



University of Leicester

Archaeological Services

**An Archaeological Watching Brief
at Groby Old Hall, Markfield Road,
Groby, Leicester**

NGR: SK 5239 0759

Neil Finn



**An Archaeological Watching Brief
at Groby Old Hall, Markfield Road,
Groby, Leicester**

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Neil Finn

for

Mr and Mrs Dickens

University of Leicester

Archaeological Services

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Design Specification for Archaeological Work:
Groby Old Hall, Markfield Road, Groby

An Archaeological Watching Brief at Groby Old Hall, Markfield Road, Groby, Leicester

Summary

ULAS carried out an archaeological watching brief during the excavation of a trench to the rear (north-west) of the cottage attached to Groby Old Hall, Markfield Road, Groby, Leicester (NGR: SK 5239 0759) on 22.8.2011. Located within the area of the Scheduled Monument of Groby motte and bailey castle and manorial complex (National Monument No. 17066), the watching brief was a requirement of Scheduled Monument Consent for the work which aimed to alleviate damp problems within the cottage.

The watching brief recorded evidence of a brick-built wall foundation associated with an earlier phase of building, likely to date from between the 15th and 18th centuries; a second undated brick foundation; a granite sett path of 19th or early 20th century date and a large cut feature of uncertain function containing finds attributable to the early 19th century.

The archive will be deposited with Leicestershire Museums under the accession code: X.A128.2011.

1. Introduction

University of Leicester Archaeological Services (ULAS) conducted a watching brief during the excavation of a trench to the rear (north-west) of the cottage attached to Groby Old Hall, Markfield Road, Groby, Leicester (NGR: SK 5239 0759). The cottage is within the scheduled area of the motte and bailey castle and manorial complex at Groby (Scheduled Monument no. 17066) and the watching brief was a requirement of Scheduled Monument Consent (SMC) for the work.

The description of the proposed work, as set out in the application for SMC, was to:

Create a 1m wide trench along the full length of the rear wall of the cottage, down to the level of the cottage floor. Soil is currently banked up against the external wall keeping the whole length of that wall, for the bottom 450mm – 600mm, wet. The work is intended to allow the fabric to dry out and minimise further deterioration.

2. Methodology

A mini mechanical excavator fitted with a toothless ditching bucket was used to excavate the trench, on the morning of Monday 22 August 2011. The trench measured up to 1.5m wide and a maximum of 0.6m deep. It was L-shaped in plan, with the

longer section, aligned approximately NE-SW, measuring 9.1m long and the shorter section 3.3m long.

Excavation of the trench was monitored by an archaeologist and a record of the archaeological remains exposed was made. The record consisted of an annotated scaled plan of the area.

3. Results

The excavated material consisted principally of topsoil. Towards the base of the trench the natural ground was reached, this consisting of a pinkish coloured marl of the Mercian Mudstone group. Various archaeological remains were exposed (Figure 3), these are described below. Letter codes used to identify different elements of the standing building relate to the earlier Historic Building Assessment (ULAS report 2009-126); these are identified on Figure 2.



Photo 1. The excavated trench, looking south.

3.1 Wall foundation (01)

Aligned across the width of the longer leg of the trench was a brick-built wall foundation (01) (Figure 3; Photo 2). This was 0.5m wide and composed of bricks measuring 4½ inches (114mm) wide and 2 inches (50mm) thick. No complete bricks were exposed and no overall lengths were recorded for any bricks. The foundation was at least 8 courses high. The build was quite irregular with the incomplete brick

fragments set in a hard pale coloured mortar. The wall was within a wider foundation cut, exposed in plan in the base of the trench, which measured 0.65m wide.

The position of the wall footing (01) corresponded with the north-east end wall of the stone-built Range N, which was certainly extant by 1790 and was subsequently altered and incorporated into the cottage built in 1858.

That the wall foundation is constructed from early brick, but the structure above is stone-built, coupled with the fact that the wall foundation extends further to the north-west than Range N, suggests that this foundation is the vestige of an earlier structure that was re-used when the Range N building was constructed. The bricks are likely to be late 15th century in date, deriving from the gatehouse begun in the 1480s/90s but never completed, however these may be reused in their present context given the number of incomplete bricks that are evident within the foundation.

3.2 Foundation (02)

Exposed at the base of the longer leg of the trench was a truncated brick-built foundation (02) (Figure 3; Photo 2). This survived to a maximum of two courses high. The bricks measured 11 x 5½ x 2 inches (279 x 140 x 50mm) and were set in mortar.

This foundation was overlain by the brickwork of the 1858 cottage. The brickwork of the cottage is quite different in character, the bricks measuring 9½ x 4½ x 3 inches (241 x 114 x 76mm), laid in irregular Flemish garden wall bond. The foundation (02) apparently predates the cottage, though the precise date and function are unknown; the bricks may be reused late 15th century bricks.

3.3 Cut feature (03)

Cut into the natural clay of the longer leg of the trench was a cut feature (03) (Figure 3; Photo 2). This was exposed in plan at the base of the trench, but not excavated as it was not affected by the ground reduction work. The cut was not clearly defined but appeared to be sub-rectangular or sub-square in plan, extending beyond the limit of excavation to the north-west. The fill consisted of a mixed rubble deposit containing brick, mortar and charcoal fragments. Numerous pieces of 19th century pottery were visible within the fill, in addition to oyster shells, fragments of animal bone, clay pipe, and corroded iron objects/fragments. A rapid scan of a sample of the finds suggests an early 19th century date for the deposit. This appeared to be a dump of domestic debris. The nature of the cut feature into which it had been deposited was unclear.



Photo 2. The vertical 30cm photo scale is resting on wall foundation (01), with foundation (02) to the left of this and lead water pipes to the right. The 2m photo scale is lying on cut feature (03).

3.4 Surface (04) and footing (05)

At the south-east end of the shorter leg of the trench was a surface composed of small granite setts (04) (Figure 3; Photo 3). The setts were well finished and measured 4 x 3 inches (101 x 76mm). A cement footing (05) for a brick kerb or wall formed an edging to surface (04). The surface was 0.8m wide and may have formed a path along the back of Range Q. The surface is likely to date to the 19th or early 20th century.

3.5 Brick footing (06)

An offset brick footing was exposed on the north-east and north-west sides of Range P (Figure 3; Photo 3). The bricks were identical to those of the superstructure and are attributable to the 1858 build.

3.6 Lead water pipes

The only other features exposed within the trench were two lead water pipes serving the cottage. One of these was $\frac{3}{4}$ inch diameter and the other was 2 inch diameter.



Photo 3. Granite sett surface (04) and offset brick footing (06) to 1858 cottage range.

4. Discussion

Excavation of the trench revealed a number of historically significant features, though interpretation of these remains is not straightforward given the limited area of investigation. The wall foundation (01) apparently pre-dated the construction of the Range N building, which is known to have been in existence by 1790. This foundation was also truncated by the cut feature (03). Though the bricks used to construct foundation (01) may be 15th century in date, it is possible that these were reused in this context and the construction date for the wall footing may be any time between the 15th and the 18th century. The foundation is roughly in line with the north-east end of the assumed second bay of the hall Range A and may be related to a structure adjoining the south-east side of the hall, or possibly a cross-wing at the north-east end of the hall.

The brick footing (02) may also consist of 15th century brickwork, though here again the bricks could have been reused in their present context. No firm dating is available except that the overlying structure, Range P, is attributable to 1858 (see below). The alignment of this footing is at odds with other structures in the immediate vicinity.

The nature of the cut feature (03) is unclear; this may have been a refuse pit or could have formed part of a sunken structure such as a cellar or water tank. The finds exposed at the surface of this feature are attributable to the early 19th century and are likely to have been deposited by the middle decades of that century. Various alterations were made to Groby Old Hall around this time and the deposition of the material within (03) may relate to one of these episodes.

Records in the Enville Hall archives identify the following structural alterations in the early 19th century (David Ramsey, personal communication):

1833: Groby Castle for William Chaplin to make there a wagon shed, build a new Dairy through the present dairy into the Barons Hall, which is to be new flagged with slate, granite chimneypiece stone window frames repaired present entrance stopped up through Thomas Chaplin's office.

Presumably the 'new Dairy' referred to in this entry is the present Range O with the 'Barons Hall' being Range A.

1834: William Chaplin of Groby Castle – Old barn and cowsheds pulled down and new ones erected stack yard removed behind the new barn.

The barn and cowsheds newly erected in 1834 are likely to be among the structures that occupy the farmyard on the east side of the Old Hall.

William White's *Leicestershire and Rutland Directory* of 1863 records that 'The Manor House' at Groby was 'judiciously restored in 1858, so that it is a large and handsome residence' (White 1863, 705). Construction of the cottage (Range P) and the adaptation and incorporation of the earlier Range N are likely to have formed part of the alterations undertaken at that time (ULAS report 2009-126, 17-19).

The range linking the cottage to the main house (Range R) was added between *c.* 1859 and 1883/4, according to map evidence (ULAS report 2009-126, 20).

It is possible that the material filling the cut feature (03) was deposited during one of these episodes.

5. Bibliography

Finn, N., Coward, J. and Clarke, S., 2009. *Groby Old Hall, Markfield Road, Groby, Leicestershire: Historic Building Assessment*. ULAS report 2009-126.

White, W., 1863. *White's Leicestershire and Rutland Directory 1863* (2nd edition).

OASIS SUMMARY DATA

A digital copy of this report will be uploaded to the Archaeology Data Service (ADS) OASIS website.

Project Name	Groby Old Hall watching brief to rear of cottage
Project Type	Watching Brief
Project Code (accession number)	X.A128.2011
Project Manager	Richard Buckley
Project Supervisor	Neil Finn
Previous/Future work	Historic Building Assessment (ULAS report number 2009-126)
Current Land Use	Garden
Development Type	Residential
Reason for Investigation	Scheduled Monument Consent
Position in the Planning Process	n/a
Site Co ordinates	SK 5239 0759
Start/end dates of field work	22.8.2011 – 22.08.2011
Archive Recipient	Leicestershire Museums
Study Area	16.47 square metres

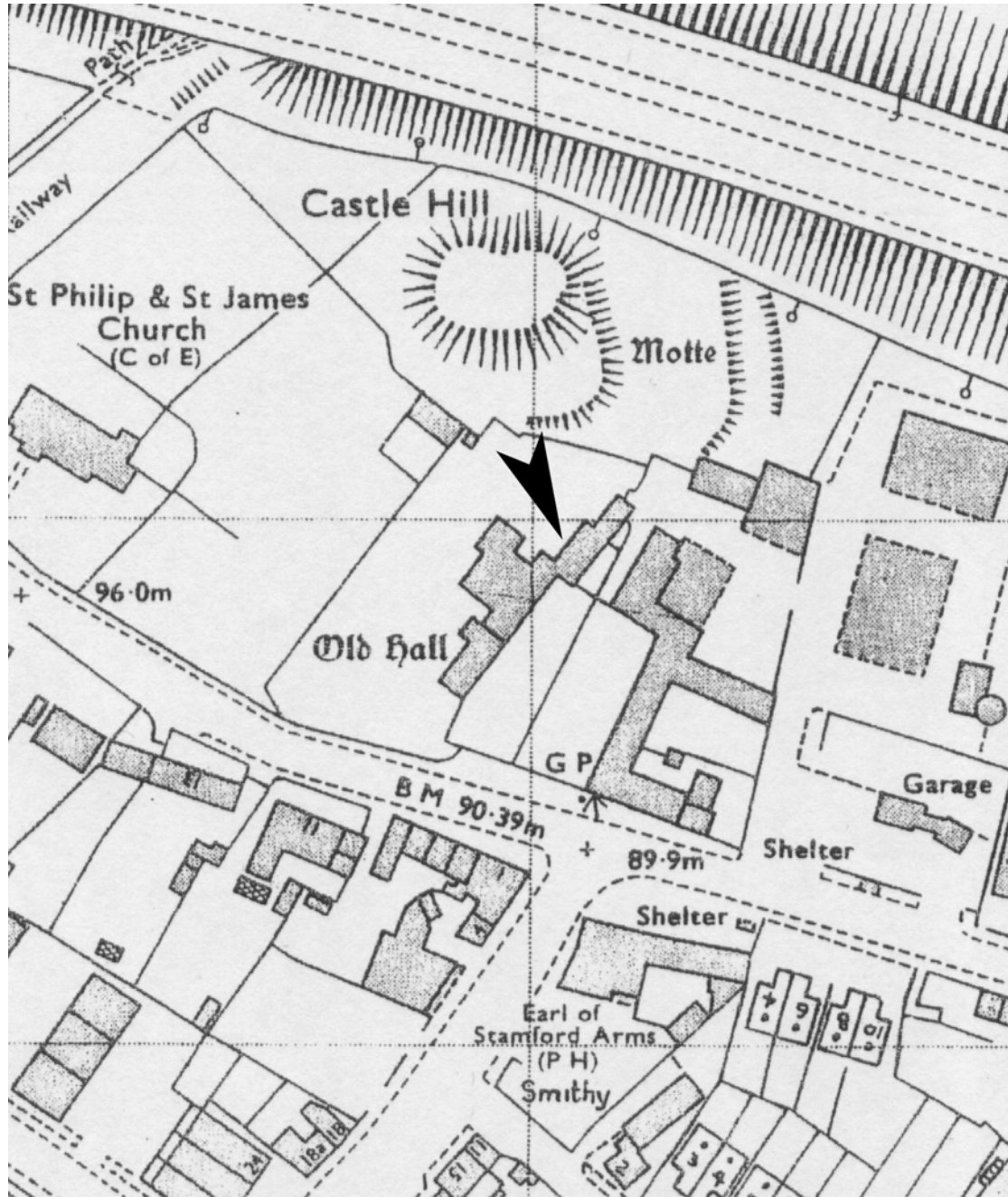


Figure 1. Location Plan, cottage arrowed.
Extract from 1991 Ordnance Survey map. North at top (unspecified scale).

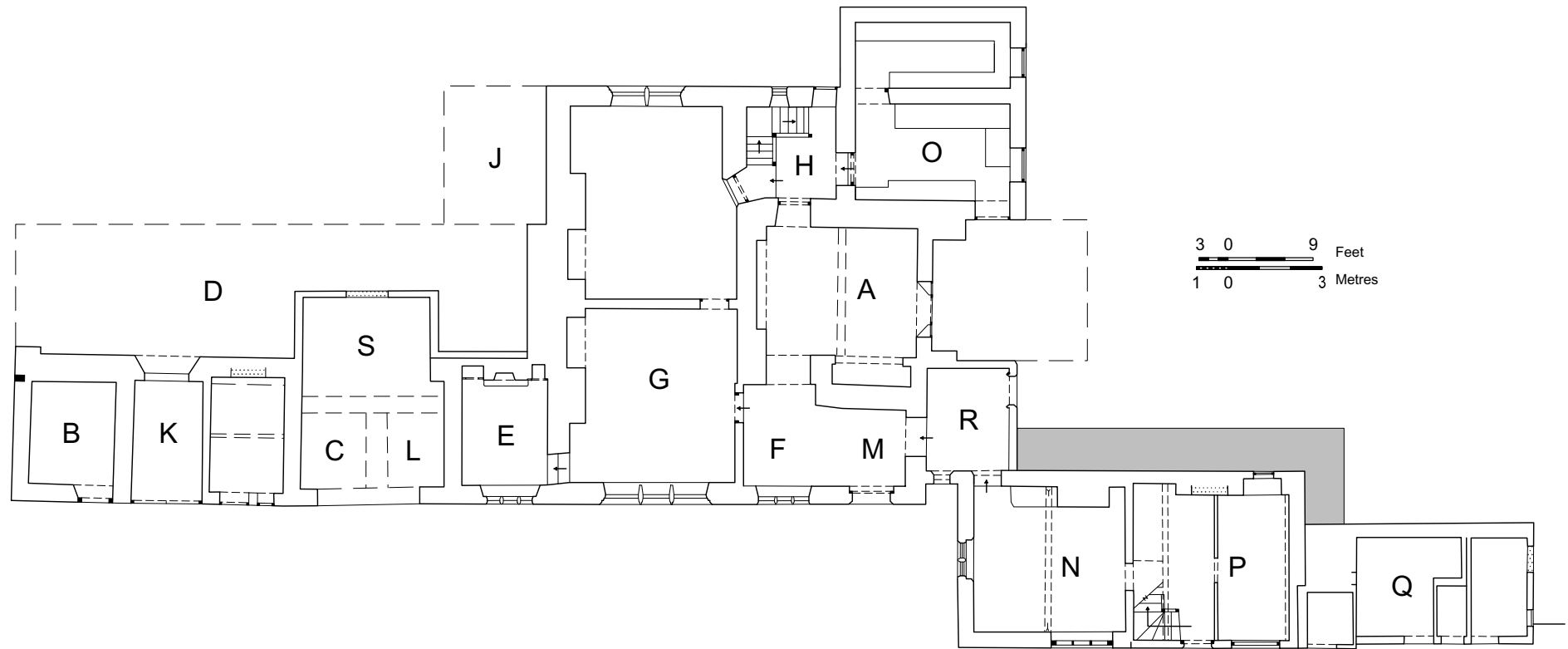
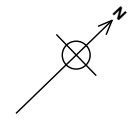


Figure 2. Groby Old Hall : Ground floor plan locating the various built elements. Watching brief area shaded. Scale 1:200

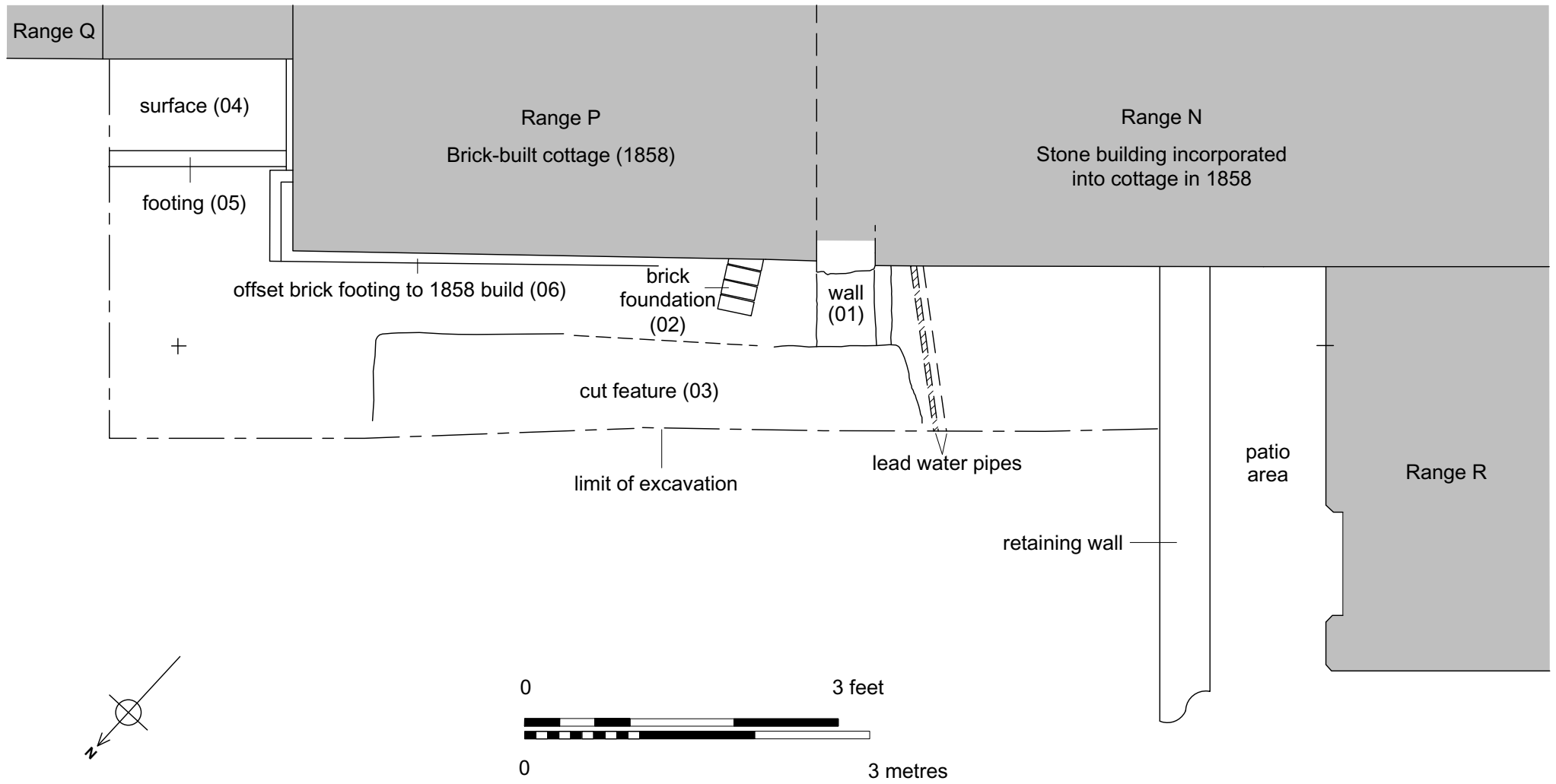


Figure 3. Plan of the excavated trench. Scale 1:50

Site Name:	<i>Groby Old Hall</i>		
Job No:	12/106	PM	RJB
Contact Details for site:	Paul & Vivienne Dickens [p.dickens@ntlworld.com] <div style="border: 1px solid black; padding: 5px; width: fit-content;"> 07725481872 & 0116 2910628 </div>		
Time allocated:			
Notes Start date: Monday 22nd August 2011 Equipment to be booked:			
Site director to complete & sign off the following			Signed
1. Before starting on site read the specification			
2. Before starting on site request an accession no.			
3. Check service plans if available.			
4. On first day on site: check the Risk Assessment, add any further assessment and sign. Check the Risk Assessment every week or if something changes.			
5. Before starting work induct staff as necessary and get them to sign the induction register (Appendix 3)			
6. Before starting work make sure H&S at Work Act, Insurance details & A&E details are displayed in cabin if relevant.			
7. Before starting work check any plant & driver certification.			
8. Inspect trenches/excavations each day and sign the Trench Inspection Sheet (Appendix 4)			
9. Report any accidents using the Accident Report Form (Appendix 2)			
10. Return Document to the PM once site is finished.			

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES**Design Specification for archaeological work*****Job title: Groby Old Hall, Markfield Lane, Groby******Scheduled Monument No: 17066******Watching Brief******Client: Paul and Vivienne Dickens******Planning Authority: Hinckley and Bosworth Borough Council*****(SK 5241 0757)*****1 Definition and scope of the specification***

- 1.1 In accordance with the Ancient Monuments and Archaeological Areas Act 1979, this specification provides a written scheme for archaeological attendance for inspection and recording (a watching brief), as required by the Secretary of State, DCLG as a condition of the Scheduled Monument Consent, of any groundworks on the site which may disturb areas of archaeological potential.
- 1.2 All archaeological work will adhere to the Institute for Archaeologist's (IfA) *Code of Conduct and Standard and Guidance for Archaeological Watching Briefs*, and the *Guidelines for Archaeological Work in Leicestershire and Rutland (LMARS)*.



Figure 1 Location Plan

2 Background

2.1 Requirement for archaeological work

2.1.1 The advisers to DCLG, English Heritage, require an archaeological watching brief to be maintained during groundworks on the site with contingency provision for emergency recording and detailed excavation.

2.1.2 The proposed works comprise:

Replacing patio underground drainage and adding services to take waste from cellar, newly formed kitchen and link room, where a shower, sink and toilet are to be introduced.

Create a 1m wide trench along the full length of the rear wall of the cottage, down to the level of the cottage floor. Soil is currently banked up against the external wall keeping the whole length of that wall, for the bottom 450mm – 600mm, wet. The work is intended to allow the fabric to dry out and minimise further deterioration.

Replace the area of floor in the cottage that comprises of a mixture of blue brick and concrete; this currently makes up approximately 50% of the cottage floor area. This would be replaced with an insulated floor of concrete, finished with an appropriate covering.

Replace one of the 2 drains on the cottage patio which is undersized.

2.2. *Archaeological and historical background (summarised from Finn 2009)*

2.2.1 Groby Old Hall is a multi-period building, at the core of which is a 15th century hall. There have been additions and alterations to the fabric in all subsequent centuries. The Old Hall forms part of an extensive complex with origins in the pre-Conquest period. Immediately to the north of the Old Hall are the earthwork remains of Groby Castle, a Norman motte and bailey castle generally accepted as having been constructed c.1086. The northern portion of the bailey was destroyed when the A50 bypass was built in the 1960s, however earlier maps illustrate the form and extent of the monument prior to this. Limited excavation in 1962-3 revealed the substantial remains of an earlier building at the core of the castle motte. The castle was besieged and destroyed following the revolt against Henry II in 1173. Subsequently a medieval manor was established on the site. Documentary sources provide some details of the manor house and associated buildings in the 14th century, including reference to the ‘olde chapele’ indicated on the earliest surviving map of Groby, made in 1757 by John Doharty. It was ruinous by that date, however some elements of the chapel may have survived to the present day, incorporated into a garden wall and a former stable some 15m north-west of the Old Hall. Other fragments of the medieval manorial complex remain as ruins in the garden to the west of the Old Hall, including a stone wall with an arched doorway and splayed window opening.

2.2.2 In April 2010, investigations were carried out by Channel 4’s ‘Time Team’ Geophysical survey of the garden and adjacent field to the west of the Old Hall revealed an extensive series of stone-founded buildings ranged around a courtyard. Trenches were opened up to investigate the various structures. Forming the west side of this complex, close to the 19th century Church of St Philip and St James, was a hall range with a canted bay window. At either end of this were cross-wings (a standing ruined wall in the garden forms part of the southern cross-wing). Preliminary spot dating of finds suggests a 14th century date for the hall and cross-wings. A couple of last-minute trenches in the vicinity of a 19th century stable yard confirmed that this incorporates part of the medieval chapel.

3. Archaeological Objectives

3.1 The main objectives of the archaeological work will be:

- To identify the presence/absence of any earlier building phases or archaeological deposits.
- To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.
- To record any archaeological deposits to be affected by the ground works.
- To produce an archive and report of any results.

4. Methodology

General Methodology and Standards

- 4.1 All work will follow the Institute for Archaeologists (IfA) *Code of Conduct* (2010) and adhere to their *Standard and Guidance for Archaeological Watching Briefs* (2008).
- 4.2 Staffing, recording systems, health and safety provisions and insurance details are included below.
- 4.3 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning authority and the Client, if required.
- 4.4 An accession number will be obtained prior to commencement of the project and used to identify all records and artefacts.
- 4.5 The project will involve the supervision of overburden removal and other groundworks by an experienced professional archaeologist
- 4.6 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.
- 4.7 Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated. Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid using an Electronic Distance Measurer (EDM) where appropriate.
- 4.8 Archaeological deposits will be excavated and recorded as appropriate to establish the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.
- 4.9 All excavated sections will be recorded and drawn at 1:10 or 1:20 scale, levelled and tied into the Ordnance Survey datum. Spot heights will be taken as appropriate.
- 4.10 Any human remains encountered will be initially left in situ and only be removed under a Ministry of Justice Licence and in compliance with relevant environmental health regulations. The developer and Leicestershire County Council will be informed immediately on their discovery.
- 4.11 In the event of significant archaeological remains being located there may be the need for contingency time and finance to be provided to ensure adequate recording is undertaken. On the discovery of potentially significant remains the archaeologist will inform the developer, the Senior Planning Archaeologist at Leicestershire County Council, and the planning authority. If the archaeological remains are identified to be of significance additional contingent archaeological works will be required.

Recording Systems

- 4.12 The ULAS recording manual will be used as a guide for all recording.
- 4.13 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.
- 4.14 A site location plan based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at appropriate scale, which will show the location of the areas investigated in relationship to the investigation area and OS grid.
- 4.15 A record of the full extent in plan of all archaeological deposits encountered will be made. Sections including the half-sections of individual layers of features will be drawn as necessary. The relative height of all principal strata and features will be recorded. The stratigraphy of all trenches shall be recorded even where no archaeological features are identified.
- 4.16 A photographic record of the investigations will be prepared illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted.
- 4.17 This record will be compiled and checked during the course of the excavations.

4.2 Watching Brief

- 4.2.1 The watching brief will involve the supervision of overburden removal and other groundworks by an experienced professional archaeologist.
- 4.2.2 Should significant archaeological remains be identified during the watching brief a programme of excavation and recording may be necessary, using additional personnel as necessary.
- 4.2.3 The archaeologist will co-operate at all times with the contractors on site during the watching brief to ensure the minimum interruption to the work.

5 Finds

- 5.1 The IfA Guidelines for Finds Work will be adhered to.
- 5.2 All antiquities, valuables, objects or remains of archaeological interest, other than articles declared by Coroner's Inquest to be subject to the Treasure Act, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client shall be deemed to be the property of ULAS provided that ULAS after due examination of the said Archaeological Discoveries shall transfer ownership of all Archaeological Discoveries unconditionally to LCC for storage in perpetuity.
- 5.3 An Accession number will be obtained from the Assistant Keeper of Archaeological Archives at Leicestershire County Council that will be used to identify all records and finds from the site, prior to the commencement of any on-site works.
- 5.4 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Senior Planning Archaeologist.
- 5.5 All finds and samples will be treated in a proper manner. Where appropriate they will be cleaned, marked and receive remedial conservation in accordance with recognised best practice. This will include the site code number, finds number and context number. Bulk finds will be bagged in clear self sealing plastic bags, again marked with site code, finds and context.
- 5.6 Finds which may constitute 'treasure' under the Treasure Act, 1996 must be removed to a safe place and reported to the local Coroner. Where removal cannot take place on the same working day as discovery, suitable security will be taken to protect the finds from theft.

6 Environmental Sampling

- 6.1. If features are appropriate for environmental sampling a strategy and methodology will be developed on site following advice from ULAS's Environmental Specialist. Preparation, taking, processing and assessment of environmental samples will be in accordance with current best practice. The sampling strategy is likely to include the following:
- A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well sealed and with little intrusive or residual material.
 - Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
 - Spot samples will be taken where concentrations of environmental remains are located.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
- 6.2 All collected samples will be labelled with context and sequential sample numbers.
- 6.3 Appropriate contexts will be bulk sampled (50 litre or the whole context depending on size) for the recovery of carbonised plant remains and insects.
- 6.4 Recovery of small animal bones, bird bone and large molluscs will normally be achieved through processing other bulk samples or 30 litre samples may be taken specifically to sample particularly rich deposits.

- 6.5 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue > 0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of > 0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.
- 6.6 Where evidence of industrial processes are present (eg indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g hammer scale).

7 Report and Archive

- 7.1 The full report in A4 format will usually follow within eight weeks of the completion of the fieldwork and copies will be dispatched to the Senior Planning Archaeologist/HER to be distributed amongst relevant sections of Leicestershire County Council as necessary.
- 7.2 The report will include consideration of:
- The aims and methods adopted in the course of the evaluation.
 - The nature, location and extent of any structural, artefactual and environmental material uncovered.
 - The anticipated degree of survival of archaeological deposits.
 - The anticipated archaeological impact of the current proposals.
 - Appropriate illustrative material including maps, plans, sections, drawings and photographs.
 - Summary.
 - a summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
 - The location and size of the archive.
- 7.3 Copies will be provided for the client, Historic Environment Record and planning Authority. The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.
- 7.4 A full copy of the archive as defined in Brown (2008) will be presented to Leicestershire County Council, normally within six months of the completion of analysis. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken.

8 Publication and Dissemination of Results

- 8.1 A summary of the work will be submitted to the local archaeological journal, the Transactions of the Leicestershire Archaeological and Historical Society. A larger report will be submitted for inclusion if the results of the evaluation warrant it.
- 8.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at <http://oasis.co.uk> will be completed detailing the results of the project. ULAS will contact Leicestershire County Council's SMR prior to completion of the form. Once a report has become a public document following its incorporation into Leicestershire SMR it may be placed on the web-site. The Developer should agree to this procedure in writing as part of the process of submitting the report to Leicestershire SMR.

9 Acknowledgement and Publicity

- 9.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

- 9.2 ULAS and the Client shall each ensure that a senior employee shall be responsible for dealing with any enquiries received from press, television and any other broadcasting media and members of the public. All enquiries made to ULAS shall be directed to the Client for comment.

10 Timetable

- 10.1 The watching brief is scheduled to start on 22 August 2011 with one member of staff.
- 10.2 Following the fieldwork the on-site director/supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.

11 Health and Safety

- 11.1 ULAS is covered by and adheres to the University of Leicester Archaeological Services Health and Safety Policy and Health and Safety manual with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is attached as Appendix 1. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.
- 11.2 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is with St Pauls Travellers Policy No. UCPOP3651237 while the Professional Indemnity Insurance is with Lloyds Underwriters (50%) and Brit Insurances (50%) Policy No. FUNK3605.

11. Bibliography

Brown, D., 2008 *Standard and guidance for the preparation of Archaeological Archives* (Institute for Archaeologists)

English Heritage 2006 *Understanding Historic Buildings: A guide to good recording practice* English Heritage 2006

Finn, N, 2009 *Groby Old Hall, Markfield Road, Groby, Leicestershire: Historic Building Assessment* Unpub. ULAS Report 2009-126

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5/8/2011

APPENDIX 1**ARCHAEOLOGICAL WATCHING BRIEF METHOD STATEMENT & RISK ASSESSMENT**

Site Name	Job No	Start Date	PM	Contact
Job title: Groby Old Hall, Markfield Lane, Groby	12-106	TBC	Richard Buckley	0116 2525041
Site Director	Site Contacts		Team (Nos)	
Neil Finn			1	

SITE WORKS & METHOD STATEMENT

The work will involve the supervision of machining across the area as detailed in the specification followed by excavation of archaeological deposits

Excavation Method Statement

- Access and parking will be gained via authorised routes to be arranged with the land owner/tenant.
- All staff will be inducted by the site director prior to starting work on site (Appendix 3).
- **Services:** A CAT Scanner may be used in both POWER and RADIO mode to scan trench lines for services prior to excavation. [The CAT must be in calibration and used by a competent person and used in both POWER and RADIO mode.
- Trenches will not be excavated within 15m of known water mains or sewers or in the vicinity of other underground services or electrical cables without a separate SSOW. Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored.
- No work will be undertaken beneath overhead cables. If a tracked machine is required to pass below an overhead cable a separate SSOW will be followed.
- **Excavation:** Work will be conducted as per the *Methodology* detailed in the specification. Machining will be conducted using ULAS SSOW1. Any lone working on site will be undertaken according to ULAS SSOW2 (Appendix 1).
- A first aid kit and a site phone will be available on site at all times. At least one member of staff will have first aid training.

Equipment

All plant will be the responsibility of the client.

ULAS vehicles or personal cars will be used (all appropriately insured and maintained).

Besides the plant, equipment will include a variety of hand tools (e.g. shovels, mattocks, trowels), recording materials (e.g. photographic equipment, computers, levels etc.), survey equipment (e.g. EDM, DGPS) CAT scanners and metal detectors may be used.

Personnel

The site director (as above) will be responsible for the day to day running of the site. Specialists and visitors may be invited to visit the site during fieldwork. It is expected to hire plant and operators from a reputable local company.

All personnel are experienced in working with plant and in the excavation of trenches. All site staff hold CSCS cards and many also hold a SPA quarry passport. All site staff have some first aid training.

Normal working hours are 7 hours a day between 8am and 6pm Monday to Friday.

Monitoring and communications

ULAS management and site staff details are as above.

Work will be monitored internally by the ULAS Project Manager and/or Health & Safety Co-ordinators.

ULAS method statements are prepared following standard guidelines and after consultation with the University Safety Services Department. Communication of the contents of the method statement to site staff is the responsibility of the Site Director. The risk assessment will be updated weekly or when conditions change.

Accident Reporting

All accidents will be logged using ULAS accident forms and report to the ULAS Main Office (0116 2522848) and if necessary to the University of Leicester Safety Services Dept (Appendix 2).

INSURANCE DETAILS

Public Liability Insurance and Public/Products Liability Insurance St Pauls Travellers Policy No. UCPOP3651237

Professional Indemnity Insurance – Novae Insurance Company Ltd. (50%) and Brit Insurances (50%) Policy No. B0621PUN103610



Corporate Risks
Dawson House
5 Jewry Street
London EC3N 2PJ
Tel: +44 (0)20 7488 2345
Fax: +44 (0)20 7702 3555
www.miller-insurance.com



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Tel: +44 (0)20 7488 2345
Fax: +44 (0)20 7481 0511
www.miller-insurance.com

To Whom It May Concern

Dear Sirs

University of Leicester

We the undersigned Insurance Brokers hereby confirm that the following described insurance is in force at this date.

Assured: University of Leicester
Business Description: University
Period: 1st August 2010 to 31st July 2011

Employers Liability

Limit of Indemnity: £10,000,000 any one occurrence
Insurer: Travelers Insurance Co Ltd
Policy No: UCPOP3651237

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

Should the above mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner to affect this document, no obligation to inform the holder of this document is accepted by the undersigned Insurance Brokers.

Signed  Date 4th August 2010
Miller Insurance Services Limited

Date 4th August 2010

Authorised and regulated by the Financial Services Authority
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 830141 in England and Wales

To Whom It May Concern

Dear Sirs

University of Leicester

We the undersigned Insurance Brokers hereby confirm that the following described insurance is in force at this date.

Assured: University of Leicester
Business Description: University
Period: 1st August 2010 to 31st July 2011

Public/Products Liability

Limit of Indemnity: £10,000,000 any one occurrence but in the aggregate for Products
Insurer: Travelers Insurance Co Ltd
Policy No: UCPOP3651237

This document is furnished to you as a matter of information only.

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

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Signed  Date 4th August 2010
Miller Insurance Services Limited

Date 4th August 2010

Authorised and regulated by the Financial Services Authority
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 830141 in England and Wales

VERIFICATION OF INSURANCE

To Whom It May Concern

We, the undersigned Insurance Brokers hereby confirm that the following described Insurance is in force at this date.

ERRORS AND OMISSIONS INSURANCE

Insured: University of Leicester and/or subsidiary companies and/or any officer or members of the Council or the Senate or a committee whilst acting on behalf of the Assured
Period of Insurance: From: 1st August 2010
To: 31st July 2011
Interest: Errors and Omissions
Limit of Indemnity: GBP 10,000,000 any one claim and in all in the Period of Insurance plus costs and expenses
Conditions: As per Policy, plus
Excess: GBP 25,000 each and every claim including costs and expenses, increased to GBP 75,000 in respect of USA/Canada
Insurers: Novae Insurance Company Limited (50%) and Brit Insurance (50%)
Policy No.: B0621PUN103610

This document is furnished to you as a matter of information only.

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

Should the above mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner as to affect this document, no obligation to inform the Holder of this document is accepted by the undersigned Insurance Brokers.

Signed  Dated 13th August 2010

Authorised and regulated by the Financial Services Authority
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 830141 in England and Wales

EMERGENCY NOS***IN AN EMERGENCY DIAL 999*****Local Police:** 01162 222222**Gas:** Gas Emergency Contact Number: 0800 111 999**Electricity**

Central Networks Eastern Region: 0800 056 8090

Npower: 0845 331 331

Yorkshire Electricity DL: 0800 375 675

Water

Severn Trent Water

Water services and emergencies (including Leakline): 0800 783 4444

Anglian Water: 0345 145145

RISK ASSESSMENT**Possible Outcomes based on levels of Estimated Risks**

	Likely	Probable	Possible	Remote	Improbable
Fatal	Intolerable	Intolerable	Substantial	Substantial	Significant to Moderate
Major Injury/ Permanent Disability	Intolerable	Substantial	Significant	Moderate to Acceptable	Acceptable
Minor Injury	Moderate	Moderate	Acceptable	Trivial	Trivial
No injury					

Likely – Occurs repeatedly/to be expected; **Probable** – will occur several times/not surprising; **Possible** – could occur sometimes; **Remote** – unlikely though conceivable; **Improbable** – freak event, so unlikely that probability is close

Risk Levels/Actions

RISK LEVEL	ACTION AND TIME-SCALE
TRIVIAL	No action is required to deal with trivial risks, and no documentary records need to be kept
ACCEPTABLE	No further preventive action is necessary, but consideration should be given to more cost-effective solutions, or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
SIGNIFICANT	If an extremely harmful situation may arise, even if highly unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be closely monitored until the risk has been significantly reduced. This reduction in risk should be achieved within a short time period.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves critical work in progress, the problem should be remedied as soon as reasonably practicable but within one to three months, depending on the number of people exposed to the hazard.
INTOLERABLE	Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not be begun, or must remain prohibited.

Derived from BS8800

Site Name: Job title: Groby Old Hall, Markfield Lane, Groby	Completed by:		
Activity: Watching Brief	Date:		
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss	Likelihood x Severity = Risk	A short summary of the control measure and standards/guidance.	Likelihood x Severity = Risk
Site Access/Egress Entering/Leaving site and parking vehicles	Substantial	1. Only use designated access onto site. 2. Only park in designated areas on site parking facilities. 3. Hi Vis clothing to be worn. Roads only to be crossed at safe locations. 4. Be aware of obvious hazards and take care when entering/exiting gateways.	Moderate
Driving Tiredness driving to and from site	Substantial	1. Have 2 drivers where possible. 2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	Moderate
Existing Services Contact with service - electrocution, fire, explosion Damage to service	Substantial	1. All services to be located before excavation using plans and CAT scanner 2. Move trenches to avoid services where known. 3. Be aware of changes in the soil that may indicate services	Moderate
Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	Moderate	1. Agreed and supervised visitors only allowed on site. 2. Trenched area to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing etc.)	Acceptable
Excavations Deep/unstable trenches - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	Substantial	1. All trenches regardless of depth will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. 2. All sections to be checked every day by supervisor and after bad weather for potential problems. 3. Backfilling to be done as soon as possible. 4. Fencing and warning signs to be used as required 5. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Spoil Unmanaged spoil heaps - collapse or falling into trenches	Significant	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Plant & Machinery Collisions with plant, persons Contact with moving parts Over turning of machines	Substantial	1. Use certificated personnel for machine operations. 2. A competent banksman to be used during excavations. 3. ULAS SSOW 01: <i>Working with plant</i> to be followed	Moderate
Hand Tools Incorrect Use, Strains and muscle injuries	Significant	1. All tools to be used correctly and broken tools replaced. 2. Store tools carefully when not in use.	Acceptable
Slips, Trips & Falls Untidy site Hidden obstacles	Moderate	1. Visual awareness on site 2. Site to be kept tidy – particularly around trenches 3. Agreed access to trenches to be used 4. Suitable PPE	Acceptable
Manual Handling Musculoskeletal injuries Falling/tripping Trapping toes/fingers	Substantial	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting. 3. Be aware of heavy loads when shovelling 4. ULAS Manual Handling Assessment 1 to be followed	Acceptable
Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	Substantial	1. Use Ear protection when ever the excavator is running. 2. Ear plugs to be available at all times .	Moderate

Infection & Disease From contact with soil, water etc. and minor cuts and scrapes.	Significant	1. Adequate washing and toilet facilities available. 2. First aid kit and first aider on site 3. PPE esp gloves available if needed	Acceptable
Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, infection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess safety and act accordingly - fence, backfill if necessary 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	Acceptable
Weather Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	Moderate	1. Suitable clothing to be worn for conditions. 2. PPE available if required. 3. Drinking water to be available 4. Personnel to be aware of tetanus, leptospirosis etc.	Acceptable
Human / Animal Remains Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	Substantial	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any animal remains 4. Be aware of Leptospirosis	Acceptable
Waste Management Damage to health through contact Damage to the environment	Acceptable	1. Place all waste in appropriate waste containers. Do not litter.	Acceptable
Lone Working Risk of illness, accidents, assault	Substantial	1. No Lone working on site unless approved 2. ULAS SSOW:02 Lone working to be followed 3. Mobile phones to be carried & buddy system to be set up.	Acceptable
SITE SEPCIFIC RISK ASSESSMENT			

This form is to be checked and kept up to date during time on site.

Form checked by..... Date.....

Amended by:..... Date.....

HOSPITAL LOCATION

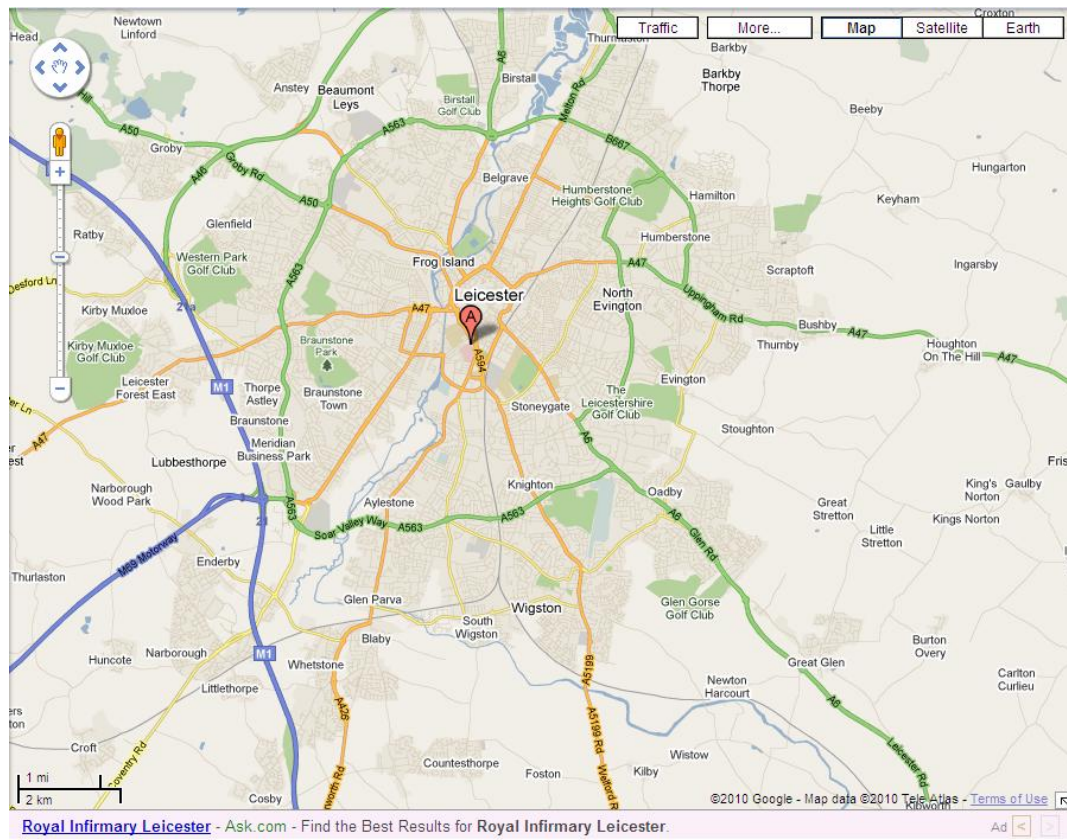
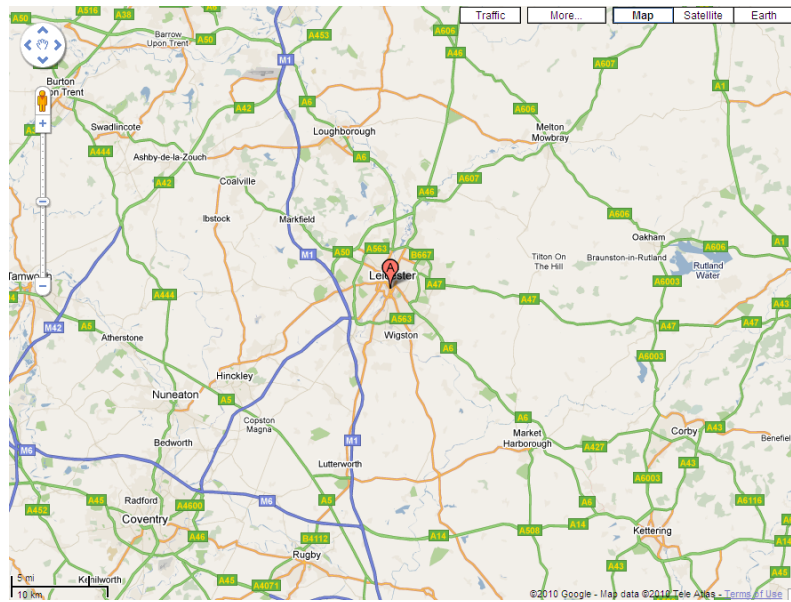


Figure 1: Location to location of nearest Accident and Emergency services.

Hospital Details
 ED, Leicester Royal Infirmary
 Infirmary Square,
 Leicester
 LE1 5WW
 Phone: 0300 303 1573

Route from B4669:
 Continue on B4114 north towards Leicester
 At Junc. with A5460 follow signage

Appendix 1: Safe Systems of Work (SSOW)**ULAS – SSOW1-Working with plant and heavy machinery****Guidance Used:** FAME Manual Section 4.1 – 4.3

All machine operators must be competent in their operation and must have correct certification for the work.

PPE must be worn by all persons while machinery is working on site. Minimum PPE includes, high visibility clothing, hard hats and suitable footwear. Ear protection should be available if required. Note – ear plugs are better at noise reduction than ear defenders.

Plant should not be left running where exhaust gases can build up.

Excavators

At least one member of staff should act as a banksman to supervise the machine during all archaeological work. All other staff should keep away from the working area.

Members of staff working with the machine should stand at a safe vantage point, away from the radius of the bucket arm and in full view of the driver. They should make sure that the driver has fully stopped the machine and is aware of their intentions before inspecting the stripped ground.

Basic signals should be agreed with the driver before work commences (See below).

Passengers are not allowed on the machine at any time unless on a seat or safe riding position.

Do not approach machinery particularly from behind unless you are sure that the driver has seen you.

Banksmen should be particularly aware of the dangers involving the changing of buckets/breakers. The machine operator should confirm the bucket/breaker has been attached properly by crowning (lifting) the attachment away from other people before work re-commences (see ULAS safety alert 10/04/06)

Members of staff should be aware that the weight of machinery can affect the stability of the sides of an excavation.

Members of staff should also be aware of the possibility of unforeseen hazards in the ground (such as services) or any overhead hazards (as for example power cables, telephone wires etc).

Dumper trucks

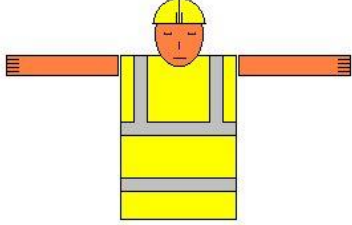
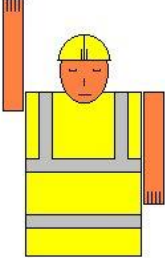
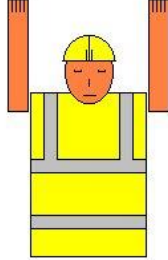
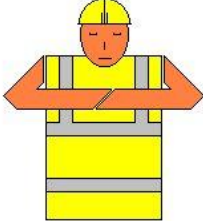
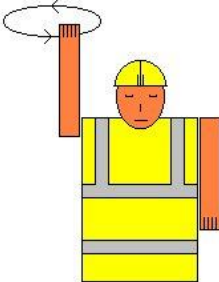
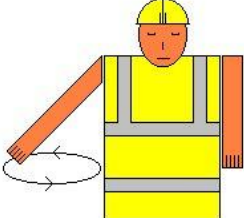
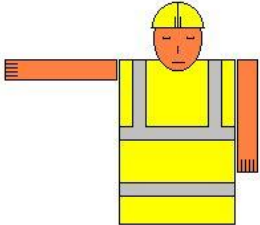
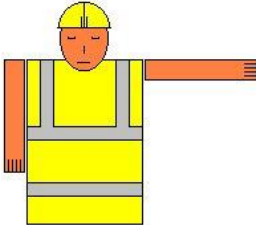
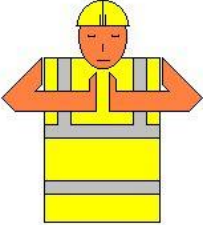
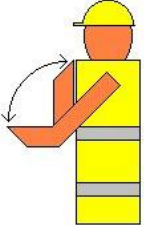
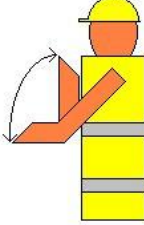
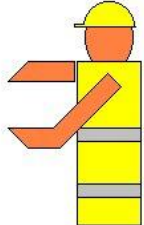
Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.

Loading should be even and the load should not obscure the driver's vision.

Loads must not be tipped while the machine is in motion. During loading/unloading, the handbrake must be applied and the gears put in neutral. Adequate means of preventing an overrun should be provided on all edges.

Dumpers require more room to manoeuvre than is often realised. The driver should be aware of local gradients, obstructions and ground conditions and reduce speed when necessary.

BANKING: AN INTRODUCTION TO COMMONLY USED SIGNALS

 <p>START</p>	 <p>STOP</p>	 <p>DANGER</p>
 <p>END</p>	 <p>RAISE</p>	 <p>LOWER</p>
 <p>MOVE TO THE LEFT</p>	 <p>MOVE TO THE RIGHT</p>	 <p>HORIZONTAL DISTANCE</p>
 <p>MOVE FORWARD</p>	 <p>MOVE BACKWARDS</p>	 <p>VERTICAL DISTANCE</p>

ULAS SSOW2- Working alone in Safety

Guidance used: HSE Leaflet INDG73 (rev). Working alone in Safety

Definition

Lone workers are those who work by themselves without direct supervision. Examples of this type of work include

- Site visits
- Site/building recording
- Walkover surveys
- Some watching briefs
- Office work out of hours
- Starting early/finishing late on site without the team or other contractors.
- Procedures for lone working on site
- No personnel are to work alone on site without their line manager being aware of it.
- Pregnant women should not work alone.
- A mobile phone and personal first aid kit should be carried at all times on site (not buried in the site vehicle parked miles away!).

Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.

A risk assessment should be carried out prior to work taking place and hazards identified that might pose a risk to lone workers. Special consideration should be given to

- the use of any substances, goods and heavy objects.
- the risk of violence
- risks to young or female members of staff
- medical conditions of the staff involved
- what training has been given
-

All lone workers should be assigned to a 'buddy'. Depending on the circumstances, a system needs to be set up to ensure adequate communication. At the very least this should involve

- knowing when the lone worker is on site (e.g. phone call or text to let the buddy know they are on/off site)
- A failsafe means of regular contact (e.g mobile phone/radio)
- An emergency procedure for the buddy to follow should the lone worker not make contact at the appropriate time.
- Checks that the lone worker has returned home or to base after completion of the work.

The procedures set up **MUST** be documented either in the risk assessment or as an attachment to the risk assessment.

Procedures for lone working in the office

Anyone working in the office outside normal hours (7:30am – 6:00pm), should sign the Out of Hours book located at Reception in the Front Lobby.

A mobile phone or land line should be available when working alone.

A - TYPE OF REPORT BEING MADE

Please tick appropriate box:

1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>
Fatality	Major Injury (as defined in attached Guidance)	Violence at Work	Work- Related illness	Other Injury	Dangerous Occurrence (as defined in attached Guidance)	No Injury
						(where an incident occurs that could have led to an injury but did not - and was not a

Telephone 2426 IMMEDIATELY: if you have ticked shaded boxes 1, 2, 3, 4 or 6, or
if the injured person has been taken to hospital

 Information on accident/incident reporting can be found at: www.le.ac.uk/safety/forms/accident-report-form-04.doc
B - ABOUT THE INCIDENT (AND THE INJURED PERSON, WHERE APPLICABLE)

 Date:
 dd mm yyyy

Place where incident occurred (Room/Lab Number, Department and Building/Hall of Residence, etc.):

Forename(s) & Surname

 Address and
Postcode

Telephone No:

 Age: Gender: (Female, M=Male)

 Status (tick box)

Employee Undergraduate Student Postgraduate Student Visitor Contractor Other

 Job Title +
Department

C - DETAILS OF THE PERSON MAKING THE REPORT

 Where possible, the person completing this section should be the Departmental Safety Officer, Supervisor or other Manager - **not** the injured party. They should also be the person responsible for initiating remedial action where this is required to prevent a recurrence of the incident.

Name: _____ Position: _____

Department: _____ Date of Report: _____

Telephone & Email: _____ Signature: _____

(NOTE: Completing and signing this report does not constitute an admission of liability of any kind, either by the person making the report or any other person.)

Continued overleaf
D - DETAILS OF THE INCIDENT AND SUBSEQUENT ACTION

Briefly describe any injury or injuries, and the part(s) of the body affected, e.g. 'Cut to index finger, right

Both in the case of a non-injury incident, or an event where an injury was sustained, please give relevant details of what was happening leading up to, during and after the incident. Please feel free to add a diagram or sketch if this will help:

In the case of an accident involving

What First Aid treatment was given, and by whom?
.....

Did the injured party continue working following the accident?

Yes

No (tick box)

Did the injured party go direct to hospital (eg. the A&E at the LRI)?

Yes

No (tick box)

Was the injured party: sent home from work, or likely to be off work, or unable to do their normal work, following the accident?

Yes

No (tick box)

(If 'Yes', the Safety Services Office must be kept informed of developments and the date of the party's return to work)

NOTE: Follow up and advise Safety Services if an injury causes subsequent time off work, even if the injured party originally returned to, or carried on working immediately following the accident.

In the case of an incident - whether involving injury or not - please summarise any action taken and/or planned to prevent a recurrence:

Appendix 3: Site Briefing Register

By signing the your name in the table below you confirm that you have been briefed by the Site Director/Supervisor, are aware of the proposed safe system of working and the hazards associated with the site and the planned works.

NAME (print)	Signature	Date
--------------	-----------	------

Briefing Given by:

NAME (print)	Signature	Date
--------------	-----------	------

Briefing Received by:

Contact Details

Richard Buckley or Patrick Clay
University of Leicester Archaeological
Services (ULAS)
University of Leicester,
University Road,
Leicester LE1 7RH

T: +44 (0)116 252 2848

F: +44 (0)116 252 2614

E: ulas@le.ac.uk

w: www.le.ac.uk/ulas



INVESTOR IN PEOPLE

