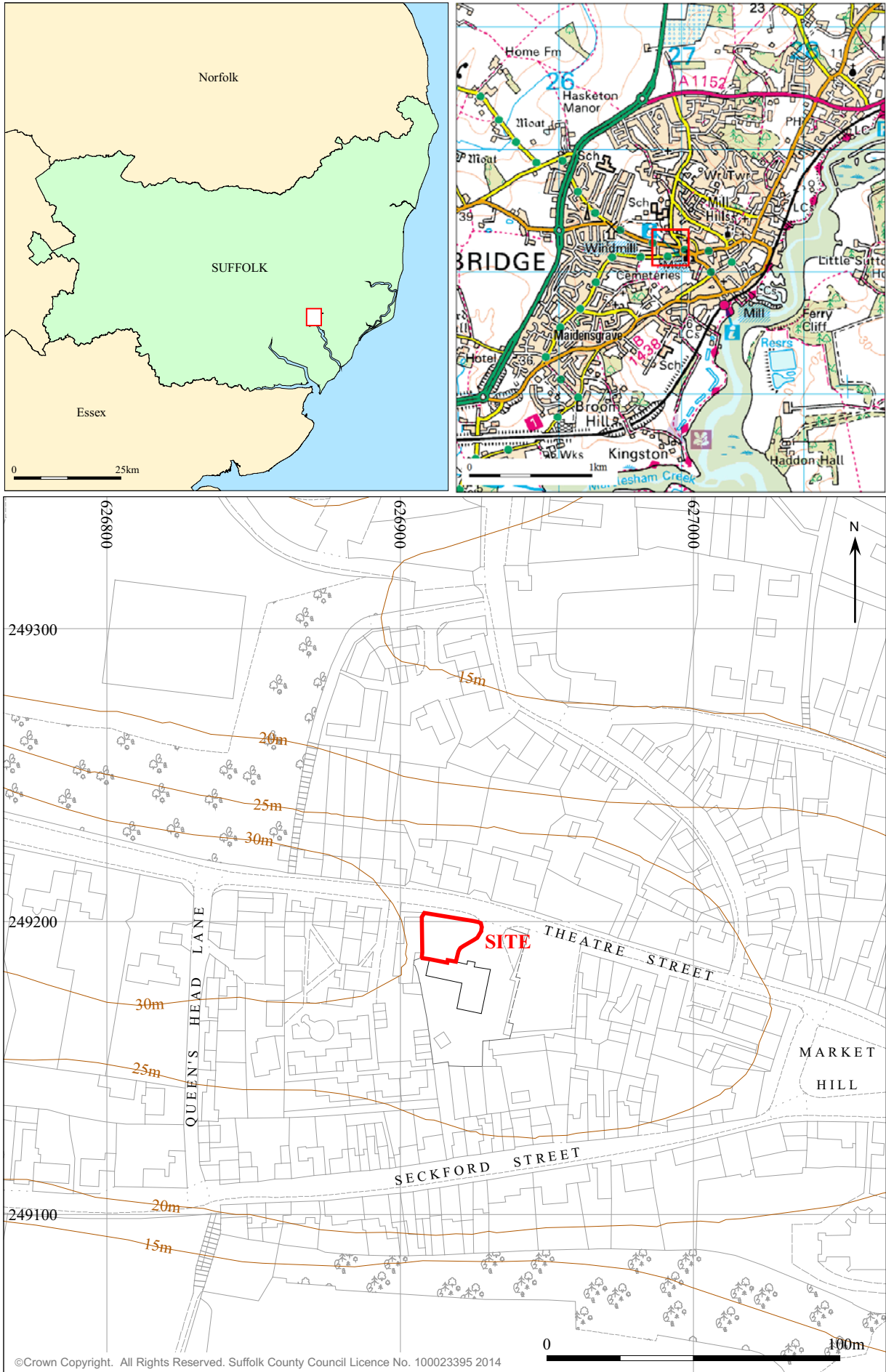


Figure 1. Location map

The development area lies immediately to the north of the existing fire station building and fronts onto Theatre Street. The back wall of a neighbouring properties lies to the west and the tarmacked driveway of the fire station lies to the east.

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.

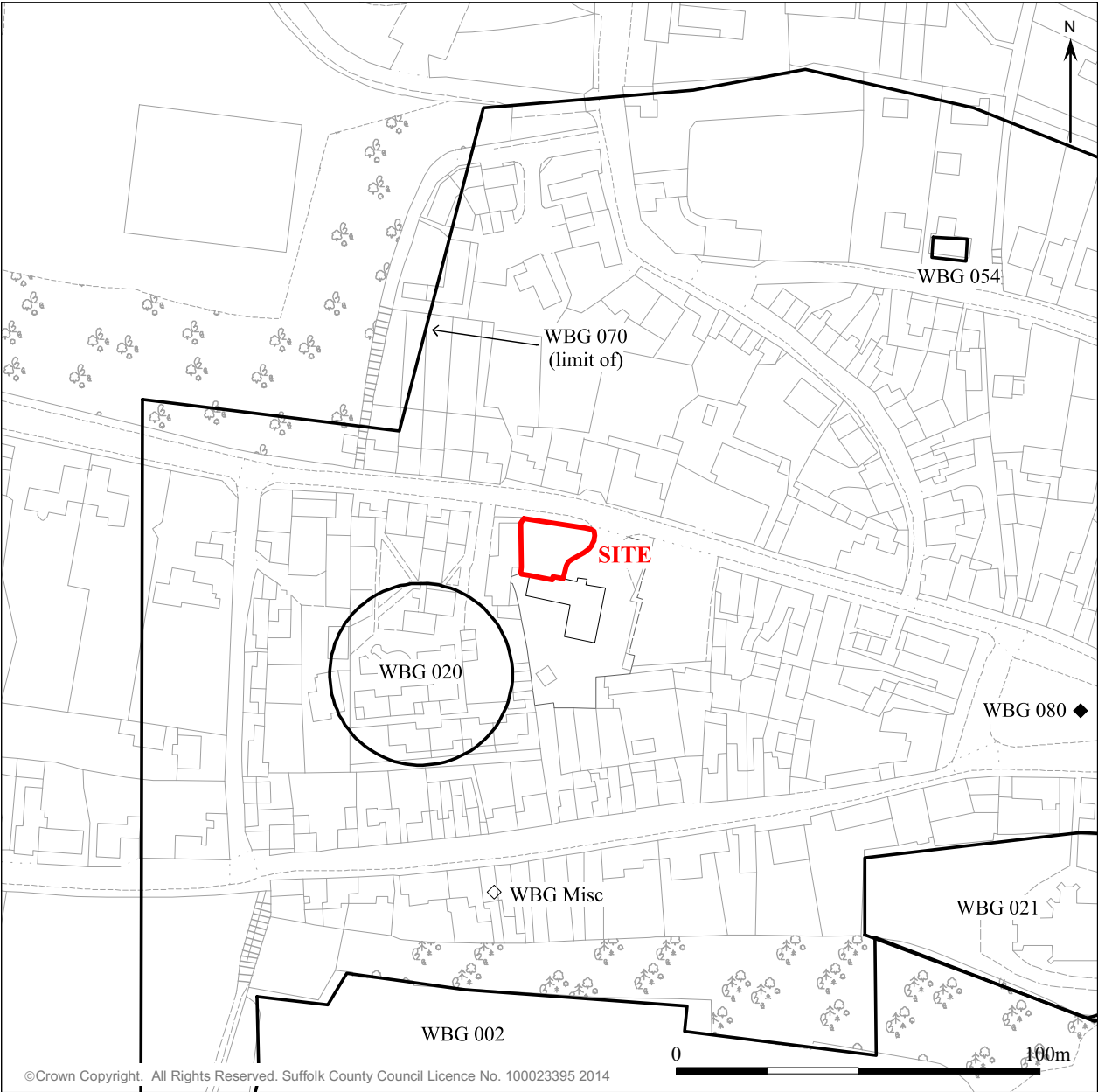


Figure 2. Sites recorded on the HER

HER ref.	Summary
WBG 002	<p>Augustinian Priory 1193-1537 AD with C16 Manor House on part of priory site, possibly incorporating part of cloister wall. Priory Lodge on site of Priory Gatehouse. " House's main front faces south on to garden. Prominent 3 storey porch also bears Seckford arms and is decorated with pairs of Renaissance Doric pilasters, with pedestals; pilasters diminish at each storey."</p> <p>Watching Brief to S at TM 2710 4897 located no finds or features - presumably abbey buildings on higher ground at N end of site.</p>
WBG 020	<p>Fine five storey tower mill, built in 1818. It worked until about 1920 and lost its cap and two remaining sails in 1957. Demolition was narrowly averted through pressure from mill enthusiasts in 1973 and it was subsequently turned into a common room and guests bedroom, a part of 'Mussidan Place' a local council 'old persons' home. The original dome cap was blown off in 1881 and was replaced by a boat shaped cap. There were four patent sails, a gallery around the cap and a fantail. The cap frame remains in place with a flat roof on it and the majority of the machinery has survived. Two of the three pairs of stones remain, and two dressing machines have been removed for eventual display at the Tide Mill.</p>
WBG 021	<p>Church of St Mary. Consists of chancel, nave, aisles, N porch, W tower with octagonal base, W stair turret. N & adjoining site of Augustinian Priory (WBG 002). A church is recorded at Woodbridge in the Domesday survey.</p>
WBG 054	<p>During a monitoring visit, contractors dug two c.4m long trenches into the bank along N side of Chapel Street. This part of the bank was shown to be modern. Hand-augered holes sunk from the base of the trench indicated a peat deposit at c.1m below the bank.</p>
WBG 070	<p>Medieval Town of Woodbridge. A market was created in 1227 and a 30 ft by 20 ft piece of land in the market was granted in 1233 to build a (market) house. Origins not determined (Domesday book etc not checked).</p> <p>Includes site of Priory (WBG 002) & church of St Mary (WBG 021). Mapped outline based mainly on distribution of Listed Buildings but includes some riverside (Med extent unknown) - seagoing vessels are historically recorded from Goseford (sometimes Bawdsey Haven, sometimes same as or including Woodbridge) & Woodbridge from at least the 13th century (of at least 130 tons) when Gosford was referred to as a passage port. Shipyard/s at Woodbridge continued into 17th century, when several 4th rate men of war over 500 tons were built, and into the 19th century, though there were no dry docks (S2). It appears larger ships were built at Woodbridge in preference to Ipswich as the river had deeper passage. Note: very few archaeological excavations in urban core therefore very few sites/finds of Saxon or Medieval date recorded so far.</p>
WBG 080	<p>Cast-iron wheel-operated water pump with limestone trough on Market Hill. Listed. Post-medieval.</p>
WBG Misc	<p>'The Abbey' – Palaeolithic hand-axe. Large rolled ovate hand-axe (KH v 17.5cm) in Ipswich museum.</p>

Table 1. Summary of HER entries

The sites recorded on the HER suggest the development site lies within the limits of the medieval town of Woodbridge. It is within 130m of a medieval church and a similar distance from the site of an Augustinian priory. An extant post-medieval windmill stands on a site immediately to the west.

The presence of early activity in the locality 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 tracked excavator fitted with a toothless ditching bucket. The location of the trench was in accordance with the trench plan approved by the County Conservation Team.

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 and its location plotted.

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

5. Results

A single trench, aligned approximately east-west, was excavated (fig. 3 and plate 1). This exposed a natural subsoil consisting of yellow sand and gravel beneath a thin sandy topsoil at a depth of just under 0.2m (plate 2).

A small number of clearly modern pits were present in the southwest end of the trench (visible in plate 1) but other than these, no archaeological features were identified and no pre-modern artefacts were present within the excavated spoil.

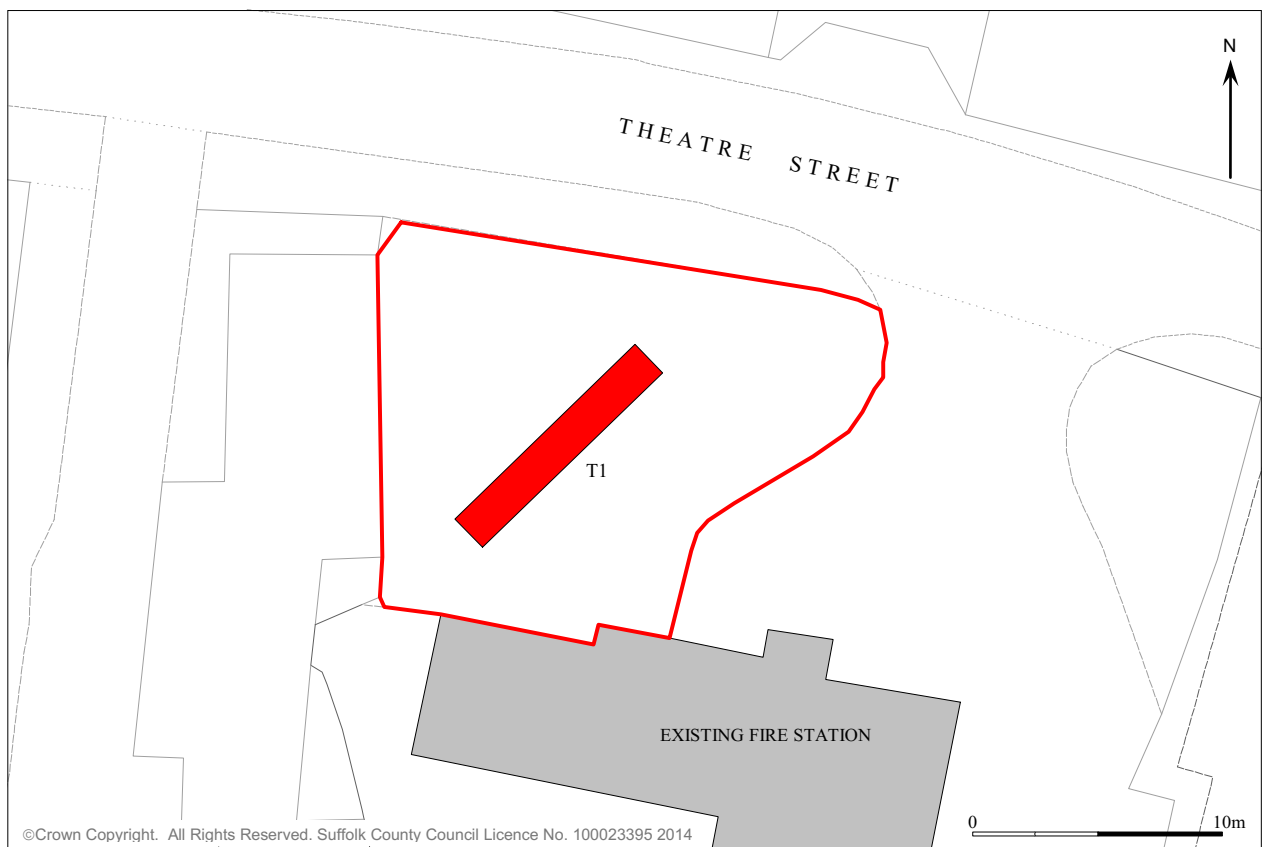


Figure 3. Trench location

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.

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: WBG 093.

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

R:\Environmental Protection\Conservation\Archaeology\Archive\Woodbridge\WBG093 evaluation (fire station)

Digital photographs are held under the references HWZ 42 to HWZ 44

A summary has also been entered into OASIS, the online database, ref. suffolkc1-184331

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



Plate 1. General view of trench. Camera facing northeast (ref. HWZ 44)



Plate 2. Depth of topsoil over natural subsoil, camera facing northwest (ref. HWZ 43)

Appendix 1. Written Scheme of Investigation

Woodbridge Fire Station, Woodbridge, Suffolk

Archaeological Evaluation by Trial Trench

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

**Prepared by Suffolk County Council Archaeological Service
July 2014**

Document Control

Title: Woodbridge Fire Station

Date: 04/07/2014

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Rhodri Gardner

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2. Risk Assessments

1. Background

- 1.1 The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been asked 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 the evaluation 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 roughly rectangular grassed area covering c. 200m², located at NGR TM 2691 4919, just in front of the extant fire station buildings.
- 1.3 The work is to be undertaken at the pre-determination stage. 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 produced by Abby Antrobus of the SCCAS Conservation Team (dated 25th May 2014).
- 1.5 This application lies in an area of archaeological interest, as recorded in the County HER. The site lies in the historic core of Woodbridge (identified as WBG 070 in the HER) and is of particular interest due to the suspected presence of earlier buildings fronting Theatre Street which may be preserved beneath the current lawns and would therefore be at risk of damage during construction work.
- 1.6 The proposed development comprises the construction of an extension.
- 1.7 The site outline and proposed trench location are shown on Figure 2.
- 1.8 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

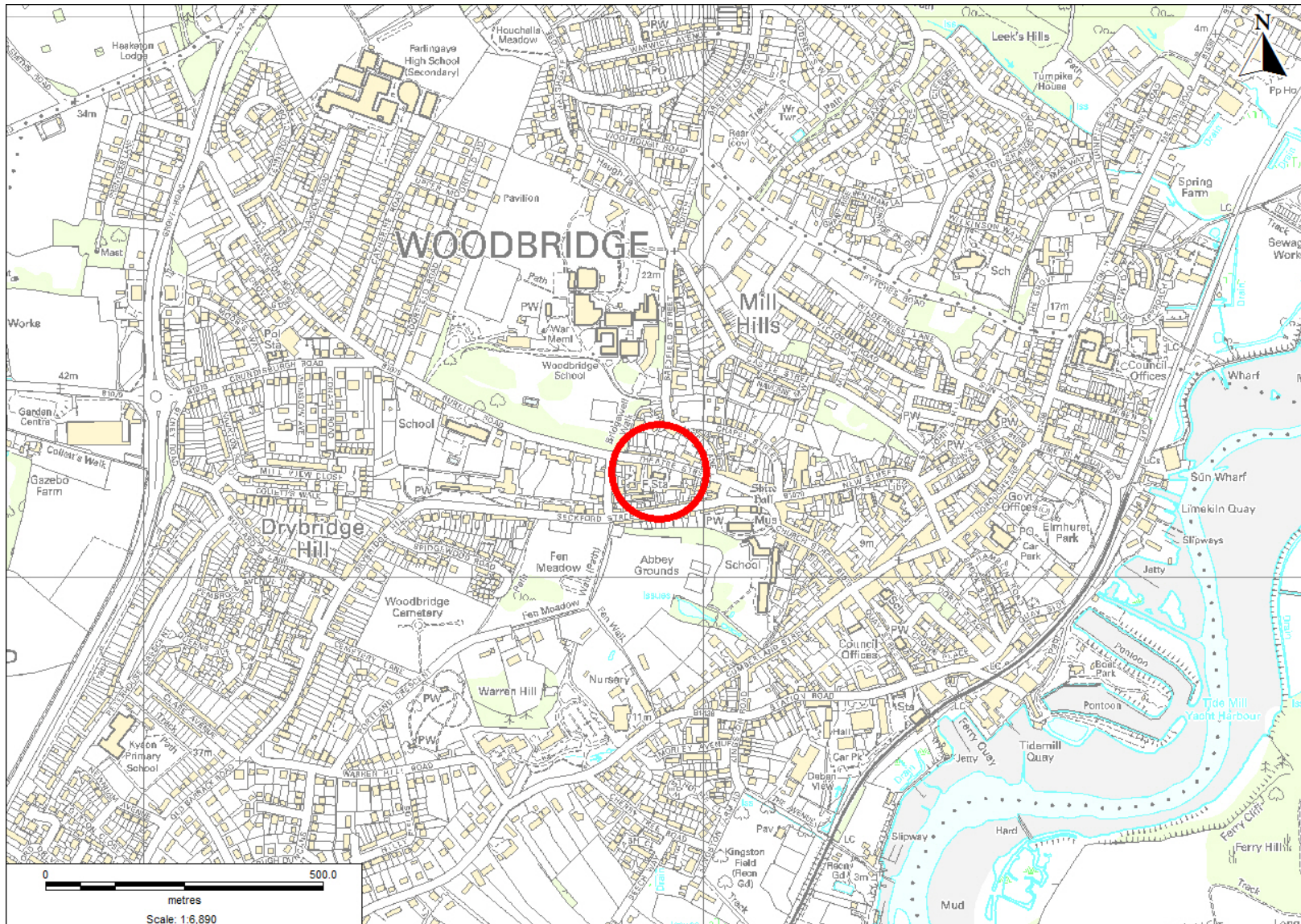
The research aims of this trial trench evaluations are as follows, as described in the LPA brief (Section 4.4):

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

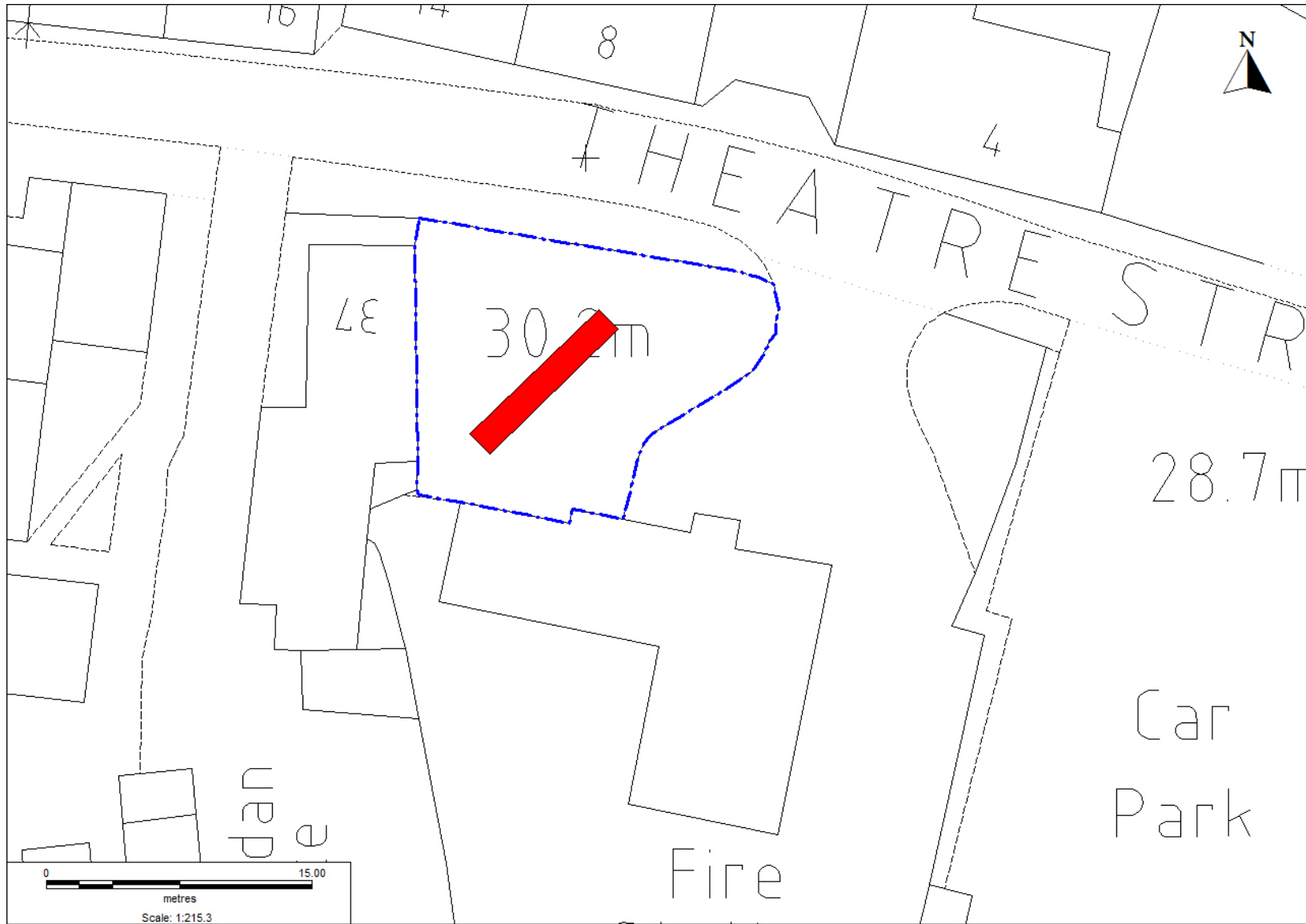
RA3: Establish the potential for the survival of environmental evidence.

RA4: 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. Trench location

2 Project details

Site Name	Woodbridge Fire Station
Site Location/Parish	Woodbridge
Grid Reference	TM 2691 4919
Access	Off Theatre Street
Planning No	Pre-determination
HER code	TBA
OASIS Ref	TBA
Type:	Trial trench evaluation
Area	200m ²
Project start date	8 th July 2014
Fieldwork duration	1 day
Number of personnel on site	1-2

Personnel and contact numbers

Contracts Manager	Rhodri Gardner	01473 581743
Project Officer (on-site contact)	TBA	-
Finds Dept	Richenda Goffin	01284 352447
Consultant		
Developer		
Site landowner		

Emergency contacts

Local Police	Ipswich Police Station, Civic Drive, Ipswich, IP1 2AW	101
Location of nearest A&E	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 712233
Qualified First Aiders	SCC Project Officer attending	

Hire details

Plant:	Holmes Plant & Construction	01473 890766
Toilet Hire	TBC	
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. The excavation team will comprise up to 2 experienced excavators and surveyors from a pool of suitable staff at SCCAS.
- 3.1.2 Evaluation of the development area will employ a single trial trench to sample the footprints of the proposed house. The trench will measure 10m long by 1.8m wide (see Fig 2).
- 3.1.3 The PDA covers an area of approximately 200m².
- 3.1.4 No information has been provided about the presence or otherwise of services at the present time. If previously unknown services or similar restrictions are encountered during work on site then trench layout will be amended accordingly.
- 3.1.5 *General trial trench methodology*
- 3.1.6 All trenches 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 by the client prior to excavation.
- 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, 2012.
- 3.1.8 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).
- 3.1.9 Deeper excavation can be undertaken provided suitable trench support is used or, where practicable, the trench sides are stepped or battered.
- 3.1.10 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 one to 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.

- 3.1.11 The site will be recorded under a unique Suffolk HER site code (TBA), acquired from the Suffolk HER Office. All archaeological contexts will be recorded using standard SCCAS Context Recording sheets and associated database.
- 3.1.12 A digital photographic record will be made throughout the evaluation.
- 3.1.13 All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 3.1.14 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.
- 3.1.15 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.
- 3.1.16 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.
- 3.1.17 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 The unique HER number 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 (Anderson, 2014). 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 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 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) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and

Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).

- 3.3.11 Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist with a clear statement of potential for further analysis.
- 3.3.12 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- 3.3.13 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.3.14 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.
- 3.3.15 On receipt of approval of the report from SCCAS/CT hard and digital copies will be sent to the Suffolk HER.
- 3.3.16 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 (reference suffolkc1-167299) will be included as an appendix to the final report.

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 Aon a short term project such as this there will be no site-based temporary accommodation provided 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 Jezz 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.

Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS01



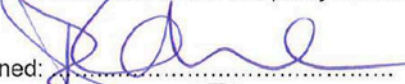
Health and Safety Policy Section 1 - General Statement of Policy

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**.

Appendix 2. Risk Assessments



Specific Risk Assessments for Archaeological Evaluation: Woodbridge Fire Station

- 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	<p>Only PO to supervise machinery.</p> <p>No personnel to be within radius of boom.</p> <p>All staff to wear high visibility clothing, hard hats and safety footwear at all times.</p>	5	R Gardner	04/07/14	<p>Call emergency services.</p> <p>First Aid if required.</p>

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

Initial Risk
Residual Risk

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

Risk Assessment 2 Physical work in 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 Gardner	04/07/14	First Aid if required. Call emergency services if necessary.

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 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 Gardner	04/07/14	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 Gardner	04/07/14	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 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 Gardner	04/07/14	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 3. Insurance Documentation



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, Ba'Stbridge
Park, Dublin 4, Ireland.
UK Branch registered in England and Wales.
Registration No. 887585.
UK Branch Head Office: The Zurich Centre,
3000 Parkway, Whiteley, Fareham,
Hampshire PO15 7JZ.

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

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

07/10/12 130852A03 1402 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

A handwritten signature in black ink, appearing to read 'Sally Rose'.
Sally Rose
Underwriting Services
Zurich Municipal

Appendix 2. OASIS data collection form

OASIS ID: [suffolkc1-184331](#)

Project details

Project name	Woodbridge Fire Station
Short description of the project	A trenched evaluation undertaken in advance of an extension to the existing fire station did not identify any significant archaeological features or deposit
Project dates	Start: 08-07-2014 End: 17-07-2014
Previous/future work	No / No
Any associated project reference codes	WBG093 - HER event no.
Type of project	Field evaluation
Current Land use	Other 5 - Garden
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Large/ medium scale extensions to existing structures (e.g. church, school, hospitals, law courts, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	Pre-application

Project location

Country	England
Site location	SUFFOLK SUFFOLK COASTAL WOODBRIDGE WBG093 - Woodbridge Fire Station
Study area	250.00 Square metres
Site coordinates	TM 2691 4919 52.0938848999 1.31300793239 52 05 37 N 001 18 46 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	M. Sommers
Type of sponsor/funding body	Developer

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk County SMR
Digital Archive ID	WBG093
Digital Contents	"other"
Digital Media available	"GIS","Images raster / digital photography","Images vector","Text"
Paper Archive recipient	Suffolk County SMR
Paper Archive ID	WBG093
Paper Contents	"other"
Paper Media available	"Correspondence","Notebook - Excavation',' Research',' General Notes","Report"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation Report: Woodbridge Fire Station, Woodbridge
Author(s)/Editor(s)	Sommers, M.
Other bibliographic details	SCCAS 2014/087
Date	2014
Issuer or publisher	SCCAS
Place of issue or publication	Ipswich
Description	printed sheets of A4 paper with card covers

Entered by	ms (mark.sommers@suffolk.gov.uk)
Entered on	18 July 2014

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:

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