University of Leicester

Archaeological Services

An Archaeological Watching Brief During Restoration Works at Abbey Grounds, Abbey Park, Leicester
NGR: SK 58 05 (area)

Sophie Clarke

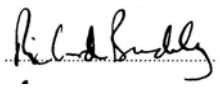
ULAS Report No 2012-013.

An Archaeological Watching Brief During Restoration Works at: Abbey Grounds, Abbey Park, Leicester

NGR: SK 58 05 (area)
Scheduled Monument No. 17131
SMR ref: 58NE BG Leicester Abbey and Cavendish House

Sophie Clarke
For: Leicester City Council

Checked by Project Manager

Signed:  **Date: 25-01-2012**

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An Archaeological Watching Brief during Restoration Works at Abbey Grounds, Abbey Park, Leicester

Summary

An archaeological watching brief was undertaken by University of Leicester Archaeological Services (ULAS) in July 2011, during the restoration and reconstruction of the 1930s piers located within the abbey church at Leicester Abbey, in Abbey Park. No traces of upstanding archaeological remains relating to the medieval church were revealed during the course of the work. The piers were largely constructed of mortared granite and sandstone rubble, infilled with loose rubble and earth. Although it is possible that much of this material was brought in specifically for the work, the loose rubble was found to include occasional fragments of moulded architectural masonry, which is likely to have been recovered from the excavations of 1931-32. In addition to the masonry, a fragment of inlaid 14th century floor tile was found. The report contains a cataologue of the material recovered and the archive is to be deposited with Leicester city Museums under the Accession Number A8.2011.

1. Introduction *by Richard Buckley*

In 1925, the Earl of Dysart offered the Abbey Grounds as a gift to Leicester City Council who three years later, put plans into effect to convert it into a public park (Buckley 2006, 9). The site was extremely overgrown by this time and the architect of the scheme, W.K. Bedingfield had the idea of undertaking extensive excavations not only to remove pernicious weeds but also to expose the plan of the principal abbey buildings. By September 1930, the church and claustral ranges had been exposed and surveyed with excavations continuing in 1931-2, revealing the plan of what was believed to be the infirmary. Sometime after the official opening of Abbey Grounds in April 1932, the main abbey buildings shown on Bedingfield's published plan (Fig. 2) were laid out with low walls to form a centrepiece for the new park. For the most part, the wall lines represent a close approximation of the underlying medieval walls, but in some instances the alignment seems to be largely guesswork. As a result of the slight construction method used, by 2000, the low walls had suffered considerably from frost erosion of the mortar joints and denudation through stone robbing, so extensive rebuilding work was required.

Funding was secured for the initial phase of restoration in 2001, with a condition of the Scheduled Monument Consent being that the works would be subject to archaeological monitoring to ensure that any significant discoveries could be suitably recorded (Derrick 2002). This phase concentrated on the north wall of the church, Lady Chapel and north transept (Derrick 2002, 84-5). Between January and March 2005, a second phase of work continued under a different contractor to complete the rebuilding of the remaining walls of the church. Further phases of restoration were carried out by a third contractor between September 2006 and May 2007 and covered the cloister, the east, west and south ranges and the site of the possible guest hall.

This report presents the results of an archaeological watching brief carried out in june 2011, to monitor the rebuilding of six of the reconstructed stone piers located at the western end of the church nave, which were noted to be in a poor state of repair.

2. Historical Background & Previous archaeological work *by Richard Buckley*

The site lies on a terrace of the River Soar, just to the north-west of the Roman and medieval walled town of Leicester. Although there is archaeological evidence for occupation from the prehistoric and Roman periods, it is known principally as the site of the medieval abbey. This was founded in 1143 (or possibly 1139) by the second earl of Leicester and by the time of the Dissolution, comprised a substantial church with cloister surrounded by the usual ranges of monastic buildings, an infirmary, guest facilities, a gatehouse with lodgings, farm buildings and a mill. With the exception of the precinct walls and probably the gatehouse, the Abbey was so thoroughly demolished after the Dissolution that the precise location of the church and claustral buildings was lost until rediscovered through archaeological fieldwork in the 19th and 20th centuries.

Figure 1. Site location

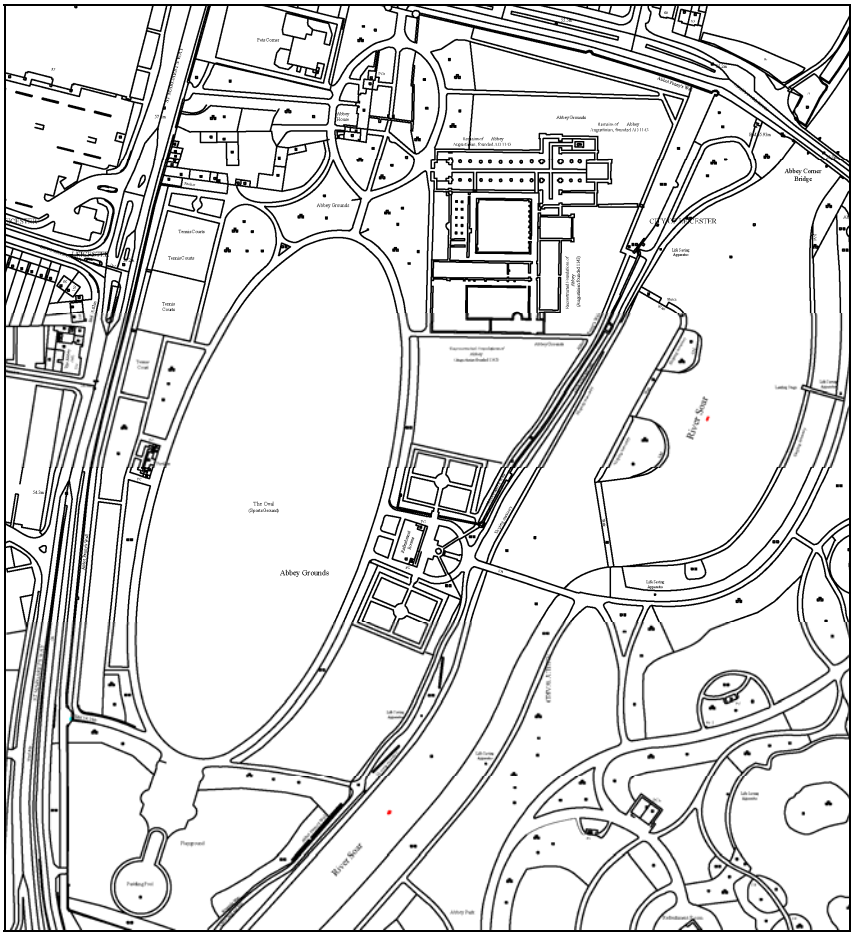

Figure 2. Plan of Abbey Park

Although there had been minor excavations and chance finds in the 17th and 18th centuries, the first organised archaeological campaign was that led by George and Thomas Nevinson in 1845. Several trenches were cut, one of which revealed a tiled pavement in the east cloister walk. In 1923, a major programme of excavation commenced under the supervision of T.H. Fosbrooke, W.K. Bedingfield and R. Bedingfield. This was interrupted by Fosbrooke's death in 1925 and resumed in 1929 under W.K. Bedingfield, who by now was the architect for the Abbey Park extension scheme (Liddle 1995). The date of the commencement of the excavations is in itself interesting - one year after the discovery by Carter of Tutankhamen's tomb in 1922, an event which surely must have provided some inspiration for the fieldwork, just as it proved to be a major influence on art and design of the period.

The excavations of the 1920s and early 1930s were undertaken as part of an overall scheme to transform the Abbey Grounds, then neglected and overgrown, into a public park, containing sports facilities and gardens. The excavation was the largest ever undertaken on the site, beginning as a series of exploratory trenches and finally expanding into a huge operation to uncover all the claustral buildings of the Abbey. The work was not completed until 1931, or possibly even a little later. At the time, techniques of archaeological fieldwork were still developing and unfortunately the excavations were not carried out to modern standards. Few records survive, consisting only of a tracing of the original site plan and a few clippings from the local newspapers. The low walls on the site today were laid out by Bedingfield and reflect his interpretation of the plan of the abbey based on the excavations and, particularly in the case of the church, his knowledge of architecture (Figs 2 and 3).

Recent analysis by Peter Liddle of the tracing of the site plan shows that Bedingfield was only able to recognise solid masonry and not robber trenches (1995). Hence, his published and laid-out plan was essentially a 'join-the-dot' exercise and although most of it accurately reflects excavated wall lines, in some areas – particularly the chapter house, kitchen block, guest hall and possible brewhouses – it seems to be mainly supposition based on analogy with other sites. Liddle was of the opinion that the present walls were likely to incorporate medieval fabric, but that it was impossible to distinguish between genuine and reconstructed masonry (1995). Deterioration of the walls in recent years have revealed earthen and dry stone rubble cores to many of the walls, indicating that they are creations of the 1930s. Archaeological excavation has also shown that some walls are clearly slightly off the line of the underlying robbed medieval walls. The possibility does remain, however, that some small fragments of original superstructure have been incorporated into these walls in places.

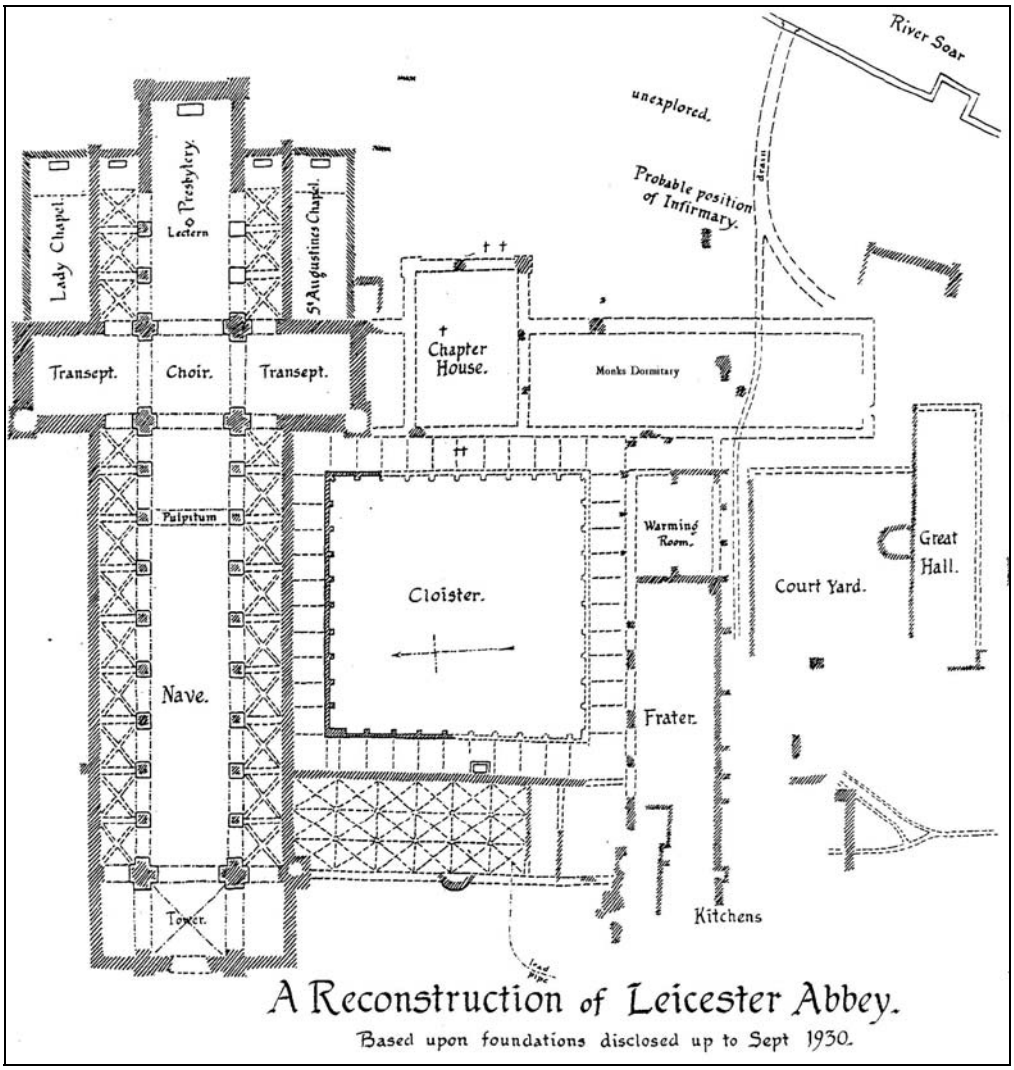

Figure 3. Bedingfield's plan of Leicester Abbey of *c*.1930

Geophysical survey in 1997 using earth-resistance was undertaken to evaluate the nature and extent of buried archaeological remains in the Abbey Grounds using a non-destructive technique (Geophysical Surveys of Bradford, 1997). The results revealed parts of the plans of some buildings associated with the medieval abbey together with the location of medieval fishponds known from the William Senior map of the abbey of 1613. Subsequently, evaluative excavations by ULAS over several seasons since 2000 have provided clarification of the plans of the medieval gatehouse and Cavendish House, the Chapter House, the dormitory, refectory and kitchen. Trenching was also undertaken to the south-west of the study area, exposing walls associated with the infirmary buildings. Surveys have also been undertaken of the fabric of the precinct walls together with additional geophysical survey of the principal claustral buildings.

In 2001, an archaeological watching brief was maintained on the first phase of the reconstruction of the low walls which had been built in the 1930s to mark out the plan of the church and claustral buildings. This phase comprised the reconstruction of the north wall of the church, along the external wall of the Lady Chapel and the north transept. The wall appeared to be a fabrication of the 1930s, with a dry stone rubble core. This was found to contain pieces of decorated medieval floor tile, human bone and architectural fragments and in places remains of the original wall foundations and possible robber trenches were encountered (Derrick 2002, 84-5).

Evaluative excavations by the University of Leicester School of Archaeology and Ancient History between 2000-2009 have clarified the plans of some of the key abbey buildings, such as the gatehouse, kitchen, infirmary and guest accommodation (Buckley 2006). They have also confirmed that for the most part, Bedingfield's low walls were constructed using an earth core capped with an outer skin of mortared granite placed in the approximate position of the underlying robber trench or wall foundation (Buckley & Derrick 2000).

3. Aims and Methods

The aim of the work was:

- To identify the presence/absence of any 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 recover any artefacts, worked stone and other building materials from the fabric of the walls.
- To produce an archive and report of any results.

The method was to maintain an intermittent watching brief to monitor the progress of the works, in particular during the dismantling of existing walls and any ground disturbance required to create a formation level for the construction of new walls. Any deposits or masonry encountered was recorded as appropriate and the work followed the Institute for Archaeologists (IfA) *Code of Conduct* (2008) and *Standard and Guidance for Archaeological Watching Briefs* (2008). A Written Scheme of Investigation was submitted by ULAS to English Heritage and Leicester City Council with details of the methodology to be adopted during the course of the work (Appendix 1).

4. Results

Archaeological monitoring of the dismantling of six of the reconstructed piers, located at the western end of the church nave, was undertaken during the course of three site visits made in July 2011.

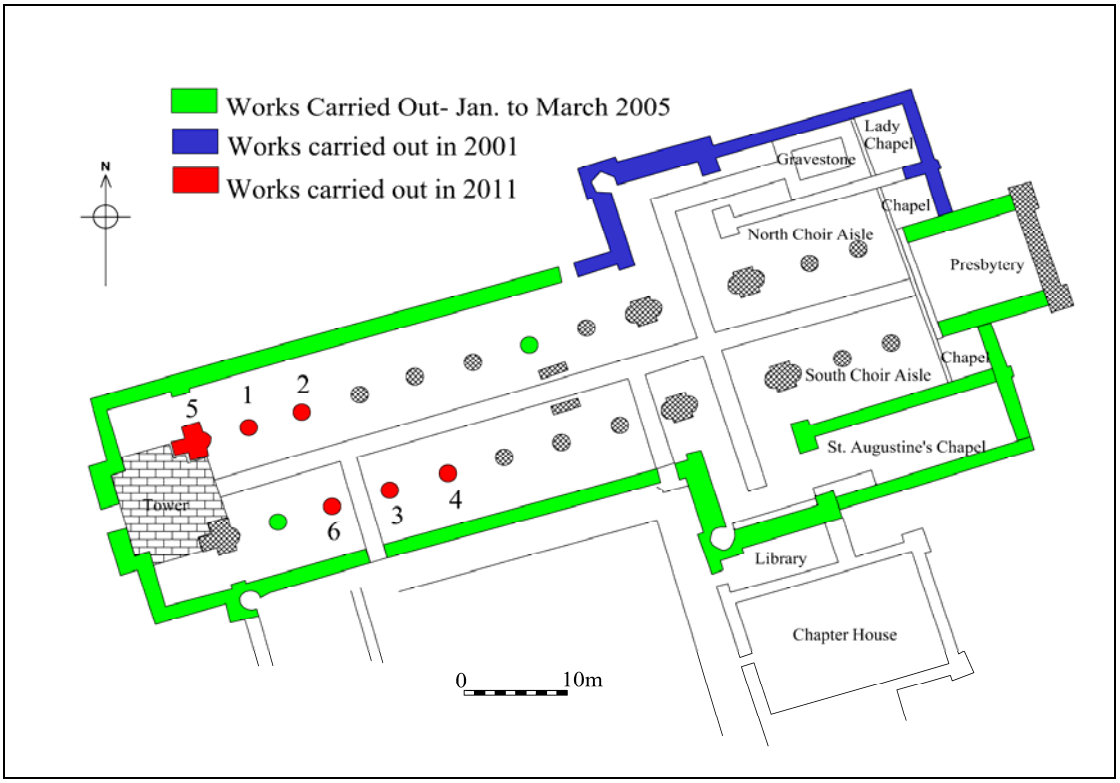

Figure 4. Plan of abbey church, with current watching brief area highlighted in red.

Each pier measured approximately 1.7m in diameter and was constructed of mortared granite blocks, infilled with sand and soil containing loose granite and sandstone rubble, including fragments of worked stone and a fragment of decorated, glazed medieval floor tile. Each pier was taken down to ground level and none appeared to incorporate any early *in situ* structural remains, with all of the above-ground structures dating entirely to the reconstruction work of the 1930s. A small 'time-capsule' from this period, left by the 1930s workmen, was retrieved from the rubble infill of pier number 5 (see plan). This consisted of a small, sealed glass bottle, formerly containing 'mason's o.k. sauce', containing a hand-written note with the words:

'Not built by Cardinal Wolsey, but by the 4 just men Mick, Joe, Wal, Sam, March 31 1934, with No 3 mixes'.

A similar bottle found within the walls of the church during the 2005 watching brief contained a note with the following words:

'7-7-34 Those who open this bottle think of the four great men Sib, Sambo, Mick, Packie'

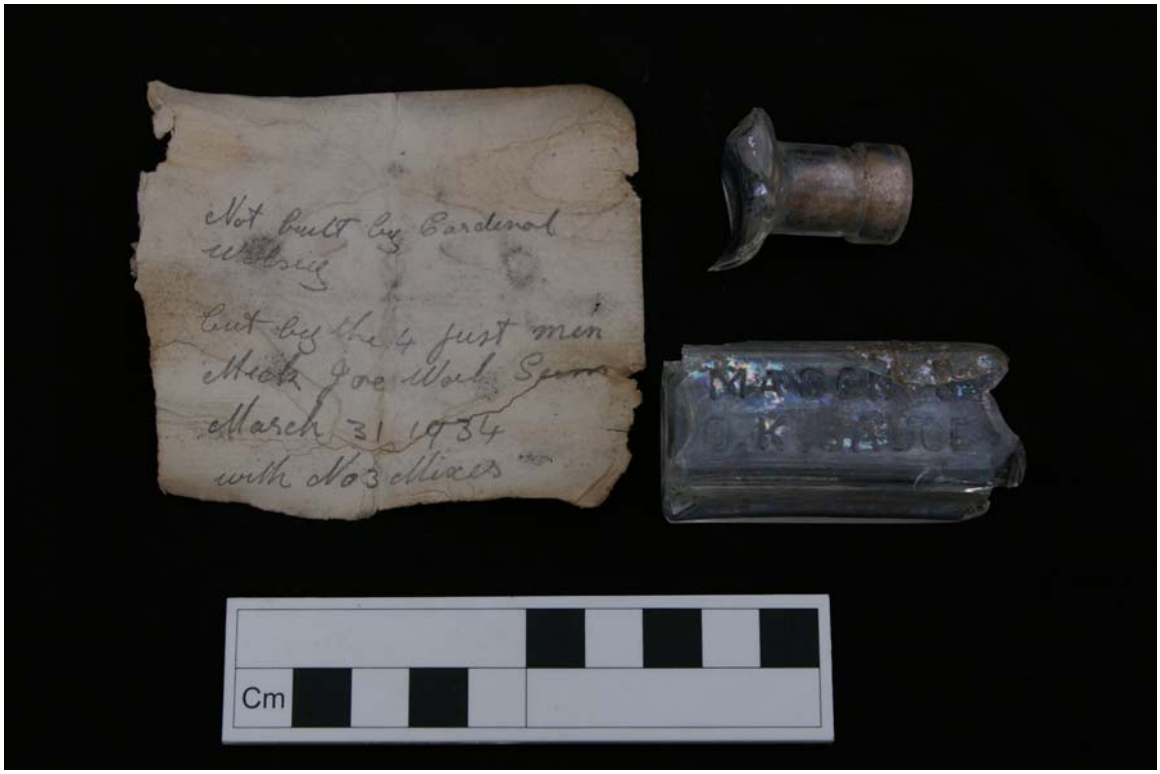

Figure 5. Sealed bottle and note left by 1930s workmen

Figure 6. Working shot during dismantling of piers 1 and 2. Looking west

Figure 7. Pier 1, following dismantling, showing mortared granite wall and loose infill. Looking west.

Figure 8. Pier 4, following dismantling. Looking north-west

Figure 9.Dismantling of pier 5, at base of tower. Looking east.

Figure 10. Reconstruction of piers 1 and 2, looking west.

5. The Finds

As part of the watching brief, the stones removed during the dismantling of the piers were inspected for any architectural fragments incorporated within the 1930s structures. The following fragments have been identified by Tony Gnanaratnam, with reference to Jenny Alexander's earlier reports on stonework from Leicester Abbey (2007, 2009).

Catalogue

1-7. Sections of keeled shaft, vertical tooling, traces of white pigment, diam 82-85mm.12-13th century.
8. Section of window mullion. Hollow mouldings flanking an axial roll with fillet; traces of white pigment; polished surface. Perpendicular 1350-1500?
9. Section of roll moulding, flanked by chamfers; polished. Diam 90mm. Undiagnostic, poss. 14th century.
10. Section of shaft, with roll moulding attached to block. Vertical tooling on shaft and diagonal on block. Similar tto R48 (2007) 12-13th century.
11. Fragment of 14th century tile with inlaid, repeat pattern decoration.

Loose Stone

Nine pieces have been identified as sections of small keeled shaft, all with a similar diameter of approximately 80mm. These have vertical striated tool-marks and traces of white pigment attached. All are broken at the rear, which suggests that they are part of a larger, moulded feature and built into the masonry *en délit*, or in vertical courses. Keeled shafts are introduced c.1130 and continued in use into the early 13th century. Similar pieces appear in Jenny Alexander's catalogue as R7 and R8 (2007).

Figure 11. Sections of keeled shaft.

Figure 12. Fragment of window mullion (8)

Figure 13. Fragment of roll moulding (9)

Figure 14. Fragment of roll moulding attached to block (10)

Medieval floor tile

Figure 15. Fragment of inlaid 14th century tile

A single fragment of inlaid medieval floor tile was recovered from the loose infill of pier 2. This would have formed part of a repeating pattern, consisting of inter-linking, banded circles decorated with dots and with a rosette at the centre of each circle. The tile is formed of a hard-fired, red sandy fabric, with a bevelled edge and measures ¾ of an inch in thickness. No exact parallels for the pattern have been found, but similar examples from Leicester Abbey have been dated to the 14th century (Whitcomb 1956).

5. Conclusion

The work here showed that the original reconstructed walls were mostly constructed of granite rubble and did not incorporate any *in situ* archaeological remains. However, a small quantity of dressed stone architectural fragments and a piece of decorated tile recovered from the rubble may be able to assist in the understanding and interpretation of the architectural history of the site and have been retained in the site archive.

6. Archive

The site archive will be deposited with Leicester City Museums under the Accession Number A8.2011
This consists of:
Watching Brief record sheets
Architectural fragments
Digital photographs

7. Acknowledgements

The author would like to thank Leicester City Council, Leicester City Parks Services and Skill-Stone Ltd for their help and co-operation with this project. The watching brief was undertaken by the Sophie Clarke and the loose architectural stone fragments assessed by Tony Gnanaratnam. The project was managed by Richard Buckley.

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APPENDIX 1: Design Specification
UNIVERSITY OF LEICESTER
ARCHAEOLOGICAL SERVICES

Design Specification for a watching brief during restoration works at:

Abbey Grounds, Abbey Park, Leicester

NGR: SK 58 05 (area)

Scheduled Monument No. 17131

SMR ref: 58NE BG Leicester Abbey and Cavendish House

1 Definition and scope of the specification

1.1 This document constitutes a written scheme of archaeological investigation which ULAS proposes to implement on behalf of the Client in mitigation of any potential damage to buried archaeological deposits or upstanding remains which may be caused by the restoration and reconstruction of low walls marking out the foundation plan of Leicester Abbey. The work is to be carried in accordance with conditions placed on the Scheduled Monument Consent following advice from the Inspector of Ancient Monuments, English Heritage.

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* (LMARS).

2 Background

2.1 ***Requirement for archaeological work***

The watching brief is required to cover the dismantling of existing walls and any ground disturbance required to create a formation level for the construction of new walls. This phase of the restoration work is to concentrate on piers within the abbey church.

2.2 ***Archaeological background***

2.2.1 Lying on a terrace of the River Soar, just to the north-west of the Roman and medieval walled town of Leicester, the site shows evidence for occupation from the prehistoric and Roman periods, but is known principally as the site of the medieval abbey. This was founded in 1143 (or possibly 1139) by the second earl of Leicester and by the time of the Dissolution, comprised a substantial church with cloister surrounded by the usual ranges of monastic buildings, an infirmary, guest facilities, a gatehouse with lodgings, farm buildings and a mill. With the exception of the precinct walls and probably the gatehouse, the Abbey was so thoroughly demolished after the Dissolution that the precise location of the church and claustral buildings was lost until rediscovered through archaeological fieldwork in the 19th and 20th centuries.

2.2.2 Although there had been minor excavations and chance finds in the 17th and 18th centuries, the first organised archaeological campaign was that led by George and Thomas Nevinson in 1845, when several trenches were cut, one of which revealed a tiled pavement in the east cloister walk. In 1923, a major programme of excavation commenced under the supervision of T.H. Fosbrooke, W.K. Bedingfield and R. Bedingfield. This was interrupted by Fosbrooke's death in 1925 and resumed in 1929 under W.K. Bedingfield, who by now was the architect for the Abbey Park extension scheme (Liddle 1997). The date of the commencement of the excavations is in itself interesting - one year after the discovery by Carter of Tutankhamen's tomb in 1922, an event which surely must have provided some inspiration for the fieldwork, just as it proved to be a major influence on art and design of the period.

2.2.3 The excavations of the 1920s and early 1930s were undertaken as part of an overall scheme to transform the Abbey Grounds, then neglected and overgrown, into a public park, containing sports

facilities and gardens. The excavation was the largest ever undertaken on the site, beginning as a series of exploratory trenches and finally expanding into a huge operation to uncover all the claustral buildings of the Abbey. The work was not completed until 1931, or possibly even a little later. At the time, techniques of archaeological fieldwork were still developing and unfortunately the excavations were not carried out to modern standards. Few records survive, consisting only of a tracing of the original site plan and a few clippings from the local newspapers. The low walls on the site today were laid out by Bedingfield and reflect his interpretation of the plan of the abbey based on the excavations and, particularly in the case of the church, his knowledge of architecture. Recent analysis by Peter Liddle of the tracing of the site plan shows that Bedingfield was only able to recognise solid masonry and not robber trenches. Hence, his published and laid-out plan was essentially a 'join-the-dot' exercise and although most of it accurately reflects excavated wall lines, in some areas – particularly the chapter house, kitchen block, guest hall and possible brewhouses – it seems to be mainly supposition based on analogy with other sites. Liddle was of the opinion (1997, 31) that the present walls were likely to incorporate medieval fabric, but that it was impossible to distinguish between genuine and reconstructed masonry. Deterioration of the walls in recent years has revealed earthen and dry stone rubble cores to many of the walls, indicating that they are creations of the 1930s. Archaeological excavation has also shown that some walls are clearly slightly off the line of the underlying robbed medieval walls. The possibility does remain, however, that some small fragments of original superstructure have been incorporated into these walls in places.

2.2.4 Geophysical survey in 1997 using earth-resistance was undertaken to evaluate the nature and extent of buried archaeological remains in the Abbey Grounds using a non-destructive technique. The results revealed parts of the plans of some buildings associated with the medieval abbey together with the location of medieval fishponds known from the William Senior map of the abbey of 1613. Subsequently, evaluative excavations by ULAS over several seasons since 2000 have provided clarification of the plans of the medieval gatehouse and Cavendish House, the Chapter House, the dormitory, refectory and kitchen. In 2006-9, trenching was also undertaken to the south west of the area, exposing walls associated with what are believed to be the infirmary buildings adjacent to the precinct wall and the guest accommodation. Surveys have also been undertaken of the fabric of the precinct walls together with additional geophysical survey of the principal claustral buildings.

2.2.5 An archaeological watching brief was undertaken by ULAS between 2005 and 2007, during the restoration of the 1930s walls marking out the plan of the principal abbey buildings. The work was funded by Leicester City Council. An initial phase of restoration work had been undertaken in 2001, concentrating on the north wall of the abbey church, including the north transept and Lady Chapel. During this phase, pieces of decorated medieval floor tile, human bone and architectural fragments were recovered from the rubble core of the walls. Between January and March 2005, a second phase of work was carried out to complete the rebuilding of the remaining walls of the church. The outstanding phases of restoration undertaken between September 2006 and May 2007 and covered the cloister, the east, west and south ranges and the site of the possible guest hall.

2.2.6 Observation of the works showed that the superstructure of the 1930s walls were mostly constructed of granite rubble, some of which had been brought-in specifically for this purpose, and did not appear to incorporate any genuine medieval masonry. However, in places, the underlying medieval wall footings survived and it was possible to view the evidence upon which W.K. Bedingfield's reconstructed plan of c.1930 was based. Additional information on the architectural appearance of the cloister arcades also emerged from an area of well-preserved walling in the north-east corner of the cloister, including an in-situ base of a cluster of five columns. Large quantities of re-used stone was recovered from this area, indicating that a Romanesque cloister arcade of the 12th century had been demolished in the 14th century and replaced with a Gothic traceried arcade, requiring additional buttressing on the inner wall, facing the cloister garth. A small stone tank uncovered in the western cloister walk was almost certainly the laver shown on Bedingfield's excavation plan. Further medieval wall foundations were encountered in the west and south ranges, including a north-south run which appears to indicate that the refectory continued further west than previously supposed, projecting beyond the line of the west range. A major part of the project has been specialist analysis of the many architectural fragments recovered from the walls, enabling new light to be shed on the architecture of the abbey. The site archive has been deposited with Leicester City Museums under the Accession Numbers A4.2004 and A31.2006.

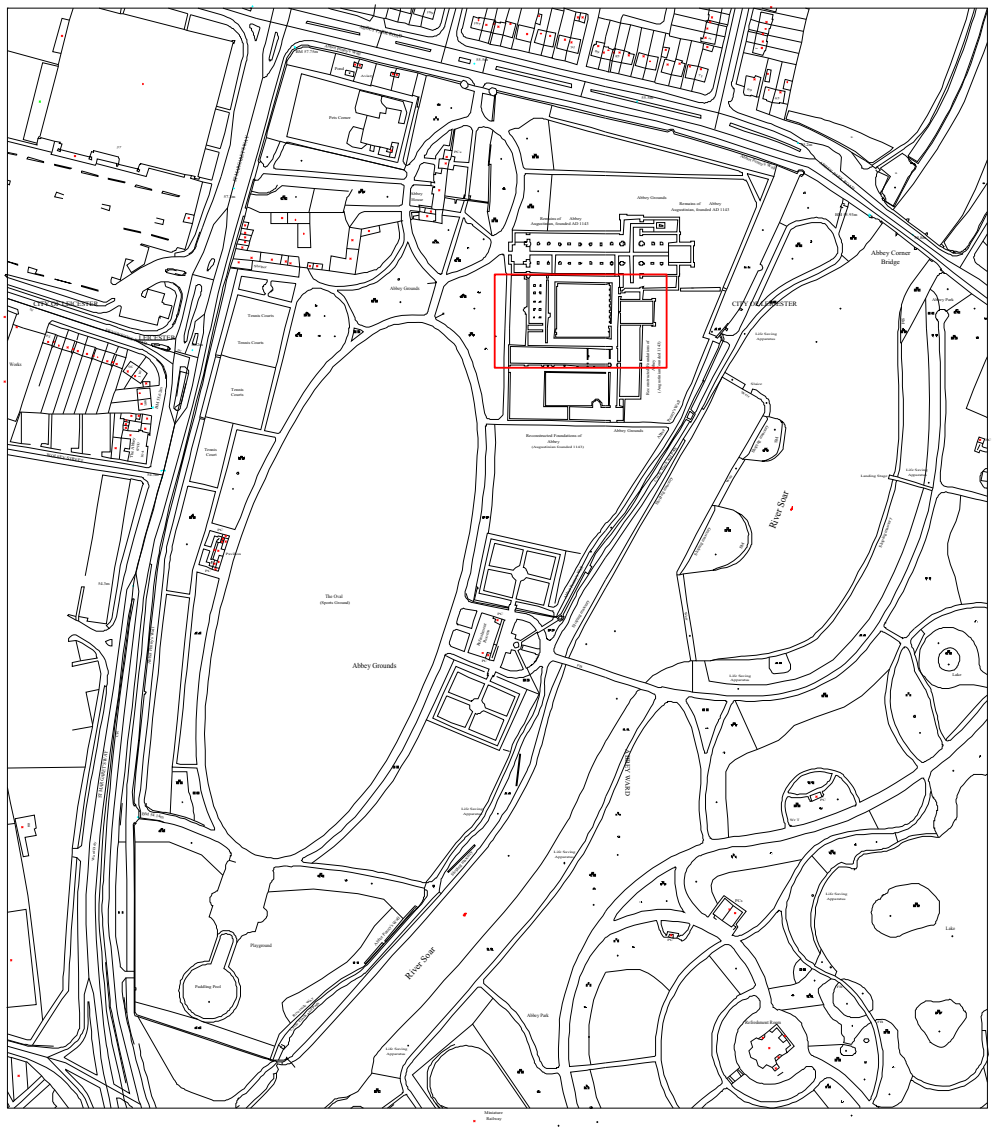

Fig. 1: Site Location and watching brief area

3 Aims

3.1 Through archaeological observation of groundworks by the client's contractors to create a formation for the proposed extension and for the excavation of foundation and service trenches:

1. To identify the presence/absence of any archaeological deposits.

2. To establish the character, extent and date range for any archaeological deposits to be affected by the proposed ground works.

3. To record any archaeological deposits to be affected by the ground works.

4. To recover any artefacts, worked stone and other building materials from the fabric of the walls.

4. To produce an archive and report of any results.

4 Methods

General methods

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 An accession number will be obtained prior to commencement of the project and used to identify all records and artefacts.

``` ***Archaeological attendance for inspection and recording***

4.4 The project will involve a archaeological attendance during all groundworks (including stripped areas and service and foundation trenches) by an experienced professional archaeologist. During these ground works, if any archaeological deposits are seen to be present, the archaeologist will investigate and record areas of archaeological interest.

4.5 If the initial monitoring identifies areas of no archaeological interest (e.g. modern made ground or disturbed areas), then the archaeologist may stand down monitoring of that area following consultation with the Planning Authority.

4.6 If significant archaeological deposits are discovered work may need to be halted in order for contingency excavation and recording to be carried out. 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.

4.8 Archaeological deposits will be excavated and recorded using standard ULAS procedures. Sufficient of any archaeological features or deposits will be hand excavated in order to provide the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. Standard sampling amounts are:

- 50% of the exposed area of each pit and other discrete archaeological features.
- Minimum 1m section of the exposed lengths of linear features (including slotted and interrupted ditches and pit alignments). Excavation sections will be placed to provide adequate coverage of the features and will include excavation of terminals and intersections. A flexible approach will be adopted to the location of excavation samples such that areas of exposed ditch fill with higher artefact or ecofact content may be targeted.
- 25% of ring gullies will normally be excavated to include excavation of the terminals. Special regard will be given to significant stratigraphic relationships and concentrations of artefactual material.
- Structural and foundation deposits will be exposed and cleaned with a view to defining their nature and any relationships.

4.9 All below ground stratigraphy will be recorded. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.

4.10 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.

4.11 Spoil will be monitored for artefacts. A representative sample of unstratified finds may be retained.

4.12 Any human remains encountered will be initially left in situ, covered and protected, and only be removed in accordance with a Ministry of Justice licence and in compliance with relevant environmental health regulations. The landowner and/or developer, the Planning Authority and the coroner will be informed immediately of their discovery.

***Preservation in situ and Contingency Provisions***

4.13 In the event of significant archaeological remains being located during the archaeological investigation there may be the need for contingency time and finance to be provided to ensure adequate recording is undertaken.
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4.14 On the discovery of potentially significant remains the archaeologist will inform the developer and the planning authority in order for detailed discussion between all relevant parties to take place.

Recording Systems

4.15 The ULAS recording manual will be used as a guide for all recording.

4.16 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.

4.17 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.

4.18 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.

4.19 A photographic record of the investigations will be prepared as per the brief, 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.

4.20 This record will be compiled and checked during the course of the excavations.

5 Finds & samples

5.1 The IfA Guidelines for Finds Work will be adhered to.

5.2 An Accession number will be obtained prior to the commencement of any on-site works, that will be used to identify all records and finds from the site.

5.3 Any finds that may constitute 'treasure' under the Treasure Act, 1996 will be reported to the local Coroner and removed to a safe place.

5.4 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.

5.4 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording.

5.5 Although the environmental potential of the site is uncertain, if significant archaeological features are sample excavated, the following environmental sampling strategy will be adopted, following consultation with the ULAS Environmental Officer.

i. 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.

ii. Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.

iii. Spot samples will be taken where concentrations of environmental remains are located.

iv. Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated and datable. Consultation with the specialist will be undertaken.

5.6 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.

5.7 Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) may be collected. Separate samples (c. 10ml) may be collected for micro-slags (hammer-scale and spherical droplets). All industrial samples will be undertaken with reference to the Centre for Archaeology Guideline on Archaeometallurgy (English Heritage 2001).

5.8 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

6. Report and Archive

6.1 Arrangements will be made for the archive, consisting of record sheets, original drawings, drawn plans, photographs, notes, copies of all reports along with an index to the archive to be deposited at Leicestershire Museums in accordance with the relevant procedures.

6.3 The archive will be quantified, ordered, indexed and internally consistent and marked with the site accession number.

6.4 The archive will be prepared in line with appropriate professional guidelines (e.g. UKIC and ADS guidelines for the preparation of archaeological archives for long term storage and *Archaeological Archives: A Guide to Best Practice in creation, compilation, transfer and curation* (AAF 2007).

6.7 The full report in A4 format will usually follow within six weeks of the completion of the fieldwork and copies will be directed to the client, the Planning Authority and to the Historic Environment Record.

6.8 The report will include consideration of:

- A non-technical summary.
- The aims and methods adopted in the course of the work.
- The location, date, significance and quality of the building.
- The nature, location and extent of any structural, artefactual and environmental material uncovered.
- The anticipated degree of survival of archaeological deposits.
- The local, regional and national context as appropriate highlighting any research priorities where applicable.
- Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- The location and size of the archive.
- Contents of the archive

7 Publication and Dissemination of Results

7.1 A summary of the work will be submitted to the local archaeological journal. A larger report will be submitted for inclusion if the results of the evaluation warrant it.

7.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at http://ads.ac.uk/project/oasis will be completed detailing the results of the project. Once the report has become a public document following its incorporation into the HER it may be placed on the web-site.

8. Copyright

8.1 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.

9. Timetable

9.1 A date for the commencement of the watching brief has not yet been set.

10. Health and Safety

10.1 A Risks Assessment form will be completed prior to work commencing on-site, and updated as necessary during the site works (see end of this document|).

11 Insurance

11.1 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.

12. Monitoring arrangements

12.1 Unlimited access to monitor the project will be available to both the Client and his representatives and to the Planning Authority subject to the health and safety requirements of the site. Notice will be given to the Development Control Archaeologist before the commencement of the archaeological survey in order that monitoring arrangements can be made.

12.2 Internal monitoring will be carried out by the ULAS project manager.

11. Bibliography

Jones, S 2009 *An Archaeological Watching Brief during Restoration Works at Abbey Grounds, Abbey Park, Leicester* ULAS Report 2009-180

Richard Buckley
Director
ULAS, University of Leicester, University Road, Leicester LE1 7RH

Tel:0116 252 2848; Fax: 0116 252 2614; Email: rjb16@le.ac.uk

ARCHAEOLOGICAL WATCHING BRIEF METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	Start Date	PM	Contact
Abbey Grounds Leicester	11-187	TBC	Richard Buckley	0116 252 2848

Site Director	Site Contacts	Team (Nos)
TBC	TBC	1

SITE WORKS & METHOD STATEMENT

The work will involve the monitoring of groundworks across the area as detailed in the specification followed by excavation of archaeological deposits.

All work will adhere to the University of Leicester Health and Safety Policy and follow the guidance in the ULAS Health and Safety Manual (2001)

Watching Brief Method Statement

Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored.

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

Miller

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

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 .....
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

Miller

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

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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Miller Insurance Services Limited

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Professional Risks
Dawson House
5 Jewry Street
London EC3N 2PJ
Tel: +44 (0)20 7488 2345
Fax: +44 (0)20 7481 0511
www.miller-insurance.com

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.:	B0621PUNI03610

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: Abbey grounds, leicester Watching brief	**Completed by:** RB **Date:** 23rd May 2011		
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: Safe working with Trenches* 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: Safe working with Trenches* 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: Working with plant* 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 **F**rom 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, imnfection	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 saftey 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			
			Acceptable

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

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

Amended by:…….. Date.....

HOSPITAL LOCATION

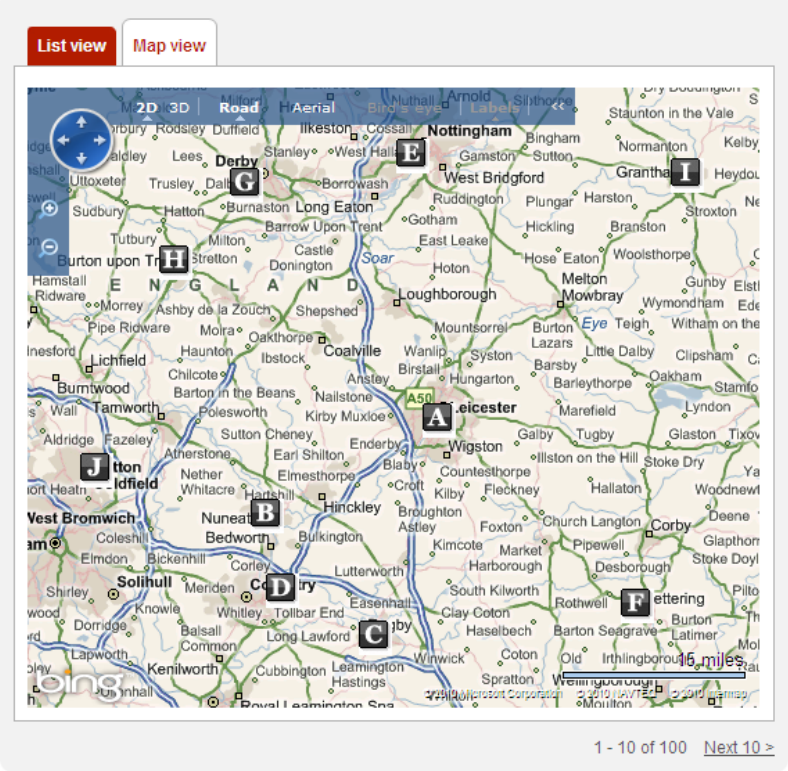


Figure 16: Location to location of nearest Accident and Emergency services.

- A
- Leicester Royal Infirmary providing services for University Hospitals Of Leicester NHS Trust
- (10.6 miles)
- Infirmary Square, Leicester, Leicestershire, LE1 5WW
- Tel: 0300 303 1573
- F
- Kettering General Hospital providing services for Kettering General Hospital NHS Foundation Trust
- (14.0 miles)
- Rothwell Rd, Kettering, Northamptonshire, NN16 8UZ
- Tel: 01536 492000

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).

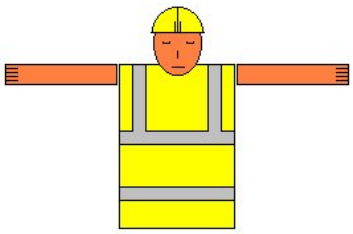
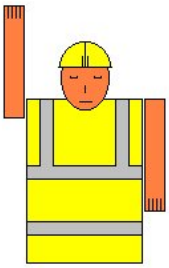
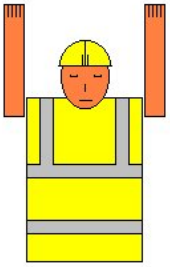
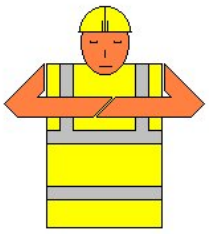
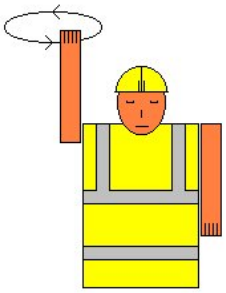
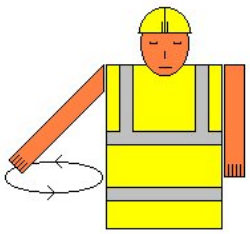
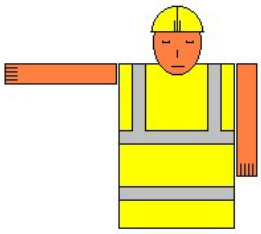
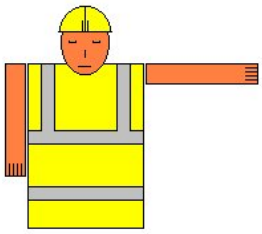
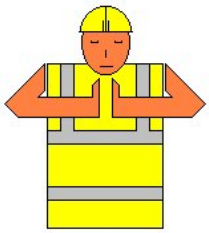
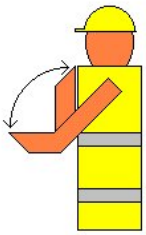
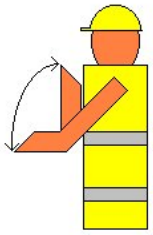
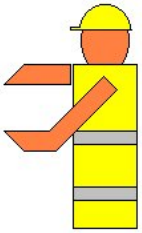
Dumper trucks
Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.

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

 **START**	 **STOP**	 **DANGER**
 **END**	 **RAISE**	 **LOWER**
 **MOVE TO THE LEFT**	 **MOVE TO THE RIGHT**	 HORIZONTAL DISTANCE
 **MOVE FORWARD**	 **MOVE BACKWARDS**	 **VERTICAL DISTANCE**

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.

University of Leicester

REPORT OF A
HEALTH OR SAFETY INCIDENT OCCURRENCE

Safety Services Office: 0116 252 2426

No: /

Office Use Only

A - TYPE OF REPORT BEING MADE

Please tick appropriate box:

1 ☐ Fatality

2 ☐ Major Injury (as defined in attached Guidance)

3 ☐ Violence at Work

4 ☐ Work-Related Illness

5 ☐ Other Injury

6 ☐ Dangerous Occurrence (as defined in attached Guidance)

7 ☐ 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: ☐ (F=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:

Contact Details

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University of Leicester
Archaeological Services

REGISTERED ORGANISATION IfA

INVESTOR IN PEOPLE

THE UNIVERSITY OF THE YEAR 2008/9