



**University of  
Leicester**

**Archaeological Services**



**An Archaeological Evaluation on Land  
between Braunstone Gate/Narborough  
Road, Leicester (Planning consent  
20101687)**

**NGR: SK 578 041**

**Wayne Jarvis**

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**Wayne Jarvis**

**For: CRM Architects**

Approved by

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**An Archaeological Evaluation on Land between  
Braunstone Gate/Narborough Road, Leicester  
(NGR: SK 578 041; Planning consent 20101687)**

**W. Jarvis**

**Summary**

*University of Leicester Archaeological Services (ULAS) carried out an archaeological evaluation by trial trenching for CRM Architects on land between Braunstone Gate/Narborough Road, Leicester (NGR: SK 578 041). The work was undertaken as part of an archaeological impact assessment in advance of a proposed development. Archaeological features were identified in the east of the site area and within the footprint of the proposed building. These included an early Roman ditch and other Roman deposits, a water course potentially of medieval date with waterlogged materials surviving, and a stone structure also of possible medieval date. These deposits were sealed by agricultural soils of medieval and post-medieval date. Further trenching identified the 1970s limits of excavations in the east of the current proposed site. Post medieval or modern levelling has truncated deposits in the areas examined on the north and west side on the former street frontages, although a sequence of early alluvial deposits probably from an old course of the river Soar was identified. The site archive will be held by Leicester City Council Museums, with the accession number A5.2011.*

**1. Introduction**

An archaeological evaluation was carried out by ULAS for CRM Architects in June 2011 on land between Braunstone Gate and Narborough Road, Leicester (NGR: SK 578 041). This was undertaken in advance of a proposed development involving the erection of a new retail store, with ancillary services, the alteration of the road junction on New Park Street, and car parking and associated services and landscaping etc. (see Figs.1, 2; Planning consent 20101687).

An archaeological evaluation of the site was requested by Leicester City Council, as archaeological advisors to the planning authority. The work was required in order to assess the nature, extent, date and significance of any archaeological deposits which might be present in order to determine the potential impact upon them from future development proposals.

This report presents the results of the trial trenching, with an assessment of the potential impact on buried archaeological remains from groundworks associated with the proposed development.

**2. Site Description, Land use, Topography and Geology**

**2.1 Site Description**

The proposed development area is located west of Leicester city centre, between Narborough Road North to the west, Braunstone Gate to the east and New Park Street to the north (Figs. 1, 2). The area consists of c 14,000 sq m (1.4ha) of land in total. The site lies at a height of c. 55.80m AOD. This is relatively low-lying land adjacent to the river Soar, within the former floodplain and probably marshy at times in the past.

## 2.2 Current Land use

Access to the site is currently available from the north (New Park Street), and also at the south-east (Braunstone Gate). The site is relatively flat ground, sloping away slightly from the central area with the slope only discernable to the south. There is no noticeable difference in ground level between the frontages of Braunstone Gate, New Park Street and Narborough Road North, indicating that the main area of the site has not been reduced significantly in level. The site still currently has warehouse buildings standing, including the Allied Carpets and Carpet Right warehouses being within the footprint of the proposed development (Fig. 2). The current standing building is of a prefabricated type, and probably has relatively shallow and minimal foundations with a concrete slab floor. To the east of these buildings, the area is currently hard standing for car parking, this being brick paved. North and west of the standing buildings the ground is currently undeveloped, landscaped and with some mature trees present on the Narborough Road frontage.

## 2.3 Geology

The Ordnance Survey Geological Survey of Great Britain Sheet 156 indicates that the drift geology consists of alluvium associated with the River Soar that lies a short distance to the east, this being part of the historical Soar floodplain. Additionally, an excavation in the 1970s identified waterlogged channel material thought to be of medieval date within the site area (Lucas n.d.). The underlying solid geology below the drift is Mercia mudstone (formerly Keuper marl).

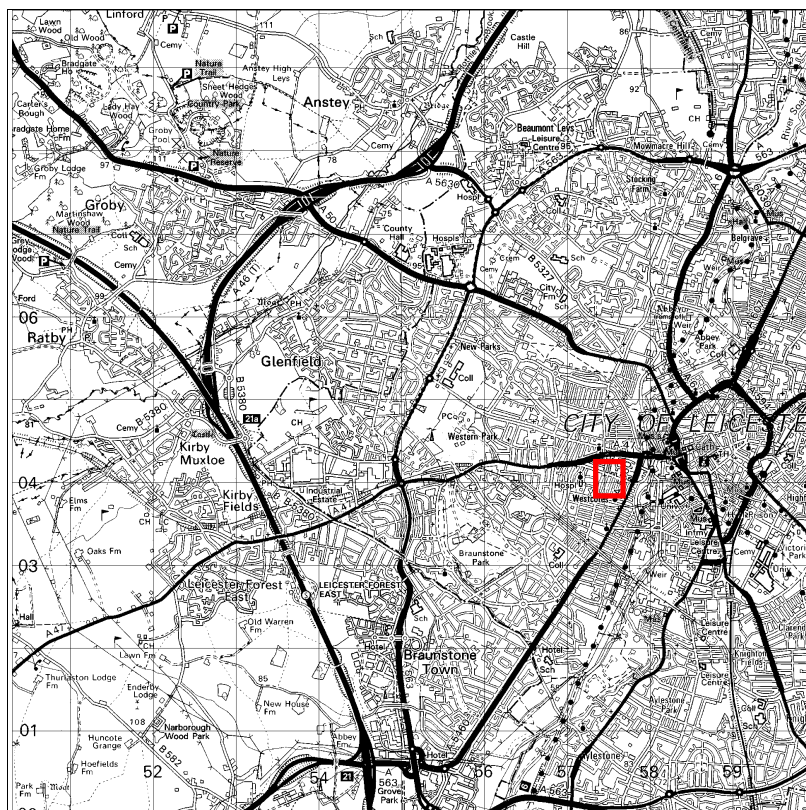


Fig. 1. Site location Scale 1:50000 Reproduced from the Landranger OS map 140 Leicester, Coventry and Rugby area 1:50000 map by permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office. © Crown Copyright 1996. All rights reserved. Licence no. AL 10002186.

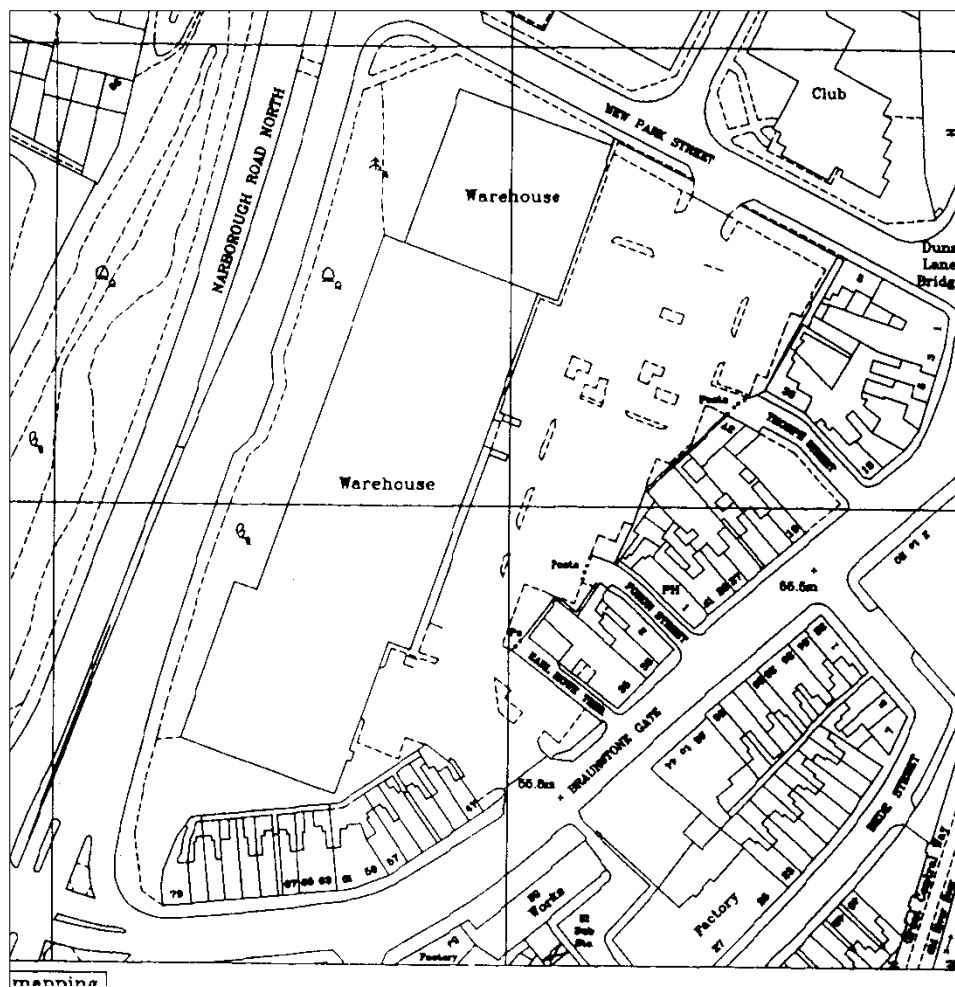


Fig. 2. Current Ordnance Survey map showing standing buildings and surrounding land use (1:1250, SK5704SE, 2000, by permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office. © Crown Copyright 2000. All rights reserved. Licence no. AL 10002186).

### 3. Historical and Archaeological Background

A desk-based assessment was produced prior to this stage of works (Jarvis 2001). This indicated that although the site lies outside the Roman and medieval town it is close to the Fosse Way Roman road, in an area where Roman and medieval suburban occupation has already been recorded (Fig. 3). Also the site is within the Soar floodplain with a potential for palaeochannel deposits and riverside activity of various dates as recorded nearby (Shackley and Hunt 1985, Cooper 1993). Excavations within the site area during the 1970s provide a good indication of the likely character, significance, and depth of survival of archaeological deposits. The majority of these excavations took place outside the footprint of the proposed new building though and within the proposed car park and Service Yard area. An extensive Roman site was identified here with activity throughout the Roman period, including burials, occupation, industrial and agricultural activity. The footprint of the proposed building is actually sited over where a Roman burial in a unique wooden coffin has been recorded. In total, 12 burials and three cremations were excavated, but these were in dispersed groups across the site. Some medieval activity was also encountered including a water course. Waterlogged material (and organic artefacts) of Roman and medieval date survived, and these deposits are rare in Leicester. Even if these deposits are not directly affected by groundworks, their survival may be compromised by groundworks (by dewatering of the area). The previous work indicated that the overburden over the archaeological level may be over 1.5m, but this could vary across the site and particularly being less on the former street

frontages for example. The evidence of previous and current land-use indicated that there has not been any major previous disturbance at depth so survival was seen as potentially very good across the area. A programme of targeted trial-trenching was therefore suggested to provide a greater degree of understanding of the potential effect on the archaeology (*ibid.*).

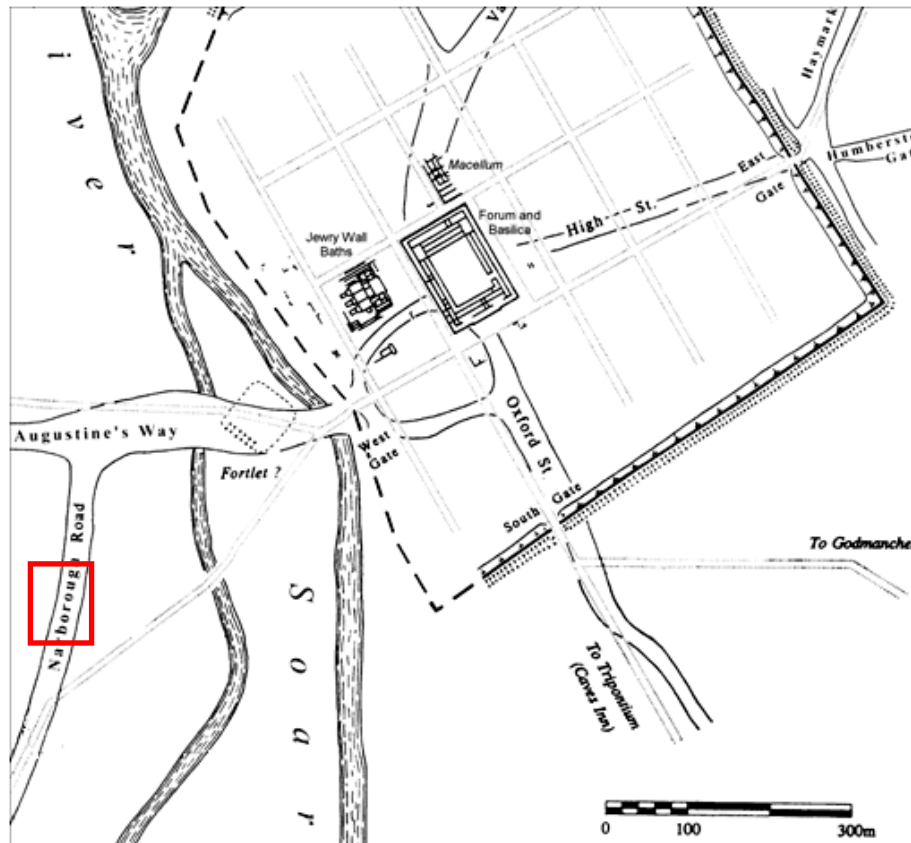


Fig. 3. Approximate location of development area in relation to Roman Leicester. Adjacent Roman roads shown.



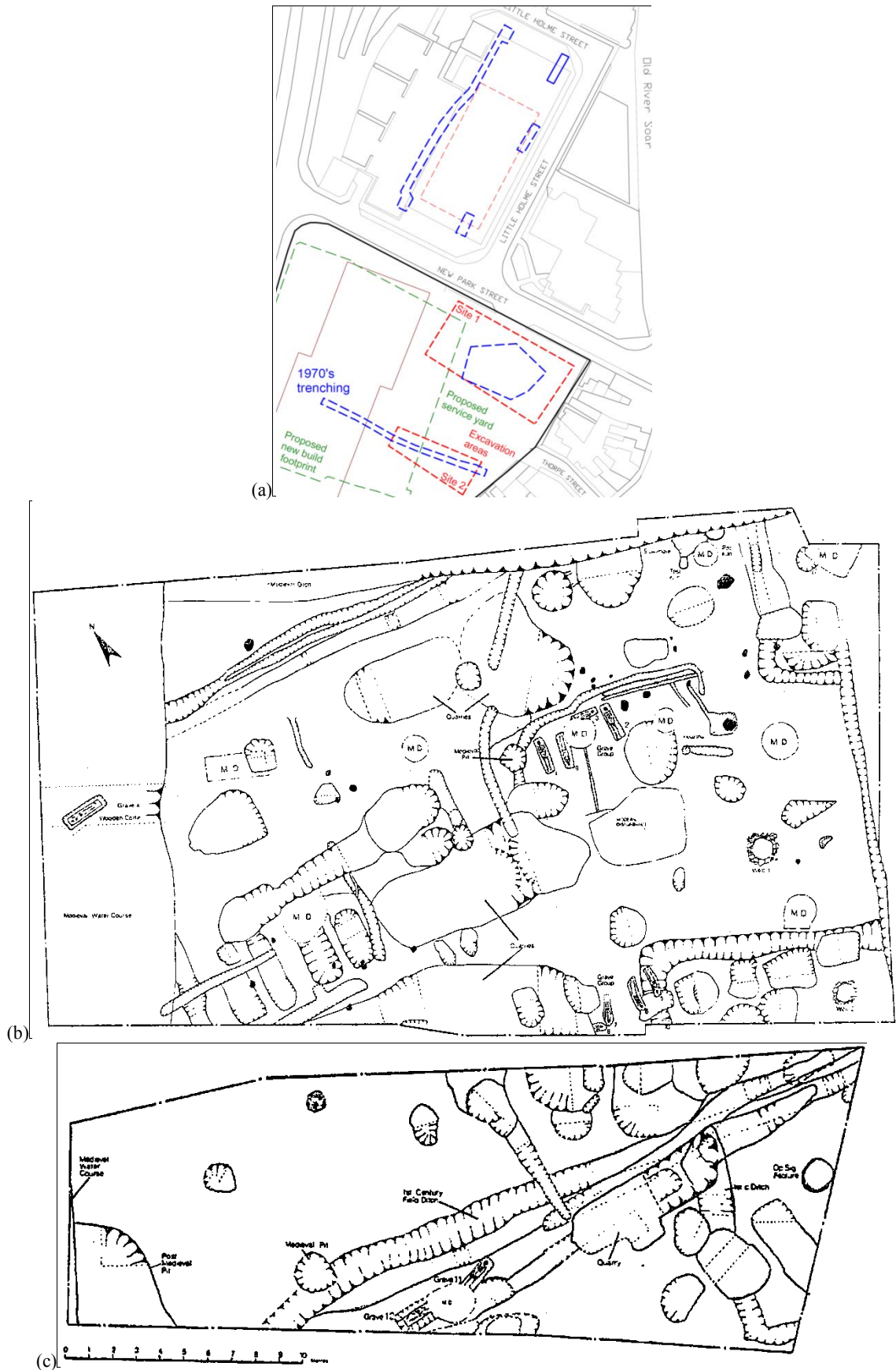


Fig. 4. (a) Location plan, and (b), (c) detailed site plans of 1970s excavations (Lucas n.d.). (b) Site 1 and (c) Site 2 either side of Thorpe Street. Cf. Fig. 6.

#### **4. Aims and Objectives**

The principal aims of the archaeological evaluation were:

- To identify possible areas of archaeological potential liable to be threatened by the proposed development.
- To establish the location, extent, date, and significance of any archaeological deposits located.
- To define the quality and state of preservation of these deposits.
- To assess the local, regional and national importance of any deposits.
- To produce an archive and report of any results.

The objective was to gain an indication of the nature, extent, date and significance of any archaeological deposits which may be present in order that an informed planning decision can be taken.

#### **5. Methodology**

Prior to any machining of trial trenches, general photographs of the site areas were taken. Four trial trenches were to be excavated and situated bearing in mind current services and structures, and the proposed building footprint (Fig. 6). Trenches 1 and 2 were sited to the north and west of the current building in an attempt to assess the continuity of the significant deposits identified during the 1970s excavations to the east, and also to evaluate the state of survival of deposits on the frontages of New Park Street and Great Holme Street. Trench 3 was located to tie in with the 1970s excavation areas and to assess the depths, survival etc. of archaeological deposits here. Trench 4 to the south of this was within the proposed building footprint in an area potentially undisturbed and not before exposed. The service plans provided by the client were consulted and a CAT scan of the proposed trench areas was carried out. During machining it was necessary to leave a baulk in the middle of trenches 1 and 4 to preserve service runs in the middle. Trench 1 was split into two sections (Trench 1a and 1b). The trenches were excavated using a 360 mechanical excavator equipped with a 1.8m wide toothless ditching bucket. Any topsoil and overlying layers were removed under full archaeological supervision until either the top of archaeological deposits or the natural undisturbed substratum was reached. Trenches were examined for archaeological deposits or finds by hand cleaning. Where necessary, trenches were stepped and ramped for safety, to preserve service runs and to allow access for recording purposes. The trenches were tied into the Ordnance Survey National Grid and developer datum levels. The trenches were backfilled and levelled at the end of the evaluation, although Trenches 2 and 3 were backfilled immediately after recording due to their depth and because they contained similar deposits encountered in the other trenches that could be kept open.



Fig 5. Machining Trench 4 within the footprint of the proposed building, and to the east of the current buildings. Steps left in for live services. The proposed building extends beyond the spoilheaps and to the edge of the red building (Carpet Right). The 1970s excavations took place to the left and towards the fencing.

The work followed the approved design specification (Buckley 2011) and adhered to the Institute for Archaeologists (IfA) *Code of Conduct* and adhered to their *Standard and Guidance for Archaeological Field Evaluations* (2008).

## 6. Results

Descriptions of all trench dimensions and archaeological features are provided in Appendix I. The trenches ranged in length from 5.4 to 29.1 metres, and between 2.1m and 3.6m wide (Fig. 6 etc.). All Trenches exposed a considerable depth of overburden, and additionally trenches 3 and 4 were located in the block-paved car park area so these deposits were removed separately to expose the underlying deposits.

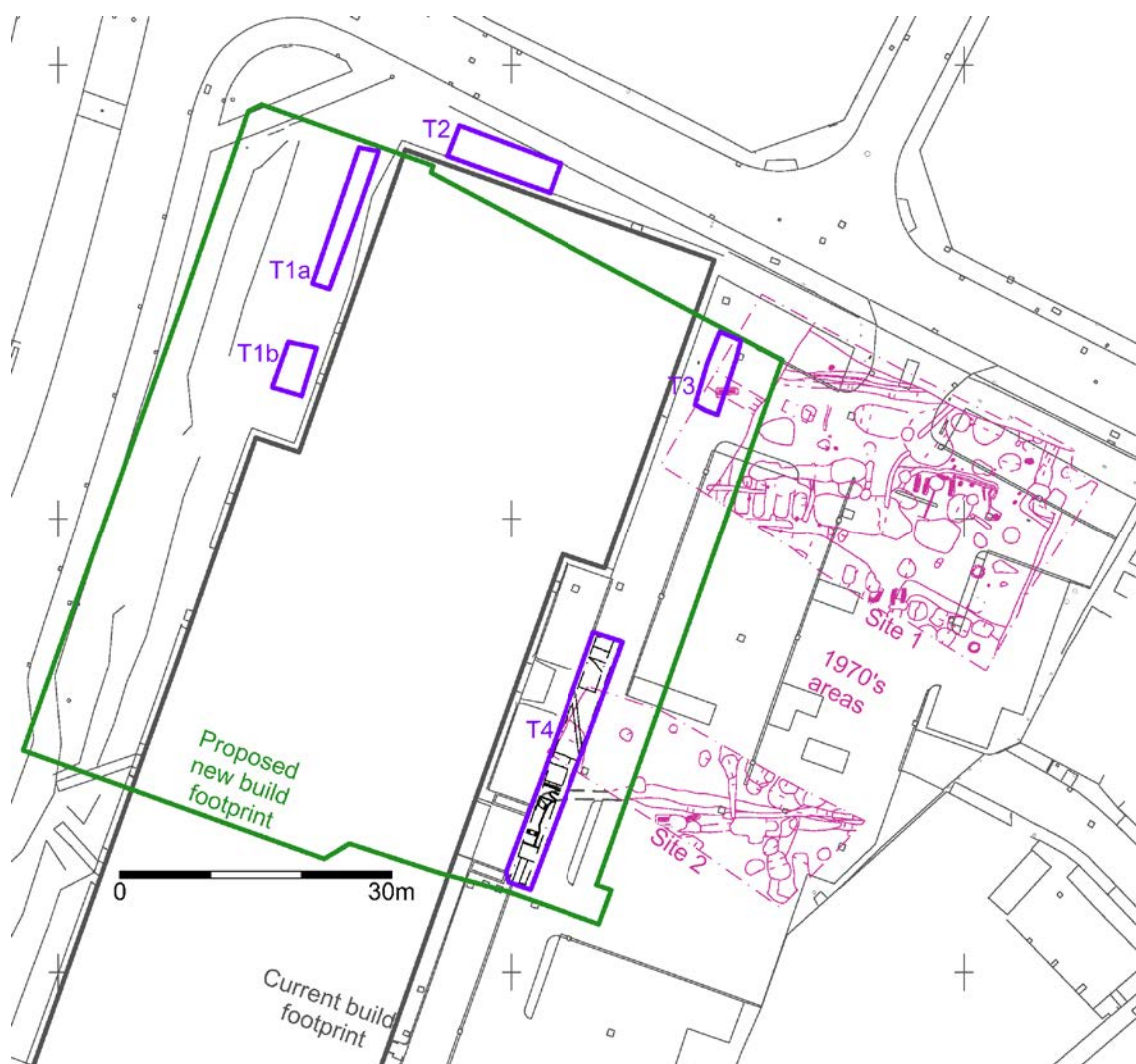


Fig. 6. Trench location plan; also shows current and proposed building footprint, and 1970s excavations.

### ***Trench 1***

Trench 1 was sited west of the standing building in a landscaped area recently cleared of tree cover (Figs. 6, 7), and within the footprint of the proposed building. Comparison with the pre 1970s regeneration maps indicate that this trench lies on the line of the former east frontage of Great Holme Street and at the north actually within its roadline. Several service runs were encountered during stripping hence 'service steps' (baulks) were left including one across the centre of the trench, so the trench was split into two, Trench 1a (north) and Trench 1b (south). At the south (denoted Trench 1b), only modern demolition and levelling deposits were identified to a depth of *c.* 1.35m (see Appendix I for levels). At the very base of this was a thin layer (less than 0.1m thick) of an orange sandy clay, context (9), which produced only late post medieval/early modern finds. This deposit was sitting on a 0.5m thick series of alluvial deposits (contexts 1-4), including fine grained grey clays and peat-like materials. This sequence indicates large scale levelling in the former frontage, perhaps as early as the 18th century, and with no earlier build ups surviving here. Only the early alluvial deposits survived this work, although they have a good potential for palaeoenvironmental results, and, possibly, early archaeology surviving too. A Roman pottery counter (SF2) was recovered from this trench, unstratified but most likely from context (9).

The north area of Trench 1 (denoted Trench 1a) exposed further demolition deposits and a series of services. One of the demolition deposits (including context 6) covered a large area

of this part of the trench and consisted of granite rubble, unmortared, but in a matrix of lime mortar. Hand excavation failed to identify any in-situ structure here. This demolition material is somewhat uncommon for modern building methods, but was overlying modern material containing brick rubble, and also context (9) that produced post medieval or modern clay-pipe fragments. Below layer (9) was the same series of alluvial deposits seen to the south in Trench 1b (Figs. 9-10). These were exposed at a depth of 1.26m from current ground level. Although the granite and lime mortar demolition deposit is clearly modern in date, the source and date of the original structure is unknown; the only dating from the actual demolition layer itself was a fragment of Roman wall tile. Two sherds of 2nd century Roman pottery were also recovered from service [12] backfill (13). At Norfolk Street to the west a significant range of Roman stone buildings were identified and excavated between 1975 and 1981 (Jarvis 2011).

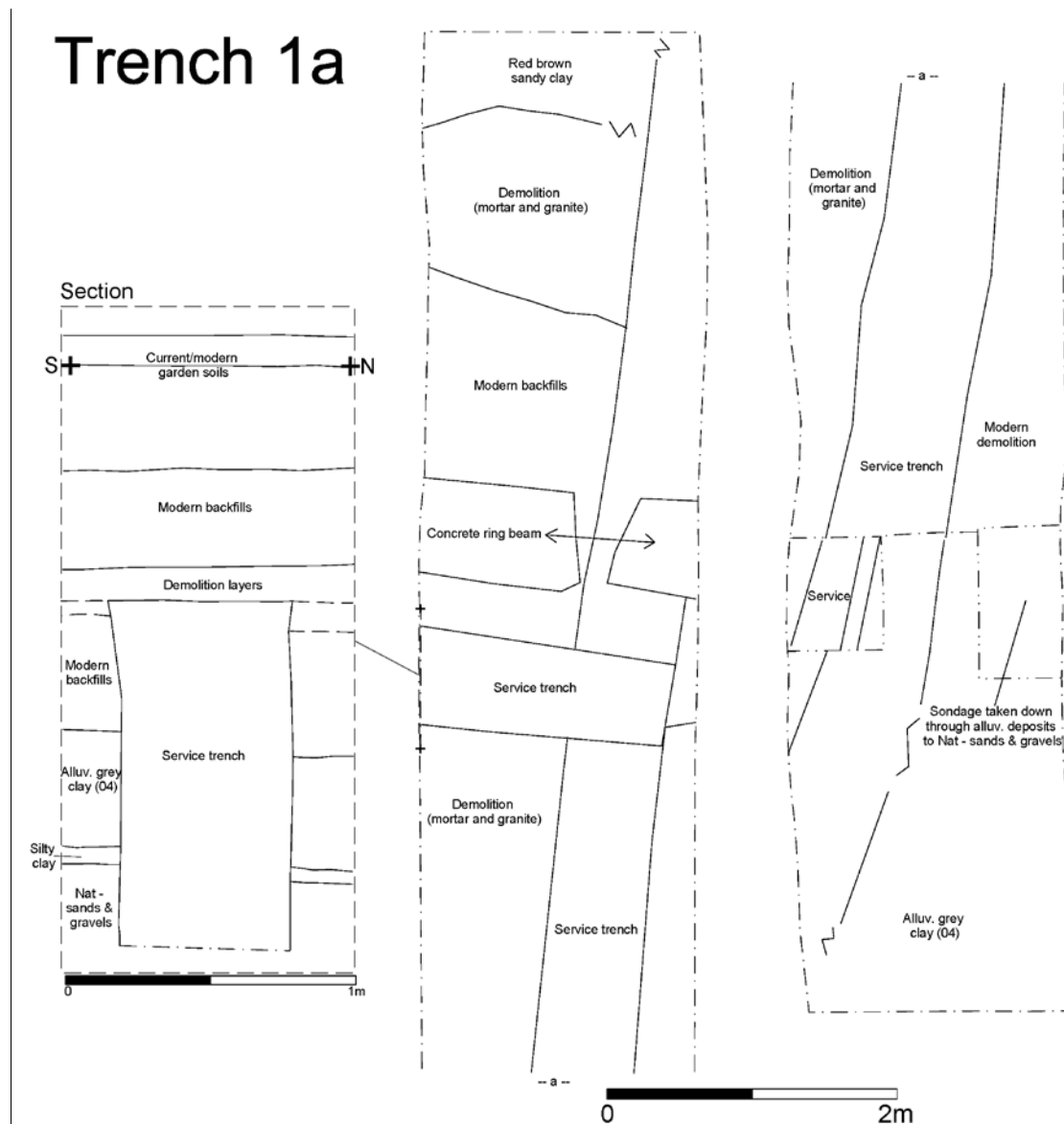


Fig. 7. Trench 1a (north area of Trench 1) features.

# Trench 1b

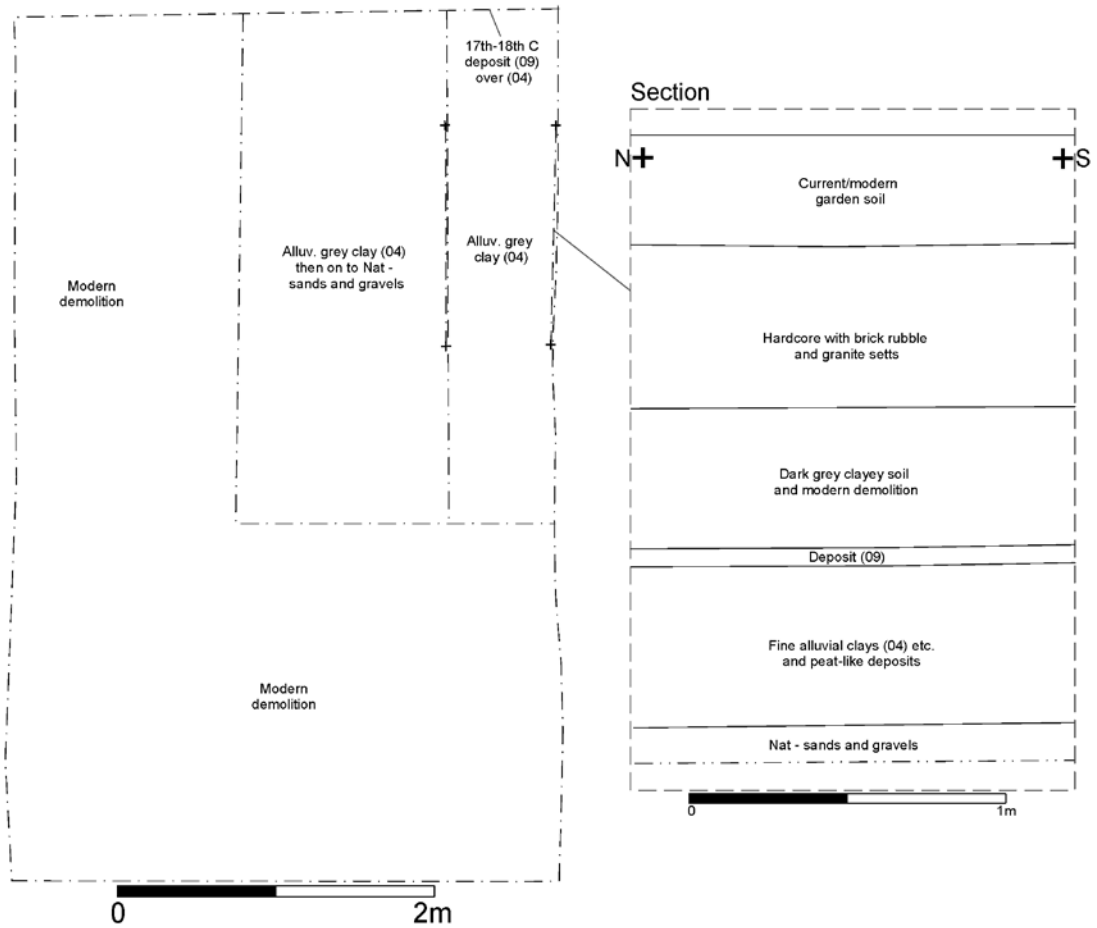


Fig. 8. Trench 1b (south area of Trench 1) features.



Fig. 9. Demolition material including granite and lime mortar, and modern deposits in Trench 1a, sealing alluvial deposits at base. Seen in section of service trench [12] (13).



Fig. 10. Trench 1a cont'd, showing sequence of demolition layers (top), layer (9) of post medieval/modern date sealing alluvial deposits, and natural sands and gravels below these at the base.



Fig. 11. Trench 1b, showing modern deposits (backfill) sitting on alluvial deposits (marked by 0.5m scale).

### ***Trench 2***

Trench 2 was sited north of the standing building in a landscaped area running along the east-west frontage of New Park Street (Figs. 6, 12), a street first developed with residential buildings in the 19th century (Jarvis 2011). The east area of this trench also had to be stepped for a service run, but west of this a similar sequence to Trench 1 was identified. This consisted of modern demolition (including context 5) sitting on top of a thin orange sandy clay (cf. context 9) which sat directly on the sequence of alluvial deposits, the latter being exposed at a depth of 1.63m from current ground level (see Appendix I for levels). Samples from the alluvial deposits at the base of the trench were assessed for waterlogged preservation (SAMS 1 and 2). No plant materials or other organic materials were identified, but it is likely that pollen will survive in these fine-grained peat-like layers. A large fragment of Roman wall tile was also recovered from the modern deposits here. Like Trench 1, this sequence of modern deposits sitting on alluvial deposits also indicates truncation of earlier levels in this area presumably during the construction of terraced housing – the latter showing on the first edition Ordnance Survey map (1886). Although the results from Trenches 1 and 2 are inconclusive, the extent of modern truncation is probably restricted just to the frontages, and any archaeological deposits that may survive could be at a depth of less than 1.26m from current ground level. Also the 1970s site summary refers to a burial being exposed actually on Great Holme Street (discovered in 1935), indicating some continuation of significant Roman archaeology this far west of the Fosse Way (Mellor 1975). Lucas (n.d.) later suggested a considerable fall off in the density of features here though, with a trial trench further west (on the line of Narborough Road North) exposing only agricultural deposits.



## Trench 2

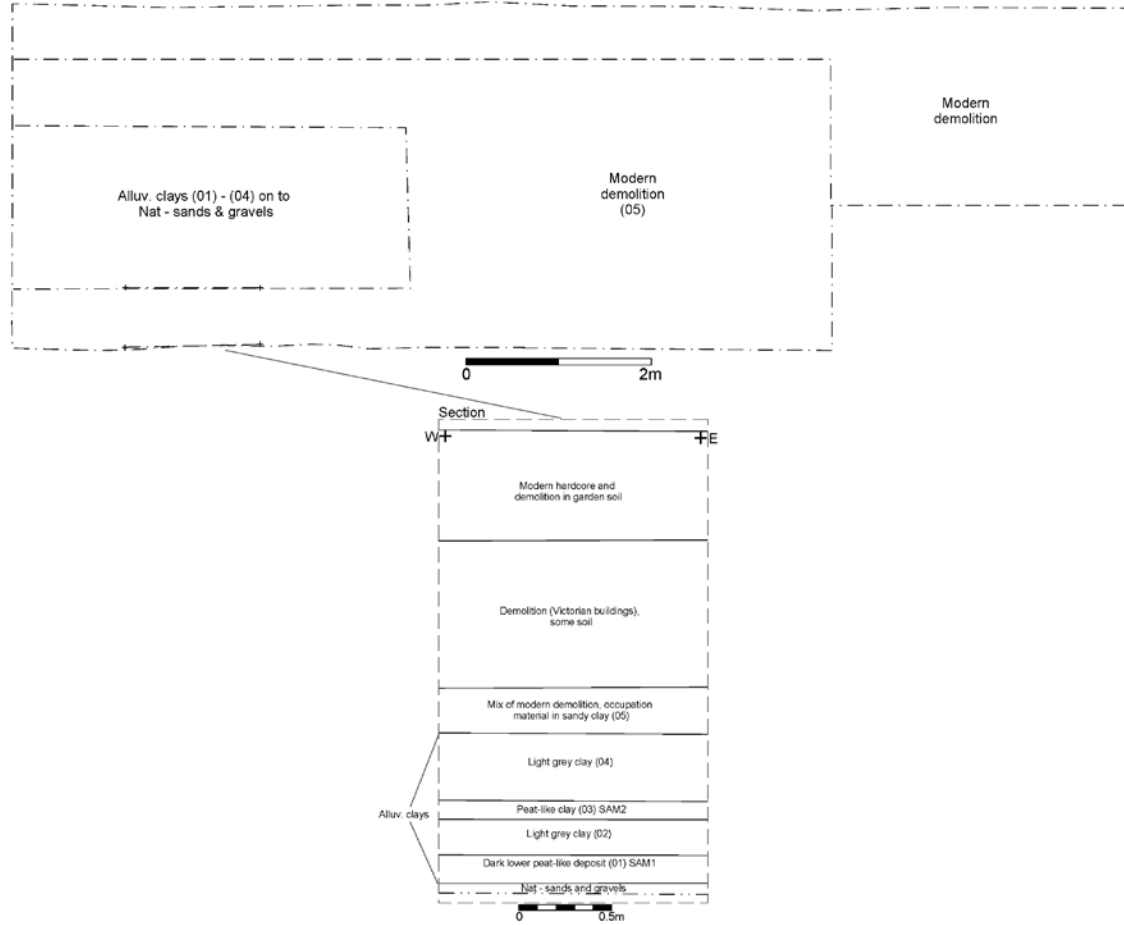


Fig. 12. Trench 2 plan and section.



Fig. 13: Machining Trench 2 on New Park Street frontage, looking west. Modern deposits, except in base of trench (background) where alluvial material survived (cf. Fig. 14).



Fig. 14. Trench 2, cont'd, looking east. Shows alluvial material at base, on to natural.

### ***Trench 3***

Trench 3 was sited east of the standing building in the car park area running north-south and within the footprint of the proposed building. It was likely that this trench would reopen part of the 1970s excavation Site 1 (cf. Fig. 6), and this probably explains the deposits exposed here. Only modern backfill, consisting of agricultural soils with much modern building rubble in, was encountered (Fig. 15). This was sitting on natural sands and gravels, with the latter at a depth of 2.35m below current ground level (see Appendix I for levels). In the north-west of this trench a large pit was seen cutting the natural, and also backfilled with modern material (Fig. 16). The overburden most likely indicates the backfilled open-area excavation, although this does not quite correspond with the 1970s site records which indicate only a narrow two metre sondage was excavated here rather than an area at least eight metres wide (north-south) as indicated by the trench results. It is possible that a wider area was opened up here, possibly to explore the area around the Roman wooden coffin burial which is thought to be located in this area. This trench indicates that the ground has been made up somewhat since the 1970s excavations, perhaps by as much as half a metre, hence the greater than anticipated depth.

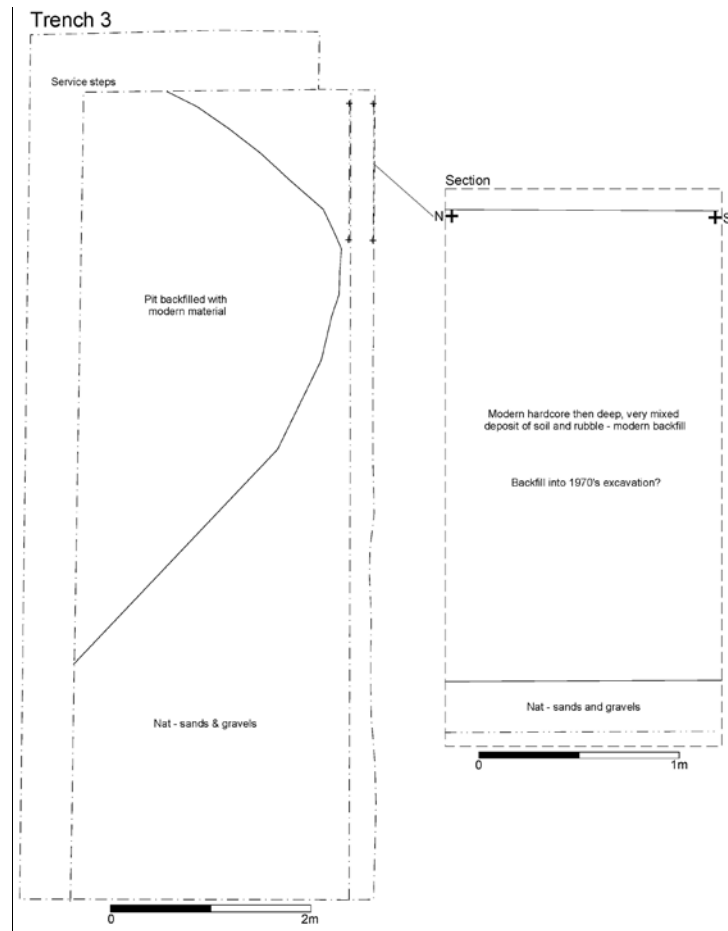


Fig. 15. Trench 3 plan and section.



Fig. 16. Trench 3, showing modern deposits (backfill) sitting on natural. Modern backfill into pit at base also.

#### **Trench 4**

Trench 4 was also sited east of the standing building in the car park area, and 27m to the south of Trench 3 (Fig. 6). Here a longer stretch of trench could be opened up between service runs, with the trench totalling some 29.1m long though with a baulk left midway to preserve a service line. In the north of this trench, a series of potential Roman deposits survived (Figs. 17-18), sealed by a garden soil and at a depth of 1.6m from current ground level (see Appendix I for levels); a dark grey clay context (16) was identified, possibly agricultural in origin. This produced finds only of earlier Roman date (Grey and Shelly wares) along with some animal bone with evidence of butchery activity. Below this, context (15) also produced only Roman material, adjoining fragments of a late 1st or 2nd century white ware flagon. This layer had a characteristic greeny hue to the deposit, an orange-grey slightly sandy clay, and was overlying the natural sands and gravels. That these layers survive indicates that the area is not wholly truncated. These deposits can most likely be correlated with a comparable sequence in the south of Trench 4, contexts (23) and (24) equalling (15) and (16) respectively. Here these contexts sealed a north-south ditch [18] fills (19) and (27). This ditch could be traced for 5.3m running broadly north-south, with a width of 1.4m and a depth of 0.45m (Figs. 17, 19). The ditch fills produced late 1st- to mid 2nd-century pottery, the date probably confirmed by the discovery of a very fine bow brooch of sawfish type. The ditch may well be a continuation of one recorded on Site 2 in the 1970s excavations, which turned eastwards continuing right across the site area (see Fig. 6 for projected line). Ditch [18] could in turn be seen to cut several layers, including context (20) and below this a probable buried soil level. This sequence further indicates some survival of 'positive' stratigraphy rather than only negative cut features here, although obviously there has been some truncation of deposits above from later ploughing.

These deposits were sealed by a thick sequence of agricultural 'garden' soils presumably of post-Roman date. Further post-Roman archaeology could be identified too here. Just east of the Roman ditch a stone structure was exposed while cleaning the section (feature [21] (22), Figs. 17, 20). This feature was cutting from at least 0.2m above the observed Roman levels, at a depth of 1.5m from current ground level, but it is possible that it cuts from higher still as only the lower sequence was exposed. It is difficult to assess its nature; it could be the outer edge of a stone-lined well but these are usually bonded and this stone work was not clay bonded or mortared. Alternately, it could be the edge of a stone-lined drain, a comparable feature being recorded to the north of the current site in the 1970s work and being of 16th-century date (Lucas n.d.). Slightly to the north of the Trench 4 features were more layers of post-Roman date sealed by or perhaps cut by a wide deposit of dark alluvial material, feature [25] (17) (26), also at 1.5m down from current ground level. This was a feature at least 5m wide, 0.65m deep and most likely flat bottomed, and probably crossing the trench in an east-west direction (Figs. 17, 21). It is more than likely that this is the same feature identified in the 1970s work, and recorded as a medieval water course, although the records indicated that to the north the feature was running north-south. The current work did not produce a firm date for this feature, or indeed establish whether it was a deliberately cut channel (as originally believed in the 1970s) or a natural incised palaeochannel. Nevertheless a section (Fig. 22) through its deposits here indicated an extremely good sequence of fine waterlogged deposits affording the survival of wood and other plant material, excellent preservation of animal bone (including 2 horse radii and a large mammal pelvis fragment), and a good likelihood for pollen remains. It is worth reiterating that it was the waterlogged nature of this feature that facilitated the survival on site of organic material including the Roman wooden coffin and other artefacts (leather and a wooden bowl) in the 1970s work, so the likelihood

of further comparable material on site is very high. The channel is of course also intrinsically of interest, for its date, form and function, and any environmental evidence it can provide.

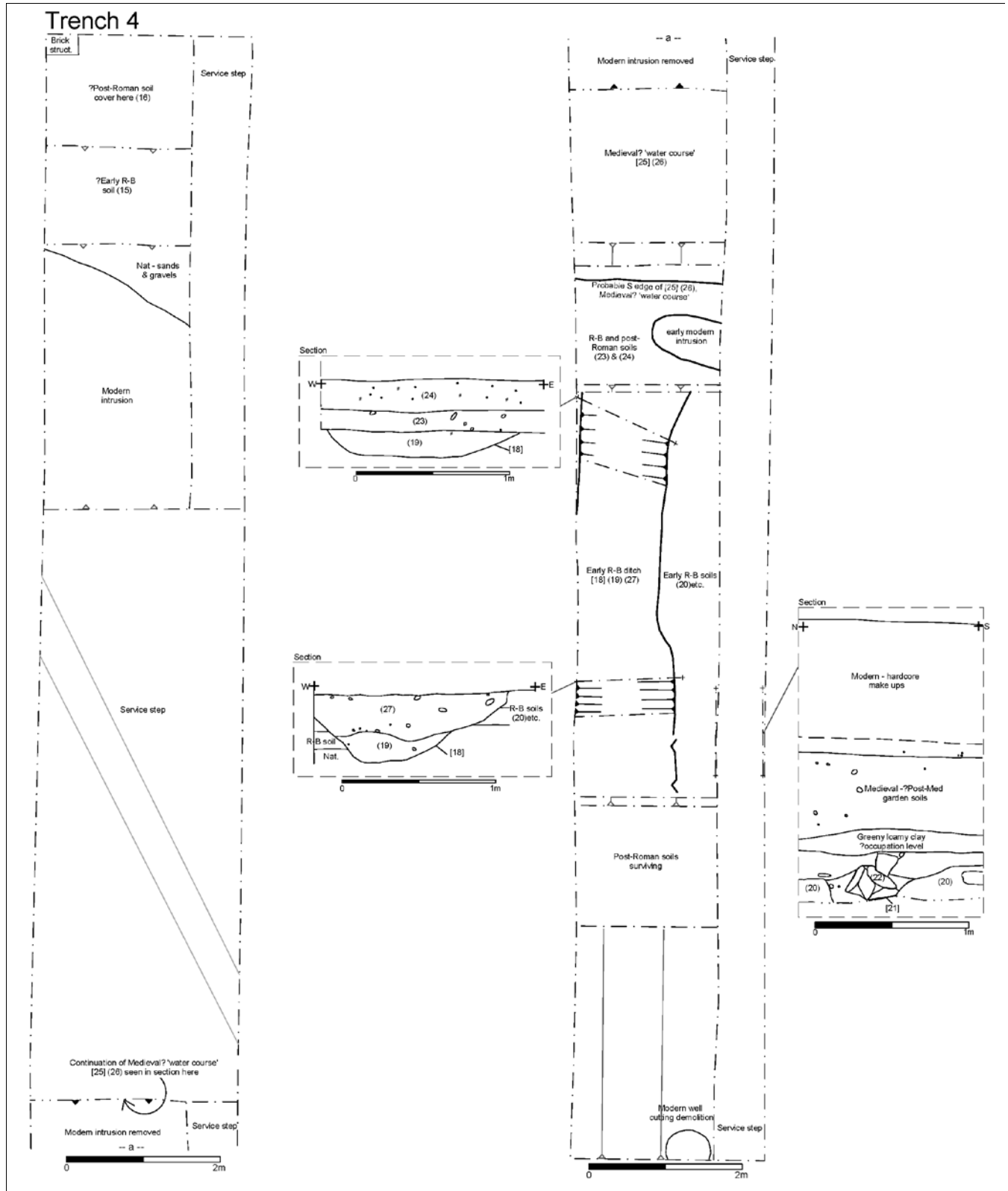


Fig. 17. Trench 4 features



Fig. 18. Trench 4, north end. Deposits of probable Roman date surviving at north end, which produced pottery of late 1st-2nd century date.



Fig. 19. Early Roman ditch [18] seen in Trench 4. Fills produced pottery of late 1st-2nd century date, and a sawfish type bow brooch. The feature can be seen to be cutting surviving early Roman layers suggesting only moderate truncation by later ploughing.



Fig. 20. Stone structure [21] in Trench 4, east baulk.



Fig. 21. Water-lain deposits [25] in Trench 4. Probable continuation of ?medieval water course seen in 1970s excavations. In foreground can be seen Roman deposits cut by/sealed by the channel.



Fig. 22. Water-lain deposits in Trench 4, cont'd. Survival of organic material can clearly be seen. ?Medieval water course seen in 1970s excavations and described as an 'extraordinarily wide, flat bottomed ditch'.

## 7. Discussion and Conclusion

The evaluation by trial trenching revealed archaeological evidence potentially of some significance in the east of the site area, within the footprint of the proposed building. This included an early Roman ditch and other Roman deposits, a water course potentially of medieval date with waterlogged materials surviving, and a stone structure also of possible medieval date. These deposits were identified at a depth of 1.5m from current ground level, and were sealed by agricultural soils of medieval and post medieval date, and above this, modern make ups. Further trenching identified the limits and depth of the 1970s excavations in the east of the current proposed site. On the north and west side of the site, both trenches were sited along the former street frontages. Probable modern leveling of 19th-century date has truncated deposits in the areas examined presumably during residential development on these frontages. Below this modern infill, a sequence of early alluvial deposits associated with the river Soar floodplain was identified however. It is not possible to assess the level of survival of deposits away from the north and west frontages at this stage. A few finds of Roman date were made in these trenches, and additionally a demolition deposit probably from a mortared stone building of unknown date was identified. Here the depth to natural from current ground level (as little as 1.26m) was less than in the east of site, where archaeological deposits were exposed at 1.5m down due to the ground being made up during previous redevelopment. The depth and extent of groundworks for the proposed development will considerably influence the extent of the impact on archaeological deposits, although the survival of waterlogged materials on site will also be impacted by any major groundworks.

## 8. Archive

The site archive will be held by Leicester City Museum Service, with the accession no. A62.2011.

The archive contains:

- 5 trench recording sheets
- 1 context summary record sheet
- 2 A5 context sheets
- 2 photographic indices recording sheets



- 1 Survey sheet
- 1 Small Finds index sheet
- 1 sample records sheet
- 1 drawing index sheet
- 1 drawing records index sheet (detail)
- CD containing digital photographs and...
- Survey data on CD
- Unbound copy of this report
- Thumbnail print of digital photographs
- 35mm black and white contact sheet and negatives (x2 films)

The report is 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/>

ID	OASIS entry summary
Project Name	Gt. Holme St. Leicester.
Summary	The evaluation revealed some archaeological evidence for activity of early Roman date, and of probable medieval date too.
Project Type	Evaluation
Project Manager	Richard Buckley
Project Supervisor	Wayne Jarvis
Previous/Future work	Previous: DBA / Future: uncertain
Current Land Use	Disused sales warehouses and car park
Development Type	Business (superstore)
Reason for Investigation	PPS5
Position in the Planning Process	Post-application?
Site Co ordinates	SK 578 041
Start/end dates of field work	07/06/2011-16/06/2011
Archive Recipient	Leicester City Council Museums
Study Area	1.4ha
Associated project reference codes	Museum accession A5.2011 OASIS form ID: universi1-104112

## 9. Publication

A summary of the work will be submitted for publication in the local archaeological journal *Transactions of the Leicestershire Archaeological and Historical Society* in due course. The report has been added to the Archaeology Data Service's (ADS) Online Access to the Index of Archaeological Investigations (OASIS) database held by the University of York.

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## 11. Acknowledgements

The fieldwork was funded by CRM Architects and was carried out by Wayne Jarvis, with Steve Baker of ULAS. Richard Buckley managed the project. Chris Wardle of LCC Planning Archaeologist monitored the work on behalf of the planning authority.

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23/06/2011

**Appendix I: Trench details**

Trench	Length (m)	Width (m)	Arch. contexts
1a	16	2.1	(09) LPM/Modern sealing alluvium (04)
1b	5.4	3.3	(09) LPM/Modern sealing alluvium (04)
2	12.0	3.6	(05) Modern sealing alluvial deposits (01-04)
3	8.6	2.9	No, - modern deposits on to natural only
4	29.1	3.25	(15-27), R-B and Med deposits and features

Trench	Hgt Current Ground maOD	Depth to Archaeology	Hgt of Archaeology/undisturbed deposits maOD	Notes
1a	55.29	1.26	54.03	To 'early' alluvial deposits
1b	55.46	1.35	54.11	To 'early' alluvial deposits
2	55.16	1.63	53.53	To 'early' alluvial deposits
3	55.34	2.35	52.99	To natural only. Deposits truncated here – by 1970s excavation area?
4	55.32	1.5	53.82	53.82 to top of stone structure. R-B deposits and ?Med 'water course' at 53.60. Garden soils (P/Med?) at 54.44

**Appendix II: The Finds and Plant Remains****Roman Pottery and Tile** by Nicholas J. Cooper**Introduction**

A total of 20 sherds of Roman pottery weighing 286g were retrieved from nine stratified Roman contexts. The material was classified using the Leicestershire Museums Fabric Series (Pollard 1994, 112-114) and quantified by sherd count and weight as detailed in the following table.

**Results**

## Roman Pottery from Braunstone Gate, Leicester A5.2011

Roman Pottery from Great Holme Street, Leicester A5.2011								
Context	Cut	Fabric	Form	Type/Part	Sherds	Weight	Dating	Comment
13	12	CGSamian	dish	body	1	18	2nd cent	Residual
13	12	GW5	jar	lidseat	1	17	2nd cent	Residual
15		WW2	Flagon	base	5	67	L1st-E2nd	
16		GW5	jar	outcurve	1	10	2nd cent	
16		GW5	jar	misc	1	30	2nd cent	
16		CG1A	jar	misc	2	21	M1st-2nd	
19	18	GW5	jar	lidseat	1	18	L1st-E2nd	
24		BB1	bowl	HB38-40	1	20	120-160	abraded
24		GW5	jar	base	2	36	2nd cent	
27	18	GW3	jar	body	1	6	2nd cent	
27	18	CG1A	jar	body	4	43	M1st-2nd	abraded
<b>Total</b>					<b>20</b>	<b>286</b>	<b>AvSh.Wt 14g</b>	

## Discussion

The average sherd weight of 14g is fairly typical (if slightly low) for stratified Roman material in Leicester and most of the sherds were in good condition. The group predominantly comprises jars in grey ware (GW3 and 5) and shell-tempered wares (CG1A), the rim forms of the former indicating a later 1st- or 2nd-century date. The base of a white ware flagon came from (15), again indicating a similar date. The only diagnostic regional import is a flanged bowl in BB1 of Holbrook and Bidwell's form 38-40 (Tyers 1996, 184, fig.228) dating to between AD120-160. A single sherd of plain Central Gaulish samian, probably from a Form 18/31 dish, or perhaps Form 31, occurred residually in a late context (13). The broad date range of the stratified Roman material spans the mid or later 1st century and 2nd century but the overall proportion of fabrics and the low occurrence of BB1, suggests that most of it was deposited by the middle of the 2nd century.

## Roman Tile

Four small fragments (120g) from a *pedalis* or wall tile came from context (6) in Trench 1, whilst a single larger fragment of *pedalis* (455g) was an unstratified find from Trench 2. Their occurrence may indicate the presence of masonry founded buildings in the vicinity.

## Medieval and later Pottery and Clay Pipes by Deborah Sawday

The pottery, six sherds, weighing 39 grams, from context (13) [12], was catalogued with reference to the guidelines set out by the Medieval Pottery Research group, (MPRG, 2001) and the ULAS fabric series (Davies and Sawday 1999), (Davies and Sawday 2004). Two medieval and four post medieval or early modern sherds were identified.

Also present in context (6) were two post medieval or modern clay tobacco pipe stems.

The results are shown below, (Table 1)

Table 1: The medieval and later pottery by fabric, sherd numbers and weight (grams) and miscellaneous finds, by context.

Context	Fabric/Ware	Nos	Grams	Comments
POT				
13 [12]	PM – Potters Marston	2	16	Joining body sherds – 13th C+
13 [12]	EA3 – Mottled ware	1	4	Body c.1650-1780
13 [12]	EA5 – Imitation Mottled ware	3	19	Body – 2 vessels, slipped under glaze, c.1650-1780
MISC				
9	China Clay	2		Tobacco pipe stems, post med/modern

Site/ Parish: Braunstone Gate, Leicester, Accession No.: A5 2011 Document Ref: great holme st1.docx Material: pot & clay pipe Site Type: extra mural	Submitter: W. Jarvis Identifier: D. Sawday Date of Identification: 21.6.11 Method of Recovery: evaluation Job Number: 11-181
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## Animal Bone by Jennifer Browning

### Introduction and Dating

The animal bones recovered during hand-excavation from an evaluation at Braunstone Gate, Leicester were assessed to evaluate preservation and variety and therefore provide an indication of the faunal potential, should the site progress to excavation. Features dating from the Roman to the post-medieval/modern period were excavated.

### ***The Assemblage: Preservation and Composition***

The current sample consists of 22 fragments from 6 different features. Cattle and horse were both positively identified in the assemblage. Surface condition was briefly assessed by context, following Harland et al (2003). Preservation was varied and the bones from the ?medieval watercourse, context (17) (table 1), were in excellent condition - a larger sample to assess the nature of this deposit would be very desirable. Context (9) bones were in the poorest condition, but these are likely to be of little archaeological significance. The remainder of the assemblage was in good or fair condition and the fact that both fine cut marks and chops were observed on the surface of some bones indicate that the assemblage has the potential to provide information on modifications such as butchery, burning, gnawing and pathologies. No bones from small species such as fish, birds or small mammals were seen. However, there seems no reason why, if present, these should not be recovered from a larger sample, through the adoption of an appropriate sampling strategy during excavation.

Table 1: The animal bones recovered from the site (Key: lge mml= large mammal (indeterminate cattle/horse/red deer size) and med mml (sheep/goat/pig/dog size))

Context	Period	Feature	Preservation	Description
9	Post-med/modern	layer	Poor	2x med mml shaft fragments
13	Modern	backfill	Good	1 x cattle ulna (butchered), 2 x lge mml shaft fragments, 1x med mml shaft fragment
16	Roman (?)	layer	Good	5 x lge mml shaft fragments and 2 lge mml skull fragments, (two with cut marks)
17	?medieval	watercourse	Excellent	2 x horse radii, 1x lge mml pelvis fragment,
20	Roman (?)	layer	Fair	1 x cattle radius
27	Roman	ditch	Good	5 x lge mml vertebral fragments

### ***Archaeological Context and Potential***

Previous zooarchaeological work carried out in the vicinity has included assemblages large and small, dating from the early Roman through to the post-medieval and modern periods. The information gained is contributing to knowledge of diet, environment, location of crafts and industries, waste disposal, economy and husbandry in and around Leicester. A large assemblage of animal bones was recovered from the site at Great Holme Street in the 1970s (Leics. Museums Accession number A77 1975). The material analysed consisted largely of cattle skulls and feet, interpreted as the specialised waste from a Roman abattoir (Gouldwell 1991). The faunal remains recovered so far suggest that preservation is good across a variety of features.

### **The Small Finds** by Nicholas J. Cooper

#### ***Objects of Personal Adornment and Dress***

##### Sf1 [18] (19)

Copper alloy bow brooch of sawfish type. Bow and wings complete but poorly preserved; catch plate and axis bar damaged and pin missing. The wings are flat faced and undecorated. Part of axis bar still preserved in the semi-cylindrical recess at the back of the wings which would originally have enclosed it but housing has decayed. Top of bow may have been surmounted by a chain loop, the base of which survives but is contiguous with a narrow crest running vertically down the top third of the bow, below which is a tapering rectangular grid of cells which would originally have contained enamel. The edges of the bow are decorated with teeth-like projections and the foot is formed into the characteristic oval knob. Length 40mm; width of wings 21mm.

The existence of the vertical moulded crest in place of what would normally have been a separately cast and riveted figure of a dog, indicates that this is a slightly debased version of the classic sawfish form which Mackreth, in his discussion of the example from Causeway Lane has dated to the period up to AD 75 (Mackreth 1999, 249, fig.118.7). A complete example including the dog crest was found at Empingham, Rutland (Fraser 2000, 105, fig.50.3). A date in the later 1st or first half of the 2nd century may therefore be likely for this brooch and this compares with the dating of the grey ware jar rim from the same context.

### ***Objects of Recreational Use***

Sf2 U/S T1b

Ceramic counter or gaming piece manufactured from a sherd of Roman grey ware pottery of 2nd-4th century date. Diameter 33mm, thickness 5mm.

Small counters of this size, made from re-used sherds of pottery are relatively common finds in Roman Leicester and its suburbs, 12 examples coming from Causeway Lane (Cooper 1999, 272, fig.132.176-9), and two from the 1977 excavations on the present site (Boothroyd 1994, 44, fi.15.98-99).

### ***Material possibly relating to industrial activity***

A single fragment of coal, weighing 2g was recovered from context (9) probably dating to the modern period due to the occurrence of clay tobacco pipe from the same context.

### **Environmental Analysis - Statement of potential by Anita Radini & Wayne Jarvis**

An evaluation was conducted by the University of Leicester Archaeological Services at Braunstone Gate, Leicester. During the evaluation, three different contexts (1, 3, 17) were sampled to assess for environmental preservation. Sample 3 (context 17) contained waterlogged plant material and very well preserved animal bone in a fine grained silt clay 'peat-like' matrix; there is therefore a good potential for pollen preservation too. The remainder of this sample should be kept if budget for future analysis becomes available.

Samples 1 (context 1) and 2 (context 3) were assessed in the ULAS laboratory in terms of their potential for environmental analysis and to assess the type of preservation as it was not clear whether they were waterlogged remains or had dried out in the past. The samples appeared to be dark brown in colour and consisted of fine dried clay. A sub sample of 250 ml of each sample was soaked in water for 48 hours in order to make the dried clay soft enough for the samples to be scanned and to reduce the damage to the possible plant remains to a minimum. The samples were scanned for visible presence of waterlogged plant remains, for any evidence of animal bone fragments, and any other biological remains such as insects or snails. It was found the material consisted of deteriorated organic matter and fine root fragments. While the deposits therefore have low potential for plant macroremains, these types of deposits could hold potential for pollen analysis.

Due to the presence of waterlogged remains on site, an appropriate sampling strategy should be adopted if any future work should take place on site.

**Appendix III: Written Scheme of Investigation**

<b>Site Name:</b>	<i>Braunstone Gate: Narborough Road Retail Park</i>		
<b>Job No:</b>	11-181	<b>PM</b>	RJB
<b>Contact Details for site:</b>	Architects: Christopher Mew CRM Tel: 020 7841 2770 Project managers: Tel: 01582 410429 email: <a href="mailto:bart@redbourn-group.co.uk">bart@redbourn-group.co.uk</a> Keys: Humphreys estate agents on Braunstone Gate,		
<b>Time allocated:</b>	4 days machining, 5 days trench investigation		
<b>Notes</b> <i>Start date: 6 June 2011</i>  <b>Equipment to be booked:</b>			
<b>Site director to complete &amp; sign off the following</b>			<b>Signed</b>
1. Before starting on site read the specification			
2. Before starting on site request an accession no.			
3. Check service plans if available.			
4. On first day on site: check the Risk Assessment, add any further assessment and sign. Check the Risk Assessment every week or if something changes.			
5. Before starting work induct staff as necessary and get them to sign the induction register (Appendix 3)			
6. Before starting work make sure H&S at Work Act, Insurance details & A&E details are displayed in cabin if relevant.			
7. Before starting work check any plant & driver certification.			
8. Inspect trenches/excavations each day and sign the Trench Inspection Sheet (Appendix 4)			
9. Report any accidents using the Accident Report Form (Appendix 2)			
10. Return Document to the PM once site is finished.			

- **UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES**

## **Written Scheme of Investigation for Archaeological Field Evaluation**

*Job title: Braunstone Gate: Narborough Road Retail Park*

**NGR: SK 578 041**

- *Client: Fairgate Investments*
- *Planning Authority: Leicester City Council*
- *Planning application No. 20101687*

- **1 Introduction**

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

This document is a design specification for an initial phase of archaeological field evaluation (AFE) at the above site, in accordance with PPS 5: Planning for the Historic Environment. The fieldwork specified below is intended to provide preliminary indications of character and extent of any buried archaeological remains 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.

- **2. Background**

- **2.1 Context of the Project**

2.1.1 Planning permission has been granted by Leicester City Council for the construction of a retail store (class a1) on land bounded by Braunstone Gate and Narborough Road following demolition of existing buildings, with associated car park and service yard; alterations to vehicle access from New Park Street; associated highway works on new park street and Narborough Road North.

2.1.2 In view of the high archaeological potential of the site, a condition has been placed on the planning permission:

*No development shall take place until a programme of archaeological work in accordance with a written scheme of investigation has been submitted to and approved in writing by the local planning authority, and shall be implemented. The work shall be carried out by a body the details of which shall first be submitted to and approved in writing by the local planning authority. No work shall take place in the site except in accordance with these approvals. (To ensure satisfactory archaeological investigation and recording and in accordance with Core Strategy policy CS18.)*

2.1.3 Following Planning policy Statement 5 (PPS5) Policy HE6, the City Archaeologist has subsequently indicated (email to RJB 5/4/2011) that the scheme of archaeological investigation should commence with trial trenching to examine 5% of the footprint of the building that was not excavated in the 1970s. He further noted that the scale of any subsequent scheme of investigation 'will depend on what archaeological remains are found, how significant they are and how vulnerable they are to the development.'

- **2.2 Archaeological and Historical Background**



2.2.1 An archaeological desk-based assessment has been prepared by University of Leicester Archaeological Services on behalf of CRM Architects for the proposed development of land between Braunstone Gate and Narborough Road North, Leicester (Jarvis 2011). The assessment has shown that although the development site lies outside the walls of Roman and medieval Leicester, it is located in an area of high archaeological potential on the site of a known Roman cemetery and other Roman domestic and industrial activity. More specifically, within the actual footprint of the proposed building, a Roman burial with a unique wooden coffin surviving was found in excavations in the 1970s. The site is close to the Roman Fosse Way so it is likely that this activity represents at least 'ribbon development' relating to this road, and perhaps a more substantial suburban site here. The medieval potential is perhaps less significant as for at least some of this period the site may have been in agricultural use. However, ditches and pits have previously been recorded within the proposed area and waterlogged materials of this date survive here too. The footprint lies on a known medieval watercourse and the site is therefore of some potential for the survival of timber structural remains. Earlier river channels may also survive in this floodplain area, with a high potential for associated waterlogged deposits. Additionally, prehistoric remains might survive beneath alluvial cover, and there are also other Roman and medieval findspots in the vicinity of the site.

- **3. Archaeological Objectives**

- 3.1 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.

- 3.2 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.

- 3.3 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**

*General Methodology and Standards*

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

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

4.3 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning Authority and the Client, if required.

*Trial Trenching Methodology*

4.4 Prior to any machining of trial trenches general photographs of the site areas may be taken.

4.5 A 5% sample of those parts of the footprint of the proposed 4657sq m new building which lie outside the area of the 1970s excavations. is required. This amounts to approximately five trenches, each 30m by 1.6m. In order to fit in with the proposed development timetable, the City Archaeologist has agreed that these can be undertaken pre-demolition, in areas immediately adjacent to the standing building.

4.6 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

- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 Trench locations will be recorded by an appropriate method. These will then be tied in to the Ordnance Survey National Grid.
- 4.11 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.
- 4.12 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.
- 4.13 The trenches will be backfilled and levelled at the end of the evaluation.
- 4.15 The area of proposed trenching will be enclosed by Heras fencing for the duration.

#### ***Recording Systems***

- 4.14 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.
- 4.15. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets.
- 4.16 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.
- 4.17 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.
- 4.18 This record will be compiled and fully checked during the course of the project.

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#### **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 Leicester City Museum Service 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 Leicester City Museums Service* (LCMS) 2006.
- 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 A start date is likely to be 6 June 2011. The work is likely to take 7-10 days to complete and two experienced archaeologists are likely to 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. 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.

- 
- 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)
- IfA, 2008 *Codes of Conduct and Standards and Guidance for Archaeological Field Evaluation.*
- Jarvis, W., 2011 *An Archaeological Desk-Based Assessment for Land between Braunstone Gate/Narborough Road Leicester (NGR: SK 578 041; Planning consent 20101687)* Unpub ULAS Report 2011-035

Richard Buckley  
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Leicester LE1 7RH

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Email: rjb16@le.ac.uk

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- © ULAS 23-05-2011
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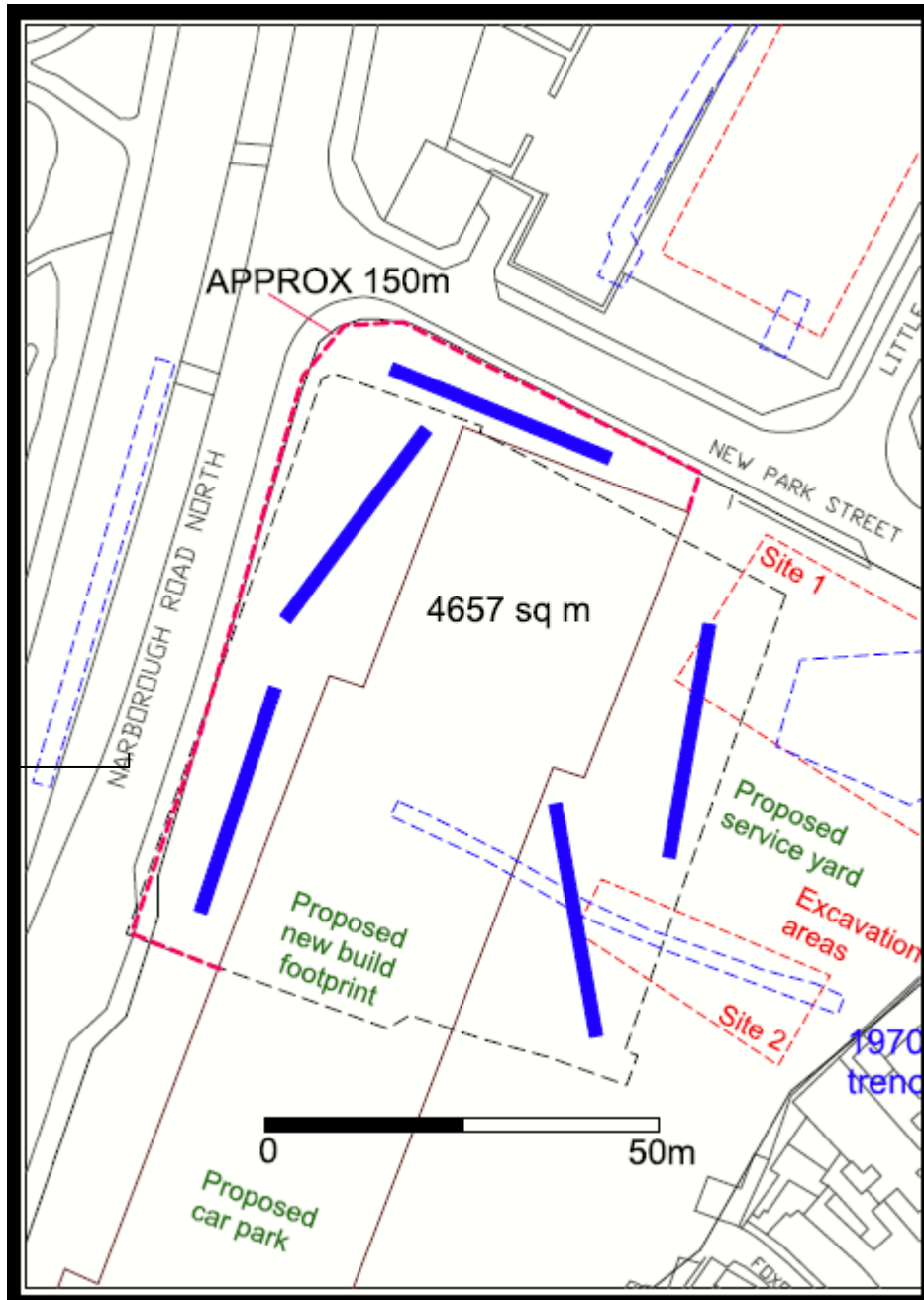


Figure 1 Proposed trench locations (see amendment Fig. 6).

## ARCHAEOLOGICAL TRIAL TRENCHING METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	PM	Contact
<b>Braunstone Gate: Narborough Road Retail Park</b>  <b>NGR: SK 578 041</b>	<b>11/181</b>	Richard Buckley	<b>0116 252 2848</b> <b>07762546960</b>
Site Director	Site Contacts	Team (Nos)	
Wayne Jarvis	0775 2125117	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 2522848) and if necessary to the University of Leicester Safety Services Dept (Appendix 2).

# INSURANCE DETAILS

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

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



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

**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: 1<sup>st</sup> August 2010 to 31<sup>st</sup> July 2011

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

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

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

Signed:  Date 4<sup>th</sup> August 2010  
Miller Insurance Services Limited

Authorised and regulated by the Financial Services Authority  
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 032111 in England and Wales



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**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: 1<sup>st</sup> August 2010 to 31<sup>st</sup> 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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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: 1<sup>st</sup> August 2010  
To: 31<sup>st</sup> July 2011

Interest: Errors and Omissions

Limit of Indemnity: GBP 10,000,000 any one claim and in all in the Period of Insurance plus costs and expenses

Conditions: As per Policy, plus  
Excess: GBP 25,000 each and every claim including costs and expenses, increased to GBP 75,000 in respect of USA/Canada

Insurers: Novae Insurance Company Limited (50%) and Brit Insurance (50%)

Policy No.: B0621PUN103610

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

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

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

Signed:  Dated 13<sup>th</sup> 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 032111 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
<b>TRIVIAL</b>	No action is required to deal with trivial risks, and no documentary records need to be kept
<b>ACCEPTABLE</b>	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
<b>MODERATE</b>	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.
<b>SIGNIFICANT</b>	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.
<b>SUBSTANTIAL</b>	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.
<b>INTOLERABLE</b>	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

<b>Site Name: <i>Braunstone Gate: Narborough Road Retail Park Leicester</i></b>  <b>NGR: SK 578 041</b>		<b>Completed by:</b> Richard Buckley <b>Date:</b> 23.05.2011	
<b>Activity:</b> Trial Trenching			
<b>HAZARDS</b>	<b>RISK</b>	<b>CONTROL MEASURES</b>	<b>Residual Risk</b>
<i>Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss</i>			
<i>Likelihood x Severity = Risk</i>			
<i>A short summary of the control measure and standards/guidance.</i>			
<i>Likelihood x Severity = Risk</i>			
<b>Site Access/Egress</b> Entering/Leaving site and parking vehicles	<b>Substantial</b>	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.	<b>Moderate</b>
<b>Driving</b> Tiredness driving to and from site	<b>Substantial</b>	1. Have 2 drivers where possible. 2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	<b>Moderate</b>
<b>Existing Services</b> Contact with service - electrocution, fire, explosion Damage to service	<b>Substantial</b>	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	<b>Moderate</b>
<b>Members of the Public, Visitors &amp; Others</b> Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	<b>Moderate</b>	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.)	<b>Acceptable</b>
<b>Excavations</b> Deep/unstable trenches - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	<b>Substantial</b>	1. All trenches regardless of depth will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. 2. All sections to be checked every day by supervisor and after bad weather for potential problems. 3. Backfilling to be done as soon as possible. 4. Fencing and warning signs to be used as required 5. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	<b>Moderate</b>
<b>Spoil</b> Unmanaged spoil heaps - collapse or falling into trenches	<b>Significant</b>	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	<b>Moderate</b>
<b>Plant &amp; Machinery</b> Collisions with plant, persons Contact with moving parts Over turning of machines	<b>Substantial</b>	1. Use certificated personnel for machine operations. 2. A competent banksman to be used during excavations. 3. ULAS SSOW 01: <i>Working with plant</i> to be followed	<b>Moderate</b>
<b>Hand Tools</b> Incorrect Use, Strains and muscle injuries	<b>Significant</b>	1. All tools to be used correctly and broken tools replaced. 2. Store tools carefully when not in use.	<b>Acceptable</b>
<b>Slips, Trips &amp; Falls</b> Untidy site Hidden obstacles	<b>Moderate</b>	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	<b>Acceptable</b>
<b>Manual Handling</b> Musculoskeletal injuries Falling/tripping Trapping toes/fingers	<b>Substantial</b>	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	<b>Acceptable</b>
<b>Noise</b> Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	<b>Substantial</b>	1. Use Ear protection when ever the excavator is running. 2. Ear plugs to be available at all times .	<b>Moderate</b>

<b>Infection &amp; Disease</b> From contact with soil, water etc. and minor cuts and scrapes.	<b>Significant</b>	1. Adequate washing and toilet facilities available. 2. First aid kit and first aider on site 3. PPE available if needed	<b>Acceptable</b>
<b>Working Close to Water</b> Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, infection	<b>Substantial</b>	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess safety and act accordingly - fence, backfill if necessary 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	<b>Acceptable</b>
<b>Weather</b> Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	<b>Moderate</b>	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.	<b>Acceptable</b>
<b>Human / Animal Remains</b> Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	<b>Substantial</b>	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any animal remains 4. Be aware of Leptospirosis	<b>Acceptable</b>
<b>Waste Management</b> Damage to health through contact Damage to the environment	<b>Acceptable</b>	1. Place all waste in appropriate waste containers. Do not litter.	<b>Acceptable</b>
<b>Lone Working</b> Risk of illness, accidents, assault	<b>Substantial</b>	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.	<b>Acceptable</b>
<b>SITE SEPCIFIC RISK ASSESSMENT</b>			

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

**Form checked by.....**

**Date.....**

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

# HOSPITAL LOCATION

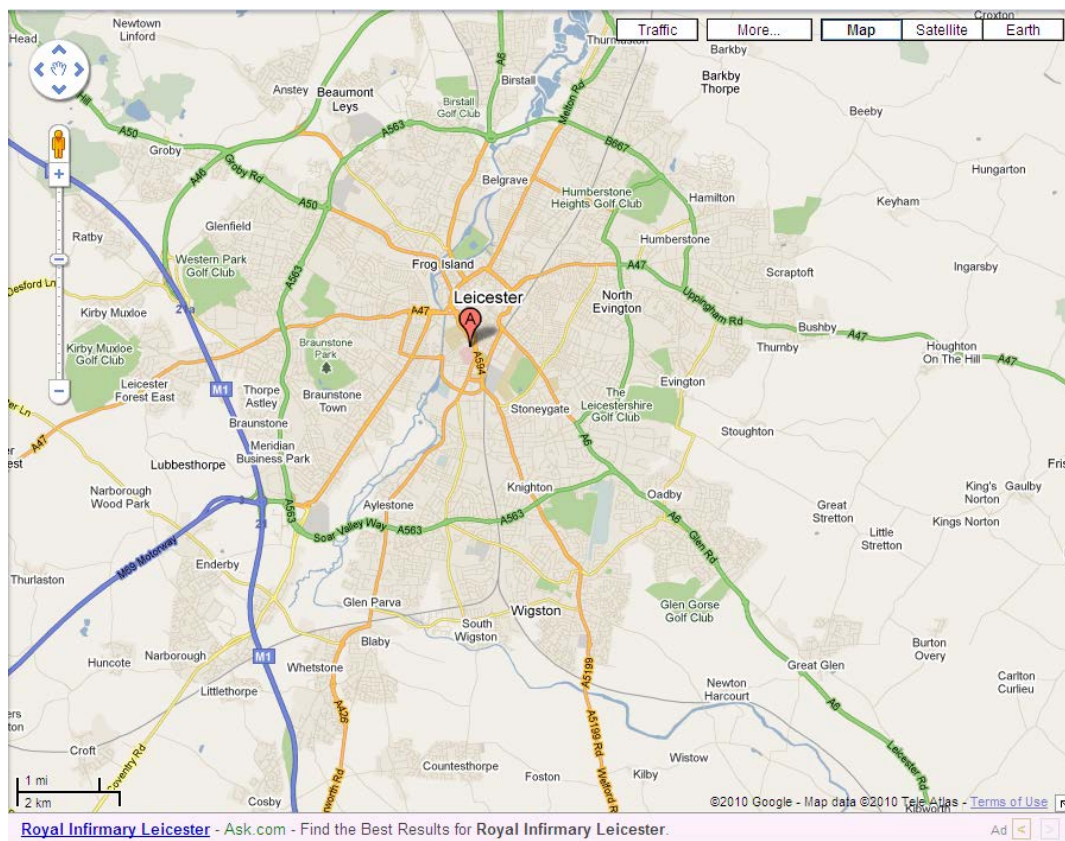
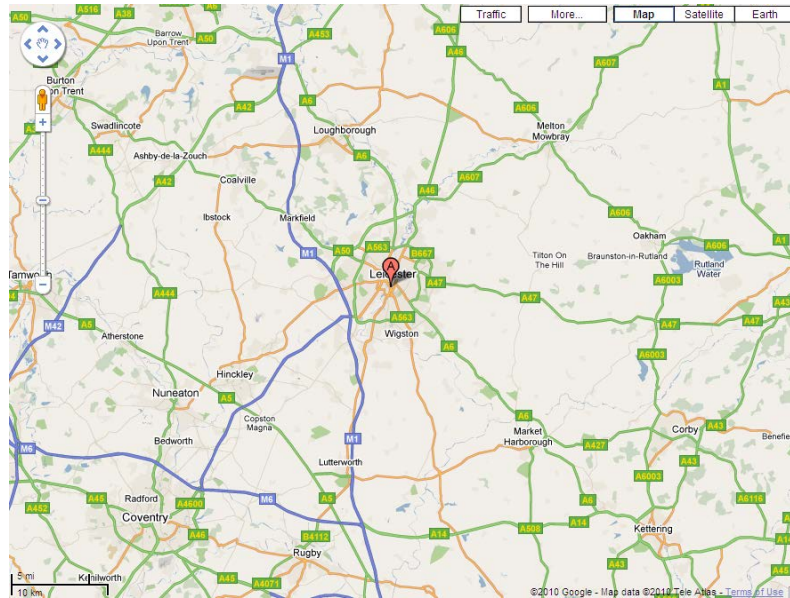


Figure 3: Location to location of nearest Accident and Emergency services.

## Hospital Details

ED, Leicester Royal Infirmary  
Infirmary Square,  
Leicester  
LE1 5WW

Phone: 0300 303 1573

## Route :

Take A6 north-east towards Leicester  
and follow signage

## **Appendix 1: Safe Systems of Work (SSOW)**

### **ULAS – SSOW1-Working with plant and heavy machinery**

#### **Guidance Used: FAME Manual Section 4.1 – 4.3**

1. All machine operators must be competent in their operation and must have correct certification for the work.
2. 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.
3. Plant should not be left running where exhaust gases can build up.

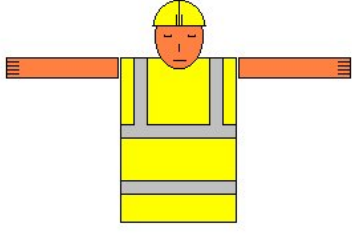
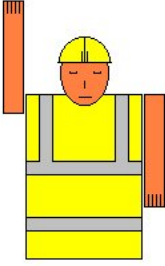
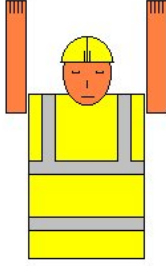
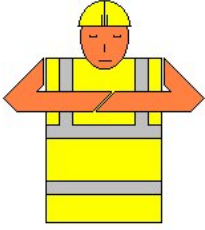
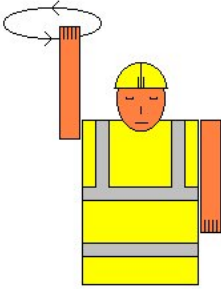
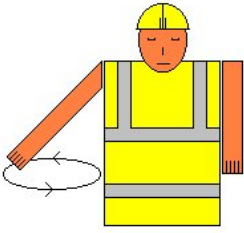
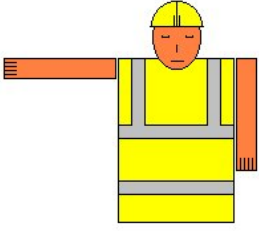
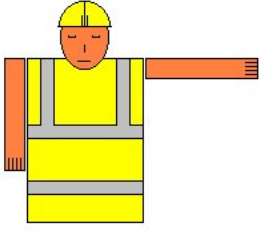
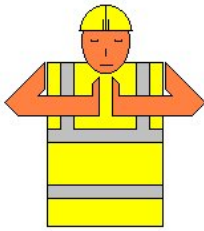
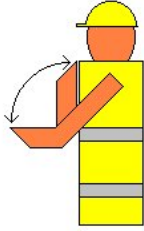
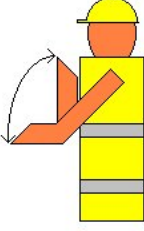
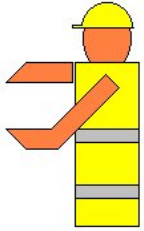
#### **Excavators**

4. 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.
5. 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.
6. Basic signals should be agreed with the driver before work commences (See below).
7. Passengers are not allowed on the machine at any time unless on a seat or safe riding position.
8. Do not approach machinery particularly from behind unless you are sure that the driver has seen you.
9. Banksman 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)
10. Members of staff should be aware that the weight of machinery can affect the stability of the sides of an excavation.
11. 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**

12. Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.
13. Loading should be even and the load should not obscure the driver's vision.
14. 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.
15. Dumpers require more room to manoeuvre than is often realised. The driver should be aware of local gradients, obstructions and ground conditions and reduce speed when necessary.

- BANKING: AN INTRODUCTION TO COMMONLY USED SIGNALS**

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

## **ULAS SSOW2- Working alone in Safety**

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

### **Definition**

Lone workers are those who work by themselves without direct supervision.

Examples of this type of work include

- Site visits
- Site/building recording
- Walkover surveys
- Some watching briefs
- Office work out of hours
- Starting early/finishing late on site without the team or other contractors.

### **Procedures for lone working on site**

16. No personnel are to work alone on site without their line manager being aware of it.
17. Pregnant women should not work alone.
18. 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!).
19. Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.
20. 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
21. 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**

1. 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.
2. A mobile phone or land line should be available when working alone.



## ULAS SSOW3- Safe Trenches and Excavations

Guidance used: HSE Construction Information Sheet No 8 (Revision 1)

### Fame Section 3

#### Before any trenches are excavated or entered you should always plan:

- A preferred entrance/exit.
- Any measures needed to support the sides or excavate the trench safely (e.g. steps or battering).
- Weather or localised conditions (e.g. flooding) that might compromise the trench sides.
- Where machinery will be positioned to excavate further.
- Where spoil is going to be stored.
- The location of any services/building or other constraints.
- How you would get out if there was an emergency.
- Whether the trench is accessible to members of the public.

#### Procedures for trenches

**1. Access** – the ends of each trench will be battered to a safe angle. One end will be designated as the entrance/exit/

**2. Trench depth** - For any trenches over 1m deep or in unstable soil/overburden consideration should be given to the need for shoring/ battering / stepping.

Any trenches over 2m deep should be protected by substantial barriers e.g. toe boards and guard rails. Deep trenches in unstable ground may require a separate method statement.

**3. Vehicles** - should be kept well away from any excavations once they are open.

Exhaust fumes can be dangerous. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of an excavation.

**4. Working in excavations** - even work in shallow trenches can be dangerous.

Consideration should be given to whether trenches should be supported or hard hats worn. All staff should be aware of how best to exit the trench in an emergency.

Consideration should also be given to the best method of removing spoil from the trenches.

**5. Spoil** - Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.

Spoil should be stored safely and managed regularly to avoid collapse. No one should climb on spoil heaps.

**6. Public** –Fence off all excavations in public places or where the public has access.

**7. Inspections** - A competent person must inspect excavations at the start of each shift before work begins, after any event likely to have affected the strength or stability of the excavation and - after any accidental fall of other material and sign the inspection sheet.

No: _____
Office Use Only

**A - TYPE OF REPORT BEING MADE**

Please tick appropriate box:

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

- 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](http://www.le.ac.uk/safety/forms/accident-report-form-04.doc)

**B - ABOUT THE INCIDENT (AND THE INJURED PERSON, WHERE APPLICABLE)**

Date:  Time:   
 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)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?  
*tick box)*

No

(

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

No

(

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

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

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



### Appendix 3: Site Briefing Register

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

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

**Briefing Given by:**

--	--	--

**Briefing Received by:**




## Contact Details

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**THE UNIVERSITY OF THE YEAR 2008/9**