University of Leicester

Archaeological Services

An archaeological field evaluation at Manorfield Primary School, Stoney Stanton, Leicestershire (SP 4869 9399)

Leon Hunt

ULAS Report No 2012-110

An archaeological field evaluation at Manorfield Primary School, Stoney Stanton, Leicestershire (SP 4869 9399)

Leon Hunt

for

Leicestershire County Council

Pre-Planning Enquiry

Checked by Project Manager

Signed: 

Date: 27 July 2012

Name: R. J. Buckley

University of Leicester

Archaeological Services

University Rd., Leicester, LE1 7RH

Tel: (0116) 2522848 Fax: (0116) 2522614

ULAS Report No.2012-110

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An archaeological field evaluation at Manorfield Primary School, Stoney Stanton, Leicestershire (SP 4869 9399)

Leon Hunt

Summary

An archaeological field evaluation was carried out by University of Leicester Archaeological Services (ULAS) on land at Manorfield Church of England Primary School, Stoney Stanton, Leicestershire (SP 4869 9399) in advance of a proposed new development at the site, which consists of the erection of new classrooms.

The site lies within an area of archaeological interest. Several findspots are recorded in the vicinity of this site, which suggest Roman, early medieval and medieval activity in this area. In 2004 a test pit was excavated at the school, to the north-east of the proposed classroom, and medieval artefacts were recorded. Therefore there was a likelihood that archaeological remains were present on the site.

A single trench was placed within the proposed footprint of the new classroom. This was negative for archaeological features and finds.

A layer of soil and mill waste was discovered under the present subsoil. This may suggest that the area has been disturbed before and has been landscaped or used for dumping building material.

The archive for this project will be deposited with Leicestershire Museums with accession number X.A72.2012.

Introduction

An archaeological field evaluation was carried out on land at Manorfield Church of England Primary School, Stoney Stanton, Leicestershire (NGR: SP 4869 9399).

The work was commissioned by Leicestershire County Council and was carried out by University of Leicester Archaeological Services (ULAS) in advance of a proposed new development at the site, which consists of the erection of new classrooms.

The site consisted of part of a grass playing area on the northern side of the school.

The work was undertaken in accordance with NPPF (Conserving and Enhancing the Historic Environment). The fieldwork was intended to provide preliminary indications of the character and extent of any heritage assets in order that the potential impact of the development on such remains may be assessed by the Planning Authority.

The definition of archaeological field evaluation, taken from the Institute for Archaeologists' *Standards and Guidance: for Archaeological Field Evaluation* (2010) is a limited programme of non intrusive and/ or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site on land, inter tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.

Location and Geology

Manorfield Primary School lies to the south of Station Road, Stoney Stanton (Figure 1). The site is accessed via Smithy Farm Drive to the north-west.

The proposed development area lies on the northern side of the school playing field a few metres from the school building (Figure 2). At the time of the evaluation it was covered in grass.

The land is broadly flat, with a slight fall to the north-west and a slight rise to the south-west towards the buildings. The land lies at an average height of 85.06m aOD and the proposed classroom block covers around 500 square metres.

The Ordnance Survey Geological survey of England and Wales, indicates that the underlying geology is likely to be Thrussington Member Diamicton.

Figure 1: Site Location

Archaeological Background

The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies within an area of archaeological interest. Several findspots are recorded in the vicinity of this site, which suggest Roman, early medieval and medieval activity in this area. A Roman coin was discovered just to the west of the school (HER ref: **MLE7727**) and a test pit excavated to the east recovered Roman, early medieval, and post-medieval artefacts (**MLE20186/7/8**). In 2004 a test pit was excavated at the school, to the north-east of the proposed classroom, and medieval artefacts were recorded (**MLE10284**). Therefore there is a likelihood that archaeological remains are present on the site.

Archaeological Objectives

The main objectives of the evaluation were:

- 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 produce an archive and report of any results.

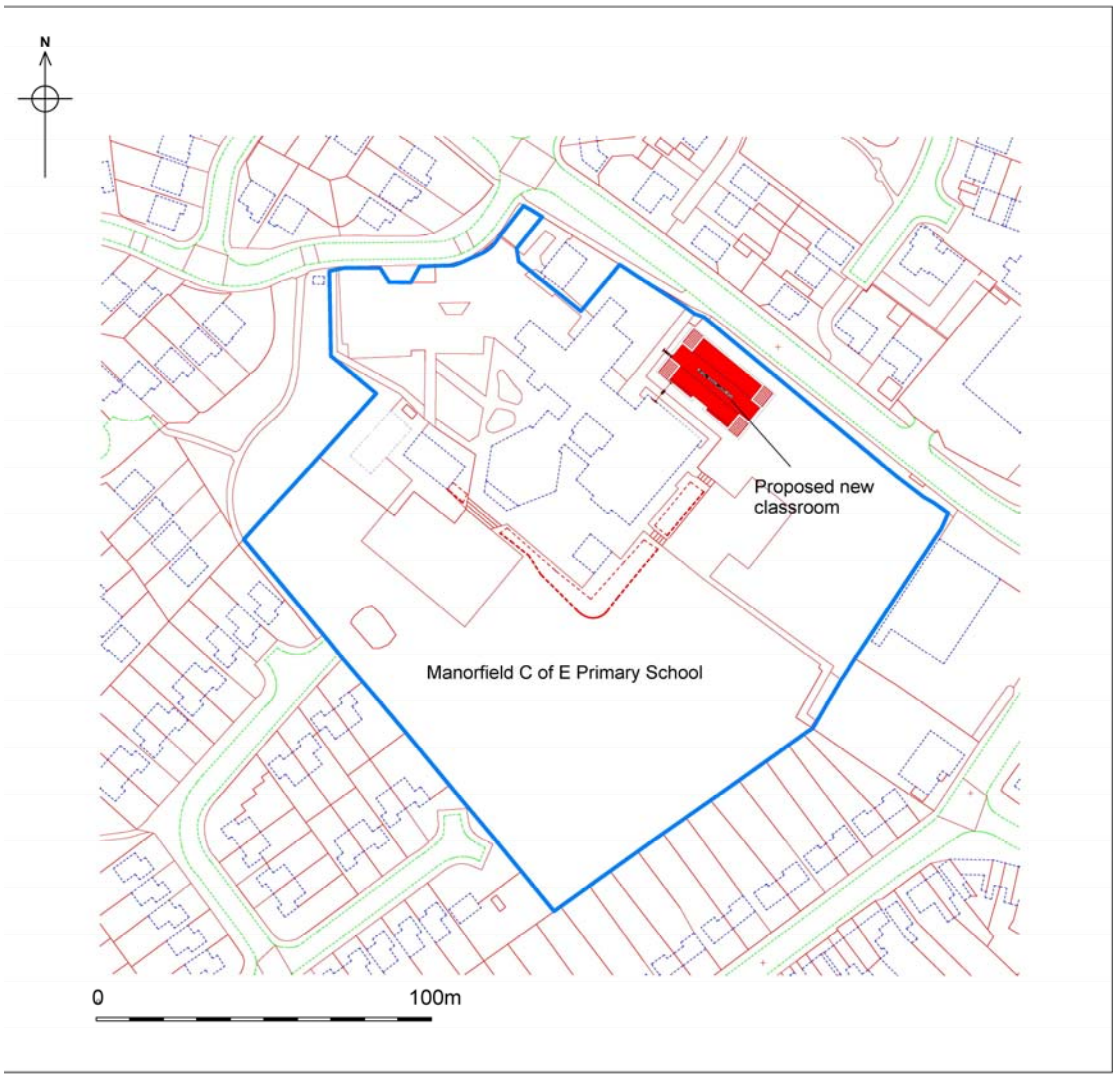

Figure 2: Location of the site. Scale 1: 1250. Provided by developer

Within the stated project objectives, the principal aim of the evaluation is to establish the nature, extent, date, depth, significance and state of preservation of archaeological deposits on the site in order to determine the potential impact upon them from the proposed development.

Trial trenching is an intrusive form of evaluation that will demonstrate the existence of earth-fast archaeological features that may exist within the area.

Methodology

All work followed the Institute for Archaeologists (IfA) Code of Conduct in accordance with their *Standard and Guidance for Archaeological Field Evaluation* (2008). The archaeological work followed the *Written Scheme of Investigation (WSI) for archaeological work* prepared by ULAS (Appendix II).

The WSI called for a single evaluation trench measuring 20m x 1.6m, to be placed in the footprint of the proposed new classroom block (Figure 3).

Topsoil and overburden was removed carefully in level spits, under continuous archaeological supervision using a mechanical excavator using a toothless bucket (Plate 1). Trenches were excavated down to the top of archaeological deposits or natural undisturbed ground, whichever was reached first (Plate 2).

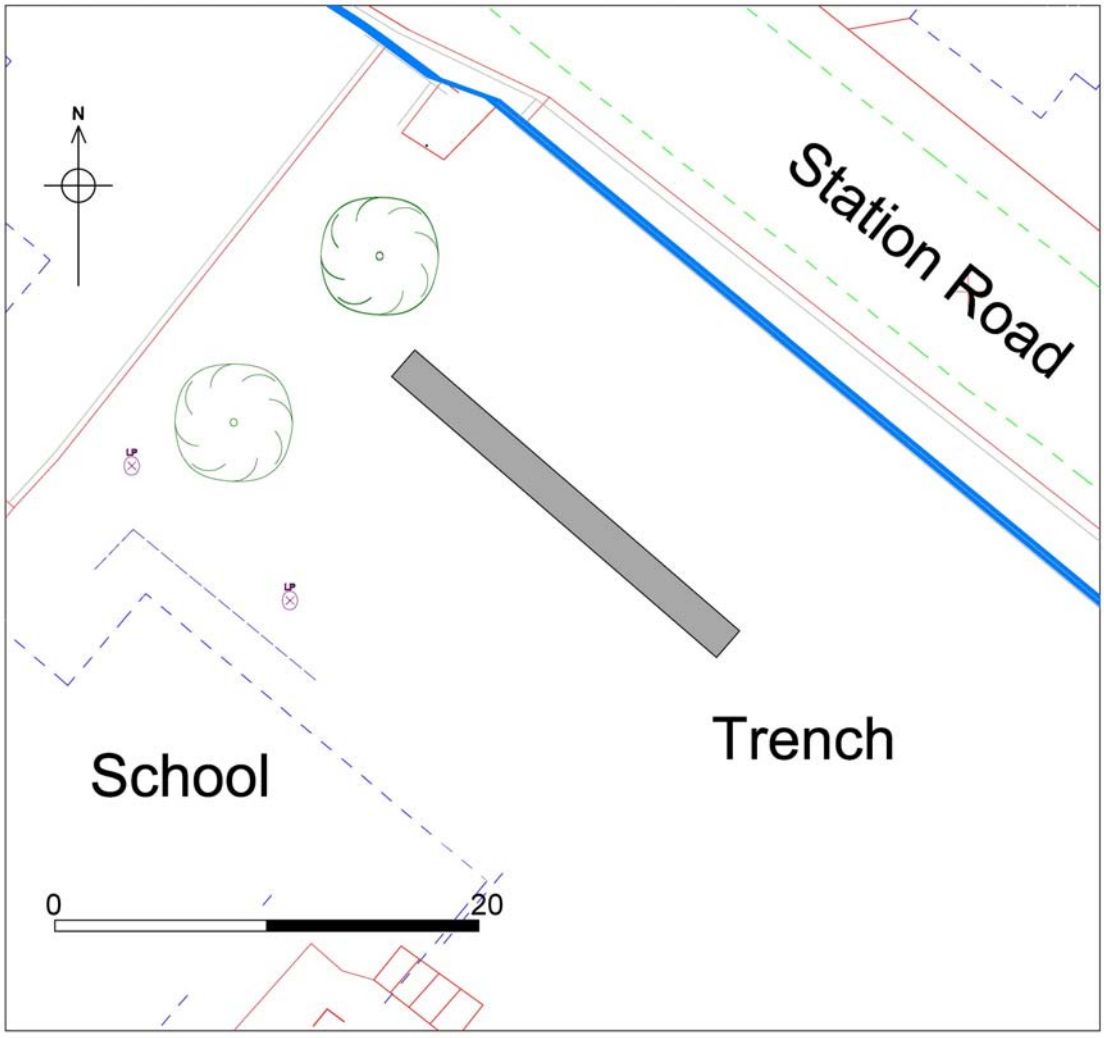

Figure 3: Location of evaluation trench

Results

Trench 1

Orientation: SE-NW

Length: 20.5m

Width: 1.6m

Interval	0m SW	5m	10m	15m	20m NE
Topsoil Depth	0.27m	0.28m	0.33m	0.37m	0.40m
Subsoil Depth	0.14m	0.20m	-	-	0.20m
Mill Waste	0.15m	0.21m	0.24m	0.16m	-
Top of natural	0.56m	0.69m	0.57m	0.53m	0.60m
Base of trench	0.56m	0.77m	0.65m	0.69m	0.72m

The topsoil consisted of a dark yellowish-brown crumbly sandy silty clay with frequent medium rounded stones and small fragments of mill waste. This lay over yellowish-brown firm sandy clay with stones.
Under this was a layer of soil and mill waste, visible as a layer throughout most of the trench, which petered out around the south-eastern end. It was densest at the north-western end (Plate 3). A thin layer of clayey soil was visible in places under the mill waste and under that lay the natural sub-stratum of yellowish-brown sandy clay with stones.
No archaeological features were discovered in the trench and no artefacts were retrieved from the site.

Conclusion

The archaeological field evaluation carried out on land at the Manorfield Primary School was negative for archaeological features.

The layer containing the mill waste is indicative that the area may have been used for storage of this material, or that this material was laid down into order to be used as hard standing for a temporary structure such as a cabin, possibly during building work at the school. The area may have been stripped prior to the mill waste being laid as along most of the trench the material lay directly on top of the sub-stratum.

Although artefacts have been found in the area around the school, it is possible that the area where the classrooms are to be constructed may have been disturbed previously and any features is this area may have been destroyed.

Acknowledgements
ULAS would like to thank Dave Miles at the school and also Planters for providing the JCB. The evaluation was carried out by the author and the project was managed by Richard Buckley.

Archive

The archive for this project will be deposited with Leicestershire Museums with accession number X.A72.2012. The archive consists of:

1 Unbound copy of this report (Report no.2012-110)

1 Trench recording sheets

1 CD digital photographs

1 Contact sheet digital photographs

1 Set B&W contact sheets

1 Set B&W negatives

The report will be listed on the Online Access to the Index of Archaeological Investigations (OASIS) held by the Archaeological Data Service at the University of York. Available at: http://oasis.ac.uk/ (see Appendix I).

Leon Hunt
ULAS
University of Leicester
University Road
Leicester LE1 7RH

Tel: 0116 252 2848
Fax: 0116 252 2614

Email:

lh90@le.ac.uk

26-07-2012

Plate 1: Work in progress, looking north

Plate 2: Trench after excavation, looking north-west

Plate 3: View of north-west end of trench, showing mill waste in section, looking south-west

Appendix I: OASIS Record

INFORMATION REQUIRED	DATA
Project Name	Manorfield Primary School, Stoney Stanton
Project Type	Evaluation
Project Manager	Richard Buckley
Project Supervisor	Leon Hunt
Previous/Future work	Unknown
Current Land Use	Playing Field
Development Type	Classrooms
Reason for Investigation	NPPF
Position in the Planning Process	Pre-planning permission
Site Co ordinates	SP 4869 0399
Start/end dates of field work	25-07-2012
Archive Recipient	LMARS
Height min/max	85.06 aOD
Study Area	500 sq. m.
Finds	None

Appendix II: Written Scheme of Investigation

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Written Scheme of Investigation for archaeological work

Job title: Manorfield Primary School Stoney Stanton, Leicestershire

NGR: SP 4869 9399

Client: Leicestershire County Council

Planning Authority: Blaby District Council

Planning application No. Pre-Planning

Scheduled Start date: TBC

1 Introduction

1.1 ***Definition and scope of the specification***

This document is a design specification for an archaeological field evaluation (AFE) at the above site, in accordance with NPPF (Conserving and Enhancing the Historic Environment). The fieldwork specified below is intended to provide indications of the character and extent of any heritage assets in order that the potential impact of the development on such remains may be assessed by the Planning Authority.

1.2 The definition of archaeological field evaluation, taken from the Institute for Archaeologists Standards and Guidance: for Archaeological Field Evaluation (2008) is a limited programme of non-intrusive and/ or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.

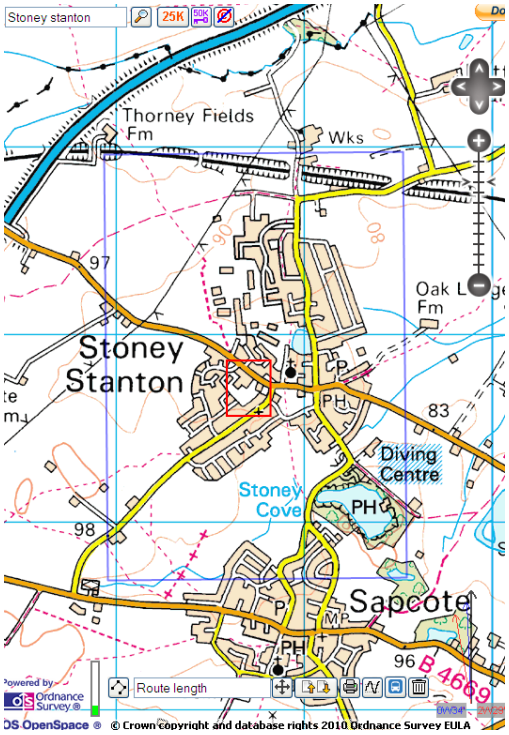

Figure 1: Site Location

2. Background

2.1 *Context of the Project*

2.1.1 It is proposed to construct a new classroom at Manorfield Primary School.

2.1.2 In view of the archaeological potential of the site, the Senior Planning Archaeologist, Leicestershire County Council has recommended archaeological evaluation by trial trenching on the footprint of the proposed development, to ascertain the presence of significant archaeological remains and to enable an appropriate mitigation strategy to be developed at an early stage.

2.1.3 The British Geological Survey 'Geology of Britain Viewer'shows that the underlying geology of the site is likely to consist of: THRUSSINGTON MEMBER – DIAMICTON.

2.2 ***Archaeological and Historical Background*** (taken from the Senior Planning Archaeologist's advice email))

2.2.1 The Leicestershire and Rutland Historic Environment Record (HER) shows that the application site lies within an area of archaeological interest. Several findspots are recorded in the vicinity of this site, which suggest Roman, early medieval and medieval activity in this area. A Roman coin was discovered just to the west of the school (HER ref: MLE7727) and a test pit excavated to the east recovered Roman, early medieval, and post-medieval artefacts (MLE20186/7/8). In 2004 a test pit was excavated at the school, to the north-east of the proposed classroom, and medieval artefacts were recorded (MLE10284). Therefore there is a likelihood that archaeological remains are present on the site.

3. Archaeological Objectives

3.1 *Archaeological Field Evaluation (Trial trenching)*

3.1.1 The main objectives of the evaluation will be:

- 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 produce an archive and report of any results.

3.1.2 Within the stated project objectives, the principal aim of the evaluation is to establish the nature, extent, date, depth, significance and state of preservation of archaeological deposits on the site in order to determine the potential impact upon them from the proposed development.

3.1.3 Trial trenching is an intrusive form of evaluation that will demonstrate the existence of earth-fast archaeological features that may exist within the area.

4. Methodology

4.1 General Methodology and Standards

4.1.1 All work will follow the Institute for Archaeologists (IfA) Code of Conduct (2010) and adhere to their *Standard and Guidance for Archaeological Field Evaluation* (2008) and *Archaeological Watching Brief.* The LCC *Guidelines and Procedures for Archaeological work Leicestershire and Rutland* (1997) will be adhered to.

4.1.2 Staffing, recording systems, health and safety provisions and insurance details are included below.

4.1.3 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.

4.1.4 Unlimited access to monitor the project will be available to the Client and his representatives, the planning authority, the Senior Planning Archaeologist of the Heritage and Resources Team, Leicestershire County Council subject to the health and safety requirements of the site. At least one week's notice will be given prior to commencement of the recording work in order that monitoring arrangements can be made. All monitoring shall be carried out in accordance with the IfA *Standard and Guidance for Archaeological Field Evaluation* (2008).

4.2 ***Trial Trenching Methodology***

4.2.1 Prior to any machining of trial trenches general photographs of the site areas will be taken and spot heights will be taken over the earthworks which are to be investigated

4.2.2 One 20m by 1.6m trench will be examined to clarify the nature, extent, date and significance of any archaeological deposits which may be present.. The provisional trench plan (Fig. 2) shows the proposed location of the trench, although the size and position of the trench may vary due to unforeseen site constraints or the presence of archaeological deposits.

4.2.3 Topsoil and overburden will be removed carefully in level spits, under continuous archaeological supervision using a mechanical excavator using a toothless bucket. Trenches will be excavated down to the top of archaeological deposits or natural undisturbed ground, whichever is reached first. All excavation by machine and hand will be undertaken with a view to avoid damage to archaeological deposits or features which appear worthy of preservation in situ or more detailed investigation than for the purposes of evaluation. Where structures, features or finds appear to merit preservation in situ, they will be adequately protected from deterioration

4.2.4 Trenches will be examined by hand cleaning and any archaeological deposits located will be planned at an appropriate scale. Archaeological deposits will be sample-excavated by hand as appropriate to establish the stratigraphic and chronological sequence, 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.

4.2.5 Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan. All plans will be tied into the Ordnance Survey National Grid. Relative spot heights will be taken as appropriate.

4.2.6 Sections of any excavated archaeological features will be drawn at an appropriate scale. At least one longitudinal face of each trench will be recorded. All sections will be levelled and tied to the Ordnance Survey Datum, or a permanent fixed benchmark.

4.2.7 Trench locations will be recorded by an appropriate method. These will then be tied in to the Ordnance Survey National Grid.

4.2.8 Any human remains encountered will initially be left in situ and will only be removed if necessary for their protection, under Ministry of Justice guidelines and in compliance with relevant environmental health regulations.

4.2.9 In the event that unforeseen archaeological discoveries are made during the project a contingency may be required to clarify the character or extent of additional features. The contingency will only be initiated after consultation with the Client and the Planning Archaeologist and Planning Authority. Following assessment of the archaeological remains by the Planning Archaeologist, ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

4.2.10 The trench will be backfilled and levelled at the end of the evaluation.

4.3 Recording Systems

4.3.1 Any archaeological deposits encountered will be recorded and excavated using standard procedures as outlined in the ULAS recording manual. Sufficient of any archaeological features or deposits will be hand excavated in order to provide the information required.

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

4.3.3 A record of the full extent in plan of all archaeological deposits encountered will be made on drawing film, related to the OS grid and at a scale of 1:10 or 1:20. Elevations and sections of individual layers of features should be drawn where possible. The OD height of all principal strata and features will be calculated and indicated on the appropriate plans.

4.3.4 An adequate 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.

4.3.5 This record will be compiled and fully checked during the course of the project.

5. Finds

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

5.2 Before commencing work on the site, a Site code/Accession number will be agreed with the Planning Archaeologist that will be used to identify all records and finds from the site.

5.3 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 the appropriate authority 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 with the approval of the 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 (i.e datable) will be bulk sampled (50 litres 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 50 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 A draft version of the report will normally be presented within four weeks of completion of site works. The full report in A4 format will usually follow within eight weeks. Copies will be provided for the client and the Local Planning Authority and deposited with the Historic Environment Record.

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.

- A quantitative and qualitative assessment of the potential of the archive for further analysis leading to full publication, following guidelines laid down in *Management of Archaeological Projects* (English Heritage).

7.3 A full copy of the archive as defined in the IfA Standard and Guidance for archaeological archives (Brown 2008) will normally be presented to Leicestershire County Council within six months of the completion of fieldwork. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken and will follow the LCC guidelines detailed in *The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service* (LMARS).

7.4 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.

8 Publication and Dissemination of Results

8.1 A summary report will be submitted to a suitable regional archaeological journal following completion of the fieldwork. A full report will be submitted to a national or period journal if the results are of significance.

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://www.oasis.ac.uk will be completed detailing the results of the project. ULAS will contact the HER prior to completion of the form. Once a report has become a public document following its incorporation into the HER it may be placed on the web-site.

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 Copyright

10.1 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.

11 Monitoring arrangements

11.1 Unlimited access to monitor the project will be available to both the Client and his representatives and Planning Archaeologist subject to the health and safety requirements of the site.

11.2 All monitoring shall be carried out in accordance with the IfA *Standard and Guidance for Archaeological Field Evaluations* (2008)

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

12 Timetable and Staffing

12.1 The start date is to be confirmed, but provisionally 24 October 2011. The work is likely to take 2-3 days to complete and two experienced archaeologists will be present during the work.

12.2 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.

13 Health and Safety

13.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (revised 2010) with appropriate risks assessments for all

archaeological work. A draft Health and Safety statement for this project is in the Appendix. The relevant Health and Safety Executive guidelines will be adhered to as appropriate.

14. Insurance

14.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. Employers Liability Insurance and Public/Products Liability Insurance Allianz Insurance plc Policy No. SZ/21696148 Professional Indemnity Insurance – Newline Underwriting Management Ltd Policy No. WD1100541

15. Contingencies and unforeseen circumstances

15.1 In the event that unforeseen archaeological discoveries are made during the project, ULAS shall inform the site agent/project manager, Client and the Planning Archaeologist and Planning Authority and prepare a short written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by the Planning Archaeologist, ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

16. Bibliography

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

Geology of Britain Viewer http://mapapps.bgs.ac.uk/geologyofbritain/home.html accessed 7/5/2012

IfA, 2008 *Codes of Conduct and Standards and Guidance for Archaeological Field Evaluation.*

Richard Buckley, ULAS, University of Leicester, University Road, Leicester LE1 7RH, Tel:0116 252 2848 Fax: 0116 252 2614 Email: rjb163@le.ac.uk

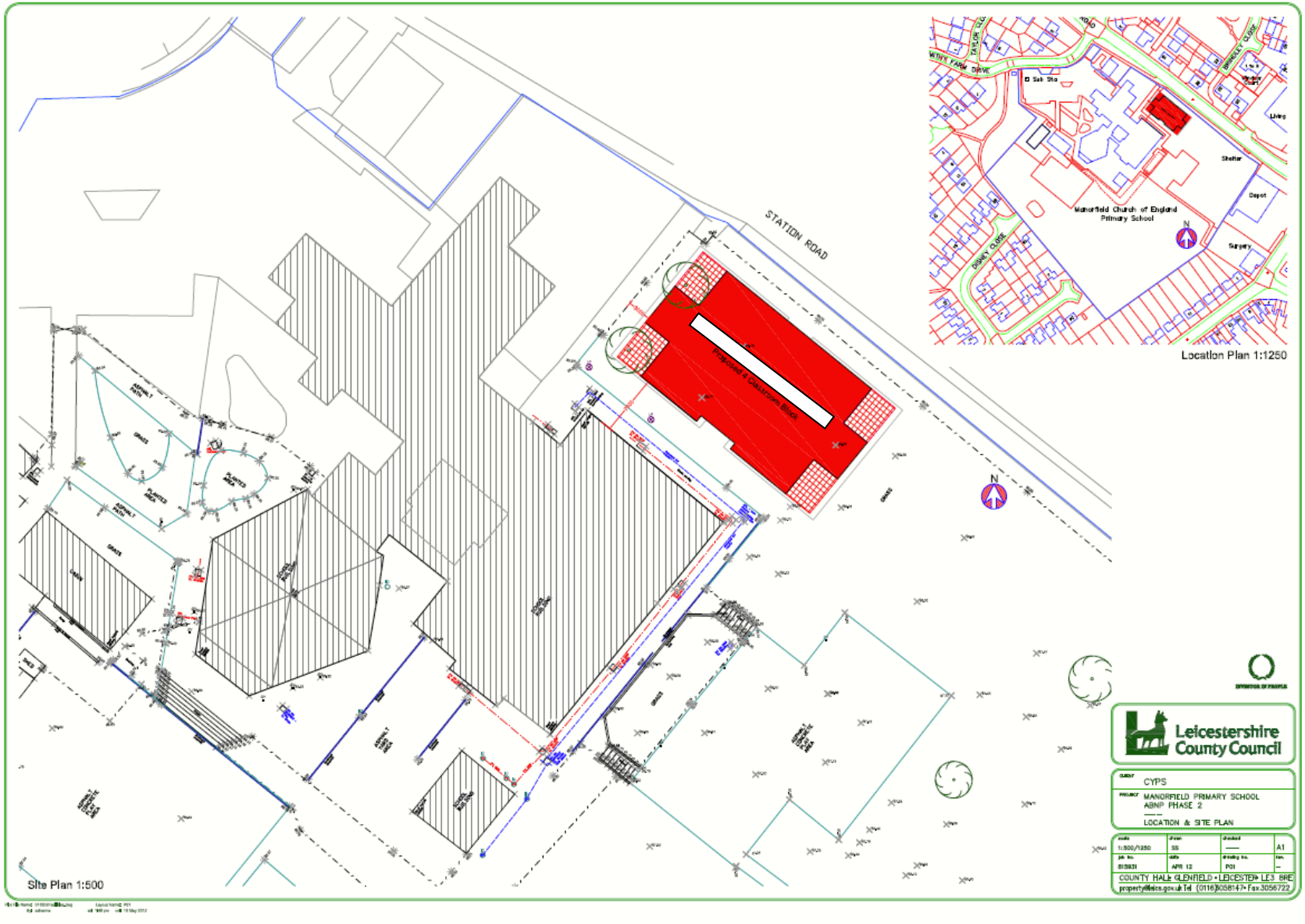

Figure 2 Site Plan (NTS) with indicative trench position (in white).

ARCHAEOLOGICAL TRIAL TRENCHING METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	PM	Contact
Manorfield Primary School Stoney Stanton, Leicestershire	12/201	Richard Buckley	**0116 252 2848**

Site Director	Site Contacts	Team (Nos)
TBA	TBA	2

SITE WORKS & METHOD STATEMENT

Evaluation trenches are to be machine excavated as detailed in the specification to look at 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:** Trenching we conducted as per the *Trial Trenching Methodology* in the specification. Machining will be conducted using ULAS SSOW1. Excavation of trenches will be undertaken according to ULAS SSOW3 (Appendix 1).All trenches will be inspected each day by an appointed person and noted on the trench sheet (Appendix 4).
- 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

A mechanical excavator will be used for trench excavation. The site director will ensure that the appropriate certification is carried.

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 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 252 2848) and if necessary to the University of Leicester Safety Services Dept (Appendix 2) .

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

University of Leicester
Archaeological Services

REGISTERED ORGANISATION IfA

INVESTOR IN PEOPLE

THE UNIVERSITY OF THE YEAR 2008/9