

**An Archaeological watching brief
at 26 Loughborough Road Shepshed, Leicestershire**

NGR: (SK 4808 1982)

Tim Higgins

For: Mr & Mrs Culpin

Checked by

Signed:  **Date:** 03-03-09

Name: Vicki Score

Approved by

Signed:  **Date:** 03-03-09

Name: Patrick Clay

University of Leicester

Archaeological Services

University Rd., Leicester, LE1 7RH

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

ULAS Report Number 2009-027 ©2009

CONTENTS

1. Summary.....	1
2. Introduction.....	1
3. Site description, topography and geology.....	2
4. Archaeological and Historical background.....	2
5. Aims and method.....	4
6. Results	4
7. Conclusion.	5
8. Archive and publication.....	5
9. Acknowledgements.....	5
10. Bibliography.....	6
Appendix 1: Design Specification.....	8
Appendix 2: Preliminary Oasis Record.....	16

FIGURES

Figure 1: Site location© <i>Crown Copyright. All rights reserved. Licence number AL 100021186</i>	2
Figure 2: Location of the Development site	3
Figure 3: Ground reduction at rear of 26 Loughborough Road Shepshed.....	6
Figure 4: Ground reduction for driveway on the west side of development area.....	7
Figure 5: Demolition of car port and ground reduction at the font of 26 Loughborough Road Shepshed.....	7

An Archaeological Watching Brief at 26 Loughborough Road, Shepshed, Leicestershire NGR (SK 4808 1982)

1. Summary

An Archaeological Watching Brief was undertaken by University of Leicester Archaeological Services (ULAS) at 26 Loughborough Road, Shepshed, Leicestershire NGR SK 4808 1982. The groundworks involved the removal of garden soil, ground reduction, and the excavation of new foundations for a new dwelling, and driveway to the rear of the existing property.

No significant archaeological finds or deposits were observed during the groundworks. The area fronting onto Loughborough Road had been previously disturbed and built up.

The archive for the archaeological work will be held by Leicestershire County Council under the accession number X.A76.2009

2. Introduction

This report presents the results of an archaeological watching brief during groundworks at 26 Loughborough Road, Shepshed, Leicestershire (SK 4808 1982; Figure). University of Leicester Archaeological Services (ULAS) were commissioned by Mr. And Mrs Culpin to attend the site for inspection and recording during any groundwork within the site which might disturb areas of archaeological potential in connection with a planning application for a new dwelling (Planning Application P/08/1507/2). The groundworks involved the removal of garden soil, ground reduction and excavation of foundation trenches for a new dwelling and driveway. No previous archaeological work has been carried out on the site.

The archaeological watching brief was carried out in accordance with Planning Policy Guideline 16 (PPG16, Archaeology & Planning), paragraph 30. All archaeological work adhered to the Institute for Field Archaeologist's (IfA) *Code of Conduct* (2006) and *Standard and Guidance for Archaeological Watching Briefs* (2001).



Figure 1: Site location© Crown Copyright. All rights reserved. Licence number AL 100021186.

3. Site description, topography and geology

The site is located on land adjacent to 26, Loughborough Road Shepshed (Figure 2). The underlying geology of the site is likely to comprise Mudstone of the Gunthorpe Formation and Charnmouth Formation with Made Ground and alluvium to the west (British Geological Survey of England and Wales, Loughborough, Sheet No. 141)).

4. Archaeological and Historical background

The development area has been identified as area of archaeological potential from the information held in the Leicestershire and Rutland Historic Environment Record (HER). Shepshed is an old parish, first mentioned in the Domesday Survey (Morgan 1979) as ‘Schepeshefde Regis’ (generally thought to mean ‘hill where sheep graze’). However, some see the dedication of its church (a building of 13th to 15th century construction, on an 11th century site) to St Botolph as suggestive of possible Saxon foundations (VCH, 1, 356). In 1086, it was a Royal Manor but, by 1124, it had passed to the Earls of Leicester and in 1264 was split into two parts.

Shepshed is also one of the oldest seats of hosiery manufacture in the region (Lacey et al 1965). Nichols (1804) describes it as ‘a very considerable village, 6 miles long and 3 ¼ miles wide mainly in Charnwood Forest’ (Nichols, 1984, III, 1011). There are several old buildings in the village included thatched cottages used in the early 19th century by frame-work knitters, and the Fenny windmill on the southern side of the town, a mill which was one of the last in Leicestershire to grind corn.

The development site lies within the medieval and post-medieval historic settlement core of the village, to the north of the medieval church. Medieval and post-medieval artefacts have been recorded and there are several 17th century buildings in the vicinity. In view of this the Senior Planning Archaeologist recommended archaeological attendance (an intermittent watching brief) to be undertaken during soil stripping and groundworks as outlined in a Brief (LCC 05-09-2008).

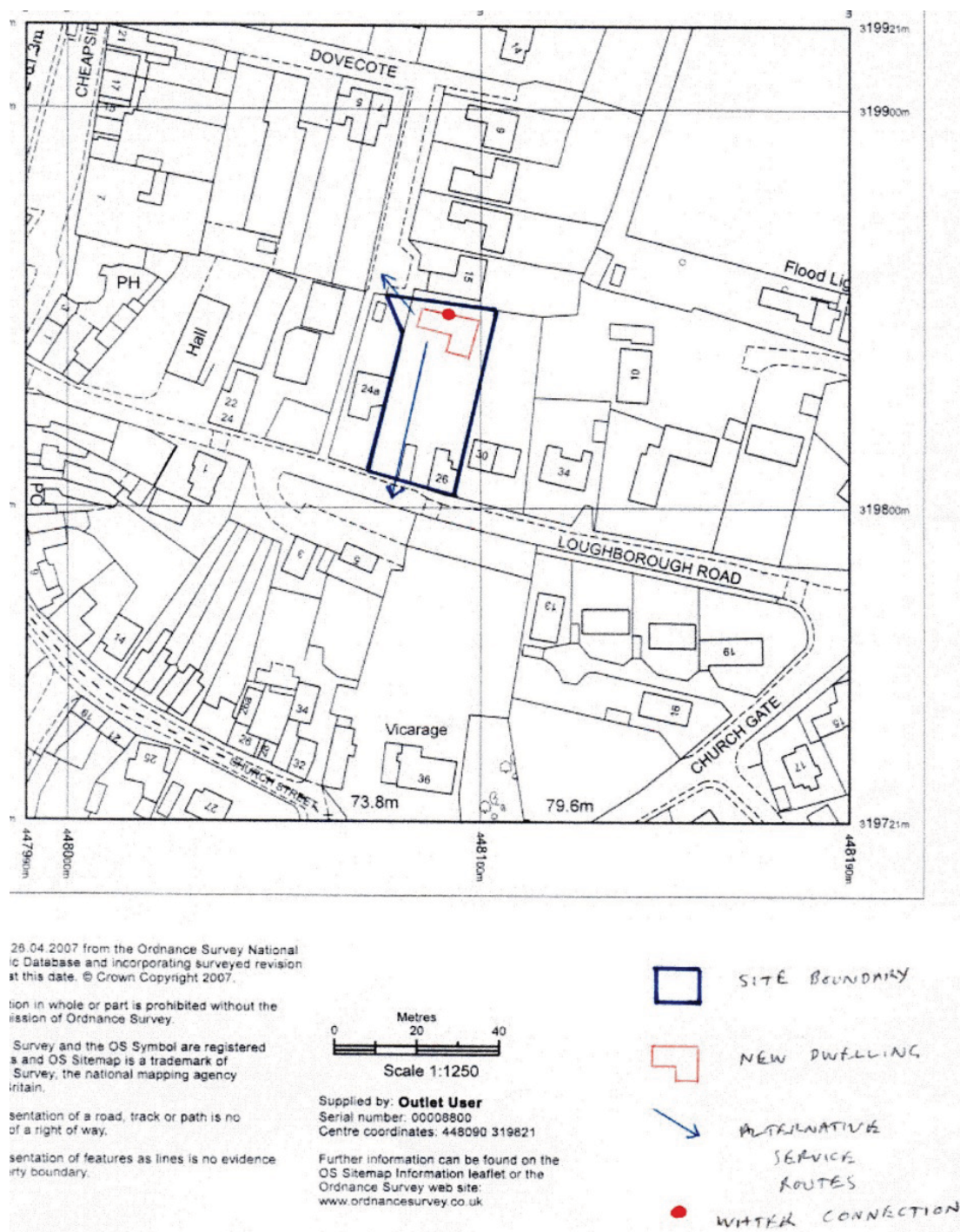


Figure 2: Location of the Development site

5. Aims and method.

The aims through archaeological monitoring and observation were

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

The archaeological work followed the Design Specification for archaeological work (09-301; Appendix 1) which addressed the requirements of the Brief (LCC 05-09-2008).

6. Results

Initial groundwork involved the clearance of vegetation and removal of garden soils in the back garden of the development area (Figure 2) and a site visit was undertaken on the 3rd February 2009. The machine used for the ground works was a New Holland Kobelco E80 MSR 360 degree excavator fitted with a ditching bucket. A brief visual inspection was conducted across the site. The garden soil comprised very dark greyish silty loam containing modern artefacts including modern brick, slate and pottery sherds, above a brown silty clay subsoil. The natural substratum consisted of a dark reddish brown clay and sand mixed with occasional pebble.

During the ground reduction excavations on 4th February a second visual inspection was conducted. The excavations were located in the north-east corner of the development area and comprised further removal of garden soil and underlying subsoil and natural substratum for the foundation footprint for the new dwelling (17m x 16m).

The ground level in the back garden had a slope that rose sharply upwards from south to north. This slope was reflected in the ground reduction depths, which varied from 0.60m deep towards the southern end and up to 1.60m deep at the northern end (Figure 3). The depth of the garden soil within the stripped area was 0.30m deep, but the subsoil varied in thickness from 0.30m deep towards the southern end and up to 0.90m deep at the northern end (Figure 3).

Further visits were undertaken on 9th February during excavation of the foundation footprint for the driveway on the west side of the development area (10.50m x 7.50m wide and up to 0.40m below ground level (Figure 4)), and on 11th February 2009 during excavation of foundations trenches (c. 0.60m wide and 0.70m deep) for the new dwelling located in the north-west corner. The final visit was undertaken on the 17th February to inspect the demolition of a pre-existing concrete car port and reduction of ground levels for new access driveway located in the south-west corner of the site fronting onto Loughborough Road. The car port was demolished and an area of garden (10m x 5m) stripped of topsoil to a depth 0.40m.

This area appeared to have been previously levelled, with a layer 0.40m deep comprising reddish brown clay and sand mixed with modern building materials apparently deposited to raise the ground levels (Figure 5). The re-deposited layer and levelling probably occurred during the construction of the of the concrete car port and would have removed evidence of any potential early structures that may have fronted on to Loughborough Road.

All of the stripped area and spoil heaps were walked over and visually inspected. No archaeological deposits or pre-modern artefacts were encountered during the inspection of the site.

7. Conclusion.

Despite its location within the historic village core, nothing of archaeological significance was uncovered during the course of the archaeological work. The inspection of the ground works that fronted on to Loughborough Road revealed that the natural horizons appeared to have been levelled at some point in the past. The topsoil and subsoil had been removed and replaced with mixed layers of re-deposited natural soil used to raise the ground levels and sealed under re-deposited topsoil. Any earlier buildings that may have fronted onto Loughborough Road are likely to have been disturbed by this work.

The inspection of ground works to rear of the development area revealed only undisturbed natural horizon and subsoil that increased from a shallow 0.30m thickness at southern end to a depth of 0.60m at the northern end of the development area.

8. Archive and publication

The site archive consists of
5 watching brief recording forms,
1 photo index form,
1 colour digital photo contact sheet, and
1 CD containing 10 digital photos.
1 copy brief for archaeological work
1 unbound copy of this report

The archive will be held with the Archaeology, Environment and Heritage Services (Leicestershire County Council Museums).under accession number X.A76.2009

9. Acknowledgements

I would like to thank the clients D. Culpin and the builders 3Construction for their help and co-operation on site. The project was managed by Vicki Score and the fieldwork was carried out by the author, Tim Higgins of ULAS. A summary of the work will be submitted for publication in a suitable regional or national archaeological journal within one year of completion of fieldwork. The report has been added to the Archaeology Data Service (ADS) Online Access to the index of Archaeological Investigations (OASIS) database held by the University of York (Appendix 2).

10. Bibliography

IFA, 2001, *Standards and Guidelines for Archaeological Watching Briefs*.

IFA, 2006, *Code of Conduct*

Lacey, A. Smith, S. Jowett, D & Smith, C. 1965 *A History of Shepshed 1086-1969*.
Freeman Press: Shepshed.

LCC, 05-09-2008, *A Brief for Archaeological Attendance for inspection and recording (An intermittent watching brief) at 26 Loughborough Road, Shepshed, Leicestershire (P/08/1507/2)*.

Morgan, P. (ed.), 1979, *Domesday Book, Leicestershire*, Phillimore Chichester.

Nichols, 1804, *The History and Antiquities of the County of Leicestershire* Vol. 3

Victoria County History, Leicestershire Vols, 1-3



Figure 3: Ground reduction at rear of 26 Loughborough Road Shepshed



Figure 4: Ground reduction for driveway on the west side of development area



Figure 5: Demolition of car port and ground reduction at the front of 26 Loughborough Road Shepshed.

Appendix 1: Design Specification

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for Archaeological Investigation (INTERMITTANT WATCHING BRIEF)

Proposed residential development, 26 Loughborough Road, Shepshed, Leicestershire

NGR: SK48081982

Client: D. Culpin

Planning Authority: Charnwood Borough Council

Planning Application P/08/1507/2

1. Introduction

Definition and scope of the specification

- 1.1 This document is a design specification for a phase of archaeological investigation and recording at the above site, in accordance with DOE Planning Policy Guidance note 16 (PPG16, Archaeology and Planning, para.30). The fieldwork specified below is intended to provide information on the character and extent of any buried archaeological remains which may exist on the site. The requirements of the planning authority are expressed in their 'Brief for Archaeological Attendance for Inspection and Recording (An Intermittent Watching Brief) at 26, Loughborough Road, Shepshed, Leicestershire (hereinafter the 'Brief').
- 1.2 All archaeological work will adhere to the Institute of Field Archaeologist's (IFA) Code of Conduct (2006) and Standard and Guidance for Archaeological Watching Briefs (2001).
- 1.3 An Intermittent Watching Brief is defined by the IFA as 'viewing the trenches after machining' (IFA 2001).
- 1.4 This document provides details of the work proposed by ULAS on behalf of the client, and should be submitted to the Archaeological Advisor to the Planning Authority for approval before archaeological investigation by ULAS is implemented. The document provides details of the work proposed by ULAS on behalf of the client for:
 - Archaeological attendance and recording (intermittent watching brief)

2. Background (taken from the Brief).

Context of the Project

- 2.1. The project involves a new dwelling to the rear of 26 Loughborough Road, Shepshed.

Geological and Topographical Background

- 2.2 The site is located on land adjacent to 26, Loughborough Road, Shepshed (SK 48081982). The underlying geology of the site is likely to comprise Mudstone of the Gunthorpe Formation and Charmouth Formation with Made Ground and alluvium to the west and (British Geological Survey of Great Britain).

Archaeological and Historical Background (from Brief)

- 2.3 The development area has been identified as an area of archaeological potential from information held in the Leicestershire and Rutland Historic Environment Record (HER). It lies within the medieval and post-medieval historic settlement core of the village, to the north of the medieval church. Medieval and post-medieval artefacts have been recorded and there are several 17th century buildings in the vicinity.
- 2.4 The Senior Planning Archaeologist (SPA) has recommended archaeological attendance (an intermittent watching brief) to be undertaken during soil stripping and groundworks.



Figure 1: Site location.

© Crown Copyright. All rights reserved. Licence number AL 100021186.

3. Archaeological Objectives

Through archaeological monitoring of groundworks:

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

4. Methodology

General Methodology and Standards

- 4.1 All work will follow the Institute of Field Archaeologists (IFA) Code of Conduct (2006) and adhere to their *Standard and Guidance for Archaeological Field Evaluation* (2001).
- 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.

Watching Brief Methodology

- 4.4 The project will involve the inspection of stripped services and trenches following machining by an experienced professional archaeologist. The contractor will make sure that trenches and

surfaces remain undisturbed until the archaeologist has completed their inspection. During these ground works, if any archaeological deposits are seen to be present, the archaeologist will record areas of archaeological interest.

- 4.5 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.
- 4.6 Any archaeological deposits located will be hand cleaned and planned as appropriate. Samples of any archaeological deposits located will be hand excavated. Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid.
- 4.7 Archaeological deposits will be excavated and recorded as appropriate to establishing the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. Particular attention will be paid to the potential for buried palaeosols and waterlogged deposits in consultation with ULAS's environmental officer.
- 4.8 All excavated sections will be recorded and drawn at 1:10 or 1:20 scale, levelled and tied into the Ordnance Survey datum. Spot heights will be taken as appropriate.
- 4.9 Any human remains encountered will be initially left in situ and only be removed under a Home Office Licence and in compliance with relevant environmental health regulations. The Planning Archaeologist, the Client and the coroner will be informed immediately on their discovery.

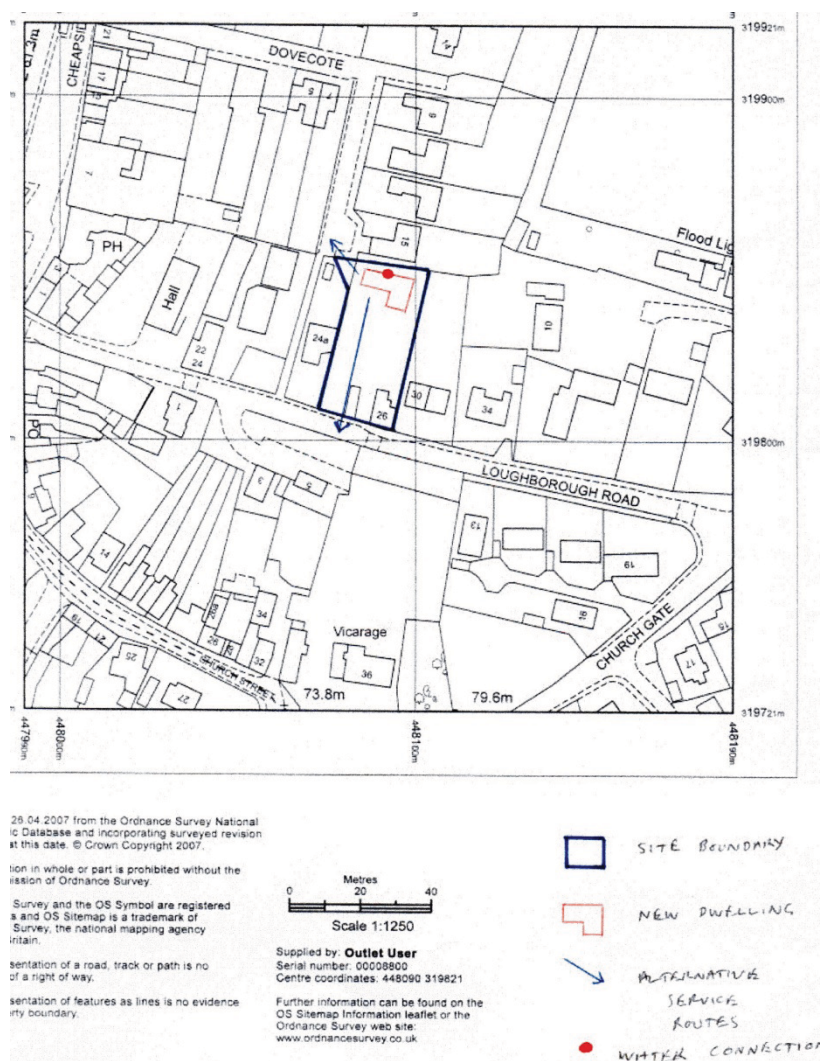


Fig. 2 Site Layout (Plan provided by client)

Recording Systems

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

5. Finds & samples

- 5.1 The IFA Guidelines for Finds Work will be adhered to.
- 5.2 All antiquities, valuables, objects or remains of archaeological interest, other than articles declared by Coroner's Inquest to be subject to the Treasure Act, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client shall be deemed to be the property of ULAS provided that ULAS after due examination of the said Archaeological Discoveries shall transfer ownership of all Archaeological Discoveries unconditionally to LCC for storage in perpetuity.
- 5.3 An Accession number will be obtained from the Assistant Keeper of Archaeological Archives at Leicestershire County Council that will be used to identify all records and finds from the site, prior to the commencement of any on-site works.
- 5.4 During the fieldwork, different sampling strategies may be employed according to the perceived importance of the strata under investigation. Close attention will always be given to sampling for date, structure and environment. As part of this phase, environmental sampling will be undertaken as appropriate in order to assess the environmental potential of the deep ditch or pond-like features under investigation. Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated and datable. Consultation with the specialist will be undertaken.
- 5.5 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 City Archaeologist. The IFA Guidelines for Finds Work will be adhered to.
- 5.6 All finds and samples will be treated in a proper manner. Where appropriate they will be cleaned, marked and receive remedial conservation in accordance with recognised best practice. This will include the site code number, finds number and context number. Bulk finds will be bagged in clear self sealing plastic bags, again marked with site code, finds and context

6. Report and Archive

- 6.1 The full report in A4 format will usually follow within eight weeks of the completion of the fieldwork and copies will be dispatched to the Senior Planning Archaeologist/HER to be distributed amongst relevant sections of Leicestershire County Council as necessary.
- 6.2 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.
 - 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).
- 6.3 A full copy of the archive as defined in *The Guidelines For The Preparation Of Excavation Archives For Long-Term Storage* (UKIC 1990), and *Standards In The Museum: Care Of Archaeological Collections* (MGC 1992) and *Guidelines for the Preparation of Site Archives and Assessments for all Finds* (other than fired clay objects) (Roman Finds Group and Finds Research Group AD 700-1700 1993) will usually be presented to within six months of the completion of fieldwork. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken.
- 7. Publication and Dissemination of Results**
- 7.1 A summary of the work will be submitted to the local archaeological journal, the Transactions of the Leicestershire Archaeological and Historical Society. A larger report will be submitted for inclusion if the results of the evaluation warrant it.
- 7.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at <http://ads.ac.uk/project/oasis> will be completed detailing the results of the project. ULAS will contact Leicestershire County Council's SMR prior to completion of the form. Once a report has become a public document following its incorporation into Leicestershire SMR it may be placed on the web-site. The Developer should agree to this procedure in writing as part of the process of submitting the report to Leicestershire SMR.
- 8. Acknowledgement and Publicity**
- 8.1 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.
- 8.2 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.
- 9. Copyright**
- 9.1 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.
- 10. Timetable**
- 10.1 The work has not yet been scheduled, but will involve one person on site at varying times throughout the groundworks.
- 10.2 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.
- 10.3 An interim report on the results of the evaluation can be prepared, if required, after the completion of the fieldwork.
- 11. Health and Safety**
- 11.1 ULAS is covered by and adheres to the University of Leicester Archaeological Services Health and Safety Policy and Health and Safety manual with appropriate risks assessments for

all archaeological work. A draft Health and Safety statement for this project is attached as Appendix 1. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.

12. Insurance

- 12.1 All employees, consultants and volunteers are covered by the University of Leicester public liability insurance, £20m cover with St. Paul Travellers (policy no. UCPOP3651237). Professional indemnity insurance is with Lloyds Underwriters 50% and Brit Insurance 50%, £10m cover (policy no. PUNIO3605). Employer's Liability Insurance is with St. Paul Travellers, cover £10m (policy no. UCPOP3651237).

13. Monitoring arrangements

- 13.1 Unlimited access to monitor the project will be available to both the Client and his representatives and Senior Planning Archaeologist subject to the health and safety requirements of the site. Notice will be given to the Leicestershire Senior Planning Archaeologist before the commencement of the archaeological evaluation in order that monitoring arrangements can be made.
- 13.2 All monitoring shall be carried out in accordance with the IFA Standard and Guidance for Archaeological Field Evaluations.
- 13.3 Internal monitoring will be carried out by the ULAS project manager.

14. Contingencies and unforeseen circumstances

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

15. Bibliography

IFA, 2001	<i>Standards and Guidelines for Archaeological Field Evaluation.</i>
LCC 2008	<i>Brief for an archaeological attendance for inspection and recording (an intermittent watching brief) at 26, Loughborough Road, Shephed.</i>
MAP 2	<i>The management of archaeological projects 2nd edition English Heritage 1991</i>
MGC 1992	<i>Standards in the Museum Care of Archaeological Collections 1992 (Museums and Galleries Commission)</i>
RFG/FRG 1993	<i>Guidelines for the preparation of site archives (Roman Finds Group and Finds Research Group AD 700-1700 1993)</i>
SMA 1993	<i>Selection, retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland 1993 (Society of Museum Archaeologists)</i>

Vicki Score
Project Manager
ULAS
University of Leicester
University Road
Leicester LE1 7RH
Tel: 0116 252 2848
Fax: 0116 252 2614
Email: vp23@le.ac.uk

Appendix:
Health & Safety Statement for Archaeological Investigation
Proposed residential development, 26 Loughborough Road, Shepshed, Leicestershire
NGR: SK48081982
Client: D. Culpin
Planning Authority: Charnwood Borough Council
Planning Application P/08/1507/2

A risks assessment will be completed by site personnel and will be updated and amended by on-site staff during the course of the evaluation.

1. Nature of the work

- 1.1 The work will involve trial trenching during daylight hours to reveal underlying archaeological deposits. The work will involve excavation using machine (JCB or equivalent with toothless ditching bucket), of trial trenches under the control and supervision of archaeologists.

2. Risks Assessment

Trial Trenching

- 2.1 The work will involve machine excavation by mechanical excavator during daylight hours to reveal underlying archaeological deposits. Due to the possible presence of hazardous ground gases and soft unstable ground, no trench will exceed 1m in depth as recommended by the site contamination investigation (RSK ENSR 2006). An assessment of the stability of the sides will be carried out by a competent person prior to staff access. All open trenches will be checked for stability every day and staff will remain alert to any indications of gases (e.g. smell).
- 2.2 A 'No Smoking' rule will be applied to the excavation areas.
- 2.3 Spoil will be stockpiled no less than 1.5 m from the edge of the excavation with the edges kept clean.
- 2.4 One end of each trench will be modified to provide access. Entry into the base of the trench is to be by this access only.
- 2.5 Remaining works will involve the examination of the exposed surface with hand tools (shovels, trowels etc) and excavation of archaeological features. Loose spoil heaps will not be walked on.
- 2.6 Protective footwear will be worn at all times. Hard hats will be worn when working in deeper sections or with plant. A first aid kit and mobile phone is to be kept on site at all times in case of an emergency.

Working with plant.

- 2.7 Each trench will be excavated by machine under the supervision of an experienced archaeologist. A responsible person will be nominated as banksman. They will direct the machine using a series of pre-arranged hand signals. No one else is to approach the machine working area until the banksman has been made aware of their presence.
- 2.8 During bucket changes site staff will stand well clear of the machine until the bucket/breaker has been correctly fitted and crowned.
- 2.9 During machining all personnel are to wear a safety helmet, steel toe-capped boots and a high visibility jacket / vest. Ear defenders / plugs and safety glasses will also be made available to all staff on site. Ear protection will be worn whilst the breaker/excavator is in use.

Working in vicinity of services

- 2.10 There is a known electricity sub-station adjacent to the site. No work will be carried out until a services plan has been seen and the location of known services are clearly identified and marked. Trenches may be moved to avoid services.

- 2.11 If services or wells are encountered, machining will be halted until their extent has been established by hand excavation, or areas where it is safe to machine have been established.

Working within areas prone to waterlogging.

- 2.12 In the event of waterlogging preventing work continuing, an assessment will be made by the site supervisor to determine if it is possible to excavate a sump, suitably fenced and clearly marked to enable the water to drain away from the trenches. Protective clothing will be worn at all times and precautions taken to prevent contact with stagnant water which may carry Vials disease or similar.

Working with chemicals.

- 2.13 If chemicals are used to conserve or help lift archaeological material these will only be used by qualified personnel with protective clothing (i.e. a trained conservator) and will be removed from site immediately after use.

Other risks

- 2.14 If there is any suspicion of unforeseen hazards being encountered e.g. chemical contaminants, unexploded bombs, hazardous gases, work will cease immediately. The client and relevant public authorities will be informed immediately.

Appendix 2: Preliminary Oasis Record

INFORMATION REQUIRED	EXAMPLE
Project Name	An archaeological watching brief of groundwork at 26 Loughborough Road, Shepshed, Leicestershire.
Project Type	Archaeological watching brief
Project Manager	Vicki Score
Project Supervisor	Tim Higgins
Previous/Future work	Unknown
Current Land Use	Garden
Development Type	New dwelling
Reason for Investigation	PPG16
Position in the Planning Process	As a condition
Site Co ordinates	(NGR : SK 4808 1982)
Start/end dates of field work	04/02/09 to 17/02/09
Archive Recipient	Archaeology with Environment and Heritage Services (Leicestershire Museums).
Study Area *	Approx 1000 square meters