



**University of
Leicester**

Archaeological Services

**An Archaeological Evaluation at the
former British United Shoe Machine
Factory , Ross Walk,
Leicester (SK 5909 0643)**

By Gerwyn Richards



ULAS Report No 2009-094
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**An Archaeological Evaluation of
The Former British United Shoe Machine Factory,
Ross Walk.
Leicester.**

(NGR SK 5909 0643)

Gerwyn Richards

Planning Application: N/A

For: Westleigh Homes

Checked by

Signed



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**An Archaeological Evaluation of the Former British United Shoe Machine
Factory, Ross Walk, Leicester. (NGR SK 5909 0643).**

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An Archaeological Evaluation of the Former British United Shoe Machine Factory, Ross Walk, Leicester (NGR SK 5909 0643).

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Summary

University of Leicester Archaeological Services were commissioned by Westleigh Homes to undertake an archaeological evaluation of the former British United Shoe Machine factory at Ross Walk, Leicester. Planning permission has been granted for the demolition of the existing industrial buildings and the construction of new residential units. The proposed development area had been identified as being of possible archaeological significance due to its proximity to known sites of archaeological importance, including medieval and Roman finds.

Six evaluation trenches were machine excavated within the proposed development area, two of which were badly contaminated and fully excavated, the remainder of the trenches contained evidence of extensive alluvial deposits over 2 metres deep in some parts of the proposed development area. One trench showed possible evidence of a gravel terrace. None of the trenches showed evidence for any archaeological remains. Cartographic evidence indicates the proposed development area is an exclusively 20th century development, prior to which the site was un-developed agricultural land.

The archive will be held by Leicester City Council, under the accession number A10. 2009.

1. Introduction

University of Leicester Archaeological Services were commissioned by Westleigh Homes to undertake an archaeological evaluation in advance of the proposed redevelopment of the former British United Shoe Machine Factory (BUSM), Ross Walk, Leicester (SK 5909 0643; Fig. 1). Planning permission has been granted for the demolition of the existing buildings and for the construction of new residential units. Previous non-intrusive or intrusive archaeological work including a photographic survey of the standing buildings and trial trench evaluation has been carried out within the northernmost part of the proposed development area (Winter 2006).

The proposed development area consists of a range of factory buildings and areas of hard standing covering approximately 4.5kmsq. Cartographic evidence indicates the factory is an exclusively 20th century development, prior to which the site was un-

developed agricultural land, probably water meadows. The earliest buildings were constructed in 1912 in the south-easternmost corner of the proposed development area and then progressed northwards.

The proposed development area is close to known sites of archaeological significance, including the line of the Roman Fosse Way, modern Belgrave Road to the east and Leicester Abbey to the south-west.

The City Archaeologist, Leicester City Council advised that the proposed works may have an impact upon buried archaeological remains. In view of this a programme of intrusive investigation through trial trenching was requested by the City Archaeologist, as archaeological advisors to the planning authority, following Planning Policy Guidelines 16 (PPG 16, Archaeology and Planning para. 30) to confirm whether archaeological remains were present within the application area and, if necessary, formulate a mitigation strategy, as detailed in the 'Brief for phase 2 of Archaeological Field Evaluation & Building Recording: at Ross Walk, Leicester (Leicester City Council Culture & Regeneration; Appendix 1).

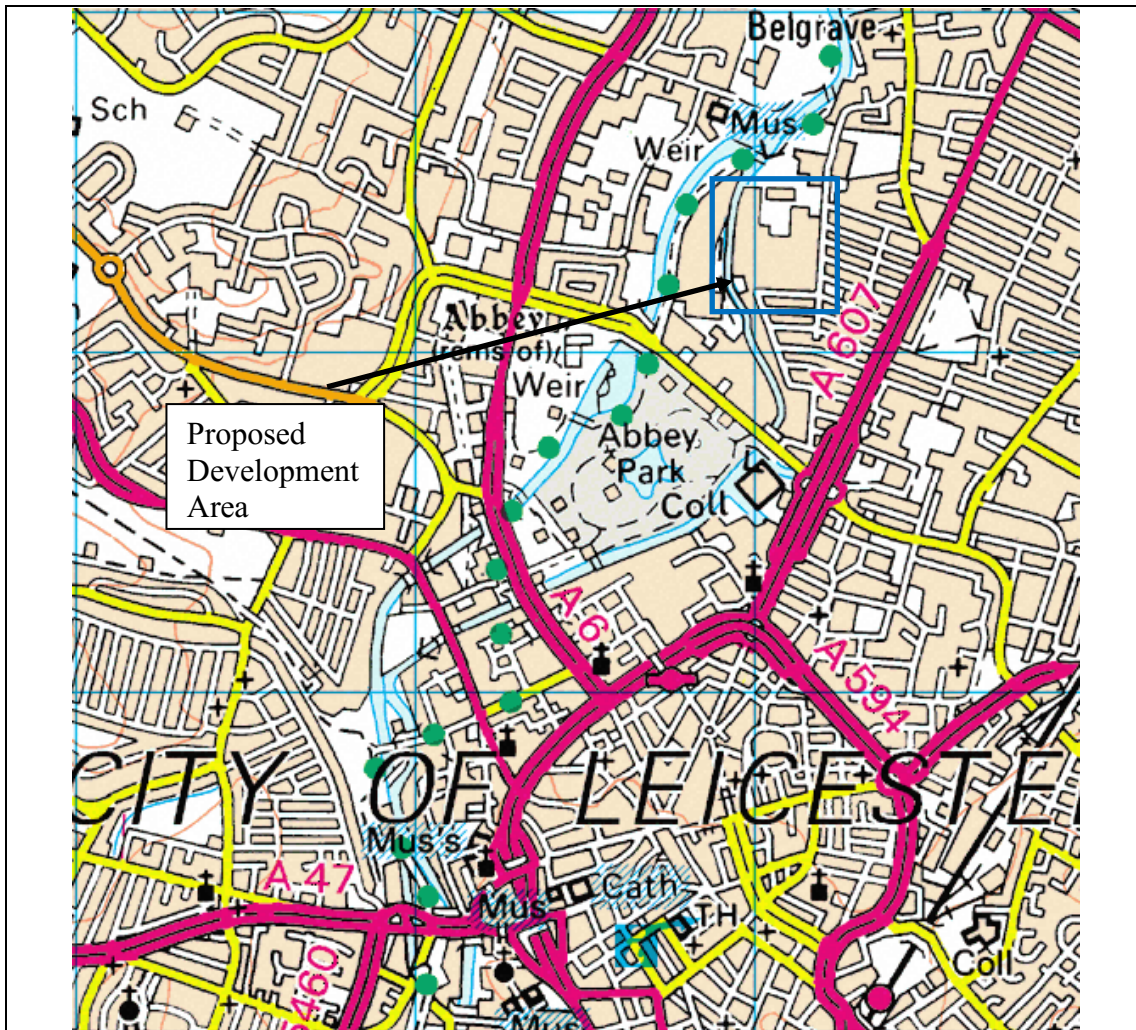


Figure 1. Site location

By permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office. © Crown Copyright 1996. All rights reserved. Licence number AL 100029495.

2. Aims and Methodology

The aim of the archaeological work was to ascertain whether any significant archaeological remains were present within the area to be developed. If identified a sufficient sample was to be excavated and recorded to establish their extent, date, quality, character, form and potential including environmental data. Further archaeological recording would be undertaken, if required, in the light of the results of this programme.

The City Archaeologist, as archaeological advisors to the planning authority had requested a 2% sample; totalling c. 300 sq metres the equivalent of six 30m x 2m wide trenches. Due to the majority of the buildings being still standing and some being occupied the locations available for trial trenching within the proposed development area were limited; the location of buried services may also affect trench positions as will unforeseen circumstances such as ground contamination. The evaluation took place between July 16th and July 20th 2009, using a 22 tonne back actor with ditching bucket.

The archaeological work followed the *Design Specification for Archaeological Work* (ULAS 09/643) which addressed the requirements of the *Brief for phase 2 of Archaeological Field Evaluation & Building Recording: at Ross Walk, Leicester* (Leicester City Council Culture & Regeneration; Appendix 1). The work followed the Institute for Archaeologists (IfA) *Code of Conduct* (2006) and *Standard and Guidance for Archaeological Field Evaluation* (2008), and adhered to the University's Health and Safety policy.

3. Results of Trial Trench Evaluation

3.1 Trench 1

Trench 1 was excavated towards the centre of the proposed development area (*Figure 2*). The trench was 30 metres long by 2 metres wide and aligned north to south within the footprint of semi-derelict building. Approximately one metre of floor make up and overburden was removed revealing an horizon of light grey alluvial deposits, which continued to the full extent of the excavation, 1.2metres below the existing ground level.

Two slots were then excavated at the extremities of the trench in order to ascertain the likely depth of undisturbed substratum. At the northern end of the trench the underlying river gravels were exposed at approximately 2.3 metres below the existing ground level while at the southern end the river gravels were recorded at 2.5 metres below the existing ground level.

There were no remains of archaeological significance within the trench and it was recorded and released for backfilling.

3.2 Trench 2

Trench 2 was excavated approximately 23 metres east of trench 1 (*Figure 2*). The trench was 30 metres long by 2 metres wide and again aligned north to south within the footprint of the semi-derelict building. As soon as the floor slab was lifted it became apparent that there was considerable hydrocarbon contamination, which continued for the full length of the evaluation trench.

Due to the apparent extent of the contamination it was decided not to continue the excavation of this trench. The location of the trench was recorded and released for backfilling.

3.3 Trench 3

Trench 3 was excavated towards the northern edge of the proposed development area (*Figure 2*). The trench was 30 metres long and 2 metres wide and aligned north to south, on an area of open ground adjacent to one of the more modern buildings within the proposed development area. Approximately 1.2 metres of overburden was removed before a concrete slab was exposed in the base of the trench which continued for almost half the length of the trench. At the southern end of the trench it was possible to excavate beyond this slab, below which were alluvial deposits and river gravels, exposed at approximately 2 metres below the existing ground level.

Once the edge of the concrete slab was reached the alluvial deposits seen elsewhere were exposed and excavation continued at 1.2 metres below existing ground level until a deposit of possibly contaminated material was exposed at the northern end of the trench, at which point excavation ceased.

There were no remains of archaeological significance within the trench and it was recorded and released for backfilling.

3.4 Trench 4

Trench 4 was excavated towards the centre of the proposed development area (*Figure 2*). The trench was 15 metres long and 2 metres wide and aligned east to west on an area of open ground, part of which was a re-enforced concrete slab.

Approximately 750mm to 950mm of overburden was removed revealing an horizon of light grey alluvial deposit, which continued to the full extent of the excavation, 1.2 metres below the existing ground level. At the eastern end of the trench excavation continued until underlying river gravels were exposed at approximately 2.2 metres below the existing ground level.

Excavation of the trench continued at 1.2 metres below the existing ground level for a further 15 metres at which point significant and deep deposits of celastic, a material once used in shoe manufacture, which appear to have been extensively dumped on site prior to environmental protection laws coming into practice. Celastic is a plastic based material that softens when immersed in acetone and then hardens as it dries out.

Due to the unknown nature of this deposit and other possible contaminants, it was decided not to continue excavation of this trench.

There were no remains of archaeological significance within the trench and it was recorded and released for backfilling.

3.5 Trench 5

Trench 5 was excavated towards the northern edge of the proposed development area, approximately 25 metres north of trench 3 (*Figure 2*). The trench was 30 metres long and 2 metres wide and aligned east to west, on an area of open ground originally used to bunker coal when the factory was still coal powered.

Approximately 500mm to one metre of overburden was removed revealing alluvial deposits. These deposits ranged in depth between 400mm at the western end to 900mm at the eastern end of the trench, below which were river gravels. The depth below existing ground level at which the river gravels were exposed ranged between 1.1 metres at the western end and 2.1 metres at the eastern end of the trench; it appears therefore that these gravels were rising up from east to west, suggesting a possible gravel terrace below this part of the proposed development area. The gravels were examined for Palaeolithic artefacts, but none were recovered.

There were no remains of archaeological significance within the trench and it was recorded and released for backfilling.

3.6 Trench 6

Trench 6 was the final trench excavated within the proposed development area, in the south-easternmost corner (*Figure 2*). The trench was 30 metres long and 2 metres wide and aligned south-west to north-east on an area of re-enforced concrete hard standing. This part of the proposed development area was the longest occupied part of the BUSM site, having been bought by the company in 1912.

Approximately 450mm to 600mm of overburden was removed revealing alluvial deposits to a depth exceeding 1.2metres below the existing ground level. Below this river gravels were exposed, approximately 1.8metres below the existing ground level. Towards the middle of the trench a substantial and very well constructed re-enforced concrete chamber was exposed which could not be moved. Excavation continued to 1.2 metres below existing ground level once the edge of this chamber was reached. River gravels were exposed at approximately 1.6 metres below the existing ground level at the north-easternmost end of the trench.

There were no remains of archaeological significance within the trench and it was recorded and released for backfilling.

4. Conclusion

This archaeological evaluation did not recover any archaeologically significant remains. Two trenches contained evidence of extensive ground contamination and, therefore, could not be fully excavated. Evidence of undisturbed ground was

observed within the remaining four trenches, all of which had approximately one metre of overburden relating to the 20th century development of the site. The underlying substratum consisted of alluvial deposits, which was expected due to its proximity to the river. Cartographic evidence indicates the proposed development area was un-developed agricultural land, probably water meadows, prior to 1912 when the first of BUSM's buildings were constructed. These alluvial layers ranged in depth from approximately 500mm to over 2metres. One of the more significant discoveries was the shallow depth at which the underlying river gravels were exposed within trench 5. At this depth it is possible that the gravels are part of a gravel terrace and such terraces are known to have been occupied in prehistory. This along with the comparative lack of latter disturbance may suggest archaeological remains may be present within this part of the proposed development area, although no clear evidence was observed during this evaluation.

5. Archive & Publication

The site archive consists of:

- 1 A1 paper drawing showing building identification numbers
- 1 A1 paper drawing showing land acquisition
- 1 A2 permatrace plan showing building identification
- 1 A3 permatrace drawing showing trench location plan
- CD containing 398 digital images
- 398 Black & White negatives and contact prints
- 12 A4 Contact sheets
- 8 A4 photo record sheets
- 6 A4 Trench recording sheets
- Unbound copy of this report (ULAS Report Number 2009-094)
- Unbound copy of A Photographic Survey of the Former BUSM Factory, Ross Walk, Leicester, (NGR SK 5909 0643). ULAS Report No 2009-096
- 1 A4 paper report of bore hole information

The archive will be held by Leicester City Museums under the Accession Number A10. 2009.

A version of the summary (above) will be published in *Transactions of Leicestershire Historical & Archaeological Society* in due course.

6. References

IfA, 2006 *Code of Conduct*

IfA, 2001 *Standard and Guidance for Archaeological Field Evaluation*

ULAS 2009, *Design Specification for Archaeological Work (09-643)*

Winter, M., 2006 *Archaeological evaluation: Former BUSM Works, Ross Walk, Leicester*. ASC Report 822/LRW/2

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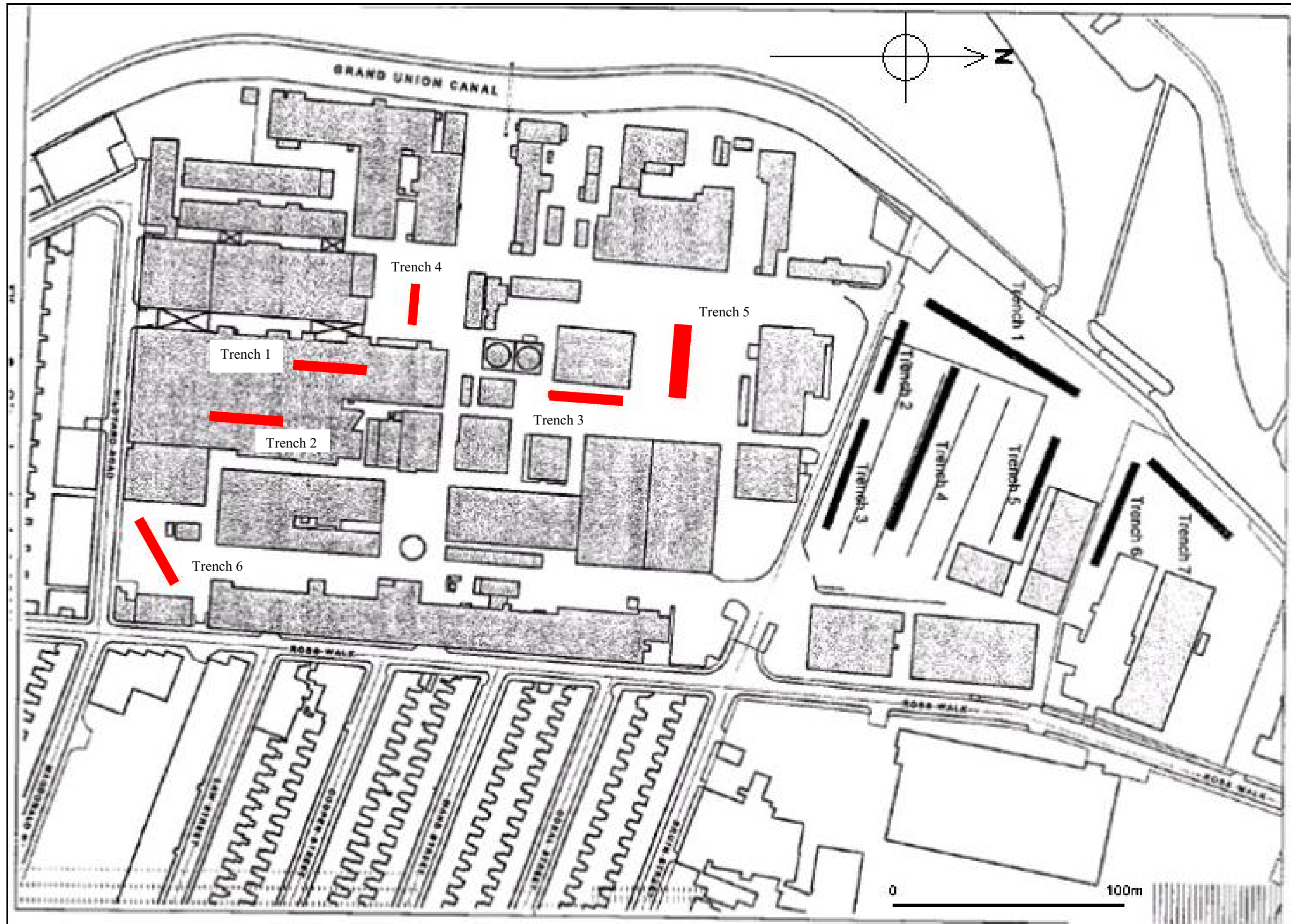


Figure 2 Trench Location Plan (overlaid on drawing supplied by the client)



Figure 3 Trench 1 looking north.



Figure 4 Trench 3 looking south.



Figure 5 Trench 4 looking east.

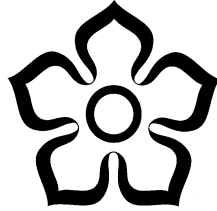


Figure 6 Trench 5 looking east.



Figure 7 Trench 6 looking south-west.

Appendix 1 – Brief from Leicester City Council



Leicester
City Council

Culture & Regeneration.

**Brief for phase 2 of Archaeological Field
Evaluation
& Building Recording:
at
Ross Walk, Leicester.**

26th March, 2009.

BRIEF AND ARCHAEOLOGICAL BACKGROUND

Currently there is a proposal to develop the site of the former British United Shoe Machinery Company on Ross Walk, Leicester (SK59090643) for mixed use, most of which will be for residential development.

The site lies some 1.25 kilometres to the north-east of the north eastern corner of the Roman and mediaeval town defences of the walled city of Leicester. The southern boundary of the site runs along Hildyard Road, whilst the eastern side of the site extends along Ross Walk and the western boundary runs along the Grand Union Canal.

There is little by way of recorded archaeological remains in the vicinity of the development site. There are, however, several accounts of artefacts having been recovered in the vicinity of Wolsey Island, which lies to the west of the site, and the Archaeological Desk-based Assessment of the Abbey Meadows Regeneration Area produced for the Leicester Regeneration concludes that the area has some potential for buried archaeological and environmental deposits dating from the prehistoric, Roman and early mediaeval periods.

Whilst all the available evidence suggests that the site was undeveloped in the mediaeval period and that until the late 19th century the site was used exclusively for agriculture, consideration has to be given to the later history of the site. Cartographic evidence indicates that the site was first developed by the British United Shoe Machinery Company (BUSMC) in the inter-war period. Although BUSMC ceased to operate the site some time ago much of the interior used for industrial purposes with many buildings leased out.

This brief is for the second stage of an archaeological field evaluation, in order to identify whether or not significant archaeological deposits may be affected by the proposed development. If significant archaeological deposits are identified on the site, the report of the field evaluation should discuss how vulnerable the deposits might be to the development of the site. The brief also includes a programme of building recording to be undertaken prior to the demolition of the BUSMC buildings.

The first phase of archaeological field evaluation was carried out in 2006. No significant remains were encountered (Winter, 2006) but at that time most of this sizable site was inaccessible and only the northern third of the site was investigated. Now that the factory units are no longer in use and any contamination issues have been addressed it is necessary to carry a limited investigation of the remainder of the site.

Should significant archaeological deposits be identified on the site and be found to be vulnerable to development, there may be a need for archaeological mitigation. However, any building recording and any archaeological mitigation that may be found to be necessary lies beyond the scope of this brief.

The contact officer for this document is:

Chris Wardle
City Archaeologist
0116-2527282

SPECIFICATION FOR AN ARCHAEOLOGICAL EXCAVATION

1.0 INTRODUCTION

1.1 The objective of this Specification is to establish a framework, which is acceptable to the Local Planning Authority (LPA), acting on the advice of the City Archaeologist, within which the evaluation may be carried out.

1.2 The process of evaluation will be conducted in accordance with a project design to be approved in writing by the LPA, and in accordance with the Institute of Field Archaeologists *Standard and Guidance for Archaeological Excavations* (2001) and *Guidelines and Procedures for Archaeological Work in Leicester*.

1.3 Any variation in this Specification will be agreed in advance by the developer and the LPA.

2.0 GENERAL CONDITIONS

Appointment of an archaeological contractor

- 2.1 The developer shall appoint a suitably qualified archaeological field contractor (AFC).
- 2.2 Those matters in this Specification relating to the rights and duties of the AFC shall be substantially reproduced in all contracts for the services of an AFC.

Access

- 2.3 The Developer shall afford access to the excavation site to the AFC and personnel approved by the AFC at all reasonable times within the period of the excavation.
- 2.4 The Developer shall afford access to the excavation site for the purposes of archaeological monitoring to officers of the LPA or personnel nominated by them at all reasonable times upon compliance with the requirements of health and safety.
- 2.5 The Developer shall give the LPA at least ten days' notice in writing of the commencement of the excavation.
- 2.6 The Developer shall use their reasonable endeavours to restrict access for the purpose of searching for and excavating archaeological objects to the AFC and personnel approved by the AFC.

Safety

- 2.7 The Developer shall use their reasonable endeavours to ensure that the AFC and all other approved personnel shall at all times comply with the requirements of health and safety and shall give the Developer such indemnity as may reasonably be required against responsibility for injury or accident.
- 2.8 The Developer shall require that the AFC and all other approved personnel shall have insurance cover adequate to meet any claims that may arise from their acts or omissions.

3.0 RESEARCH OBJECTIVES.

3.1 General:

- the establishment of the presence or absence of important buried archaeological remains and the vulnerability of any surviving remains to the development;
- to try, in as far as is possible given the limited nature of this field evaluation, to characterize the nature of any surviving remains;
- to make an adequate record of the surviving industrial buildings which relate to the manufacture of shoe making machinery

4.0 FIELDWORK

- 4.1 The AFC shall familiarise themselves with all information available and relevant to the fieldwork.

Excavation

- 4.2 The developer shall instruct the AFC to carry out excavations and supply to the AFC sufficient funds with which to carry out the said excavations and post-excavation work as defined in 4.2.

- 4.3 The precise locations and areas of the excavations are to be defined in the project design and are subject to the agreement of the Local Planning Authority. These precise locations will be dependant on a number of factors such as the location of services and proximity to standing structures.
- 4.4 It is proposed that a number of trenches be excavated to a total area of no less than 1% of that part of the site that was not investigated in 2006. The location and dimensions of these trenches will be largely dependant where the trenches can be safely excavated without disruption of the operation of the various businesses on site. However, a reasonable sample should be made of as much of the site as possible on the findings of the geophysical survey. This will, therefore, be a matter for the AFC to determine, in consultation with the developer and the City Archaeologist.
- 4.6 Topsoil layers may be removed mechanically down to the first significant archaeological horizon. The mechanical excavator must be employed under the direct supervision of a qualified archaeologist. The top of this horizon shall be cleaned by hand and examined for features. Sufficient of the features thus identified shall be sectioned by hand to enable their date, nature and degree of survival to be recorded and described. Any identified features will be recorded in plan, and a sample of negative features sectioned by hand to determine date and nature.
- 4.7 Any human remains that are encountered must initially be left *in-situ*. If removal is necessary this must comply with relevant Home Office regulations.
- 4.8 Any material recovered that would be regarded as Treasure, under the terms of the Treasure Act 1996, should be reported to the coroner.

Method of recording

- 4.9 A general site plan will indicate the position and size of all excavation trenches and this will be included in the excavation report. All plans, sections, etc., created during the excavation will be related to Ordnance Survey datum levels and their relation to the National Grid referencing system shall be made clear.

The stratigraphy of all trenches shall be recorded even where no archaeological deposits are identified. Plans and sections of all features shall be recorded. The site archive will include plans and sections at an appropriate scale, a photographic record, and full stratigraphic records on recording forms/context sheets or their electronic equivalent.

The record of the extent and nature of features will be sufficiently detailed to facilitate any subsequent analysis of their origin and relationships with other features.

An appropriate finds recording system shall be employed and an appropriately qualified and experienced person shall carry out the recording and conservation of finds.

An appropriate environmental sampling programme shall be employed and carried out by a suitably qualified and experienced person.

Building Recording

- 4.10 To produce a photographic record of the building. Including the in the written report a summary of the development of the building.
- 4.11 To research the history of the factory/warehouse complex through the use of written and graphical sources, in sufficient detail for a brief account of the history of the building to be made.
- 4.12 To describe an outline of the history of the building.

- 4.13 To produce a set of floor plans to accompany the photographic record, indicating the locations, within and without the building, where particular photographs were taken.
- 4.14 To make a photographic record of the building showing its present condition and important architectural and industrial details. Copies of selected photos should be included in report.
- 5.0 REPORT PRODUCTION AND DEPOSITION OF ARCHIVE AND FINDS
- 5.1 The site archive shall be prepared in accordance with established professional guidelines.
- 5.2 The written and illustrated report shall be copied to:
- i) the local planning authority
 - ii) Leicester Historic Environment Record
 - iii) the developer
 - iv) English Heritage regional Advisor for Archaeological Science
- 5.4 Leicester City HER supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The AFC must either complete the online OASIS form at <http://ads.ac.uk/project/oasis> or else obtain a paper copy of the form from Leicester City HER. The AFC is advised to contact Leicester City SMR prior to completing the form. Once a report has become a public document following its incorporation into Leicester City HER it may be placed on a web-site. The AFC must ensure that the Developer agrees to this procedure in writing as part of the process of submitting the report to Leicester City HER.
- 5.5 A report of the project should be published in an appropriate publicly accessible form. Ideally this should be a national or local journal, but consideration should also be given to other media, including notes within a journal or a full article in an electronic medium.
- 5.6 The archive and finds, including a copy of the excavation report, shall be deposited at the Leicester City Museum. The museum guidelines regarding the acceptance of such material should be taken into account when preparing tenders and the recipient museum shall be informed in advance of the date when the site excavation is to commence. The completed excavation report shall be received not more than eight weeks after the date at which works are completed on site. The written report will become publicly accessible, as part of the Leicester HER, within six months of completion.

Appendix 2 – Design Specification

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for archaeological evaluation

**Former BUSM Works, Ross Walk, Leicester
(SK 5909 0643)
For
Westleigh Homes**

Planning Authority: Leicester City Council

1. Definition and scope of the specification

1.1 This specification is for archaeological evaluation by trial trenching in advance of proposed residential development at the Former BUSM Works, Ross Walk, Leicester (SK 5909 0643) for Westleigh Homes.

1.2 It addresses the requirements for archaeological evaluation from the City Archaeologist, Leicester City Council as archaeological advisor to the planning authority following Planning Policy Guidelines 16 (PPG16, Archaeology and Planning para.30) and detailed in their *Brief for Phase 2 of archaeological evaluation and building recording at Ross Walk, Leicester* (LCC 26.03.2009) hereinafter the 'brief'.

1.3 All archaeological work will adhere to the Institute for Archaeologist's (IfA) *Code of Conduct and Standard and Guidance for Archaeological Evaluations* and the *Guidelines and procedures for archaeological work in Leicester* (Leicester Museum Service).

2. Background

2.1. The proposed development is for the demolition of existing buildings and new residential development. An archaeological evaluation has been undertaken for the northern part of the former works (Winter 2006) but no archaeological deposits were located. A programme of archaeological work comprising trial trenching is now required to confirm whether archaeological remains are present within the present application area and, if necessary, formulate a mitigation strategy.

3. Objectives

3.1 The objective of the archaeological work is to ascertain whether any significant archaeological remains are present within the area to be developed. If identified a sufficient sample to establish their extent, date, quality, character, form and potential including environmental data will be recorded. Further archaeological recording may be required in the light of the results of this programme.

4 General Methodology

4.1 All work will follow the Institute for Archaeologists (IfA) *Code of Conduct* and adhere to their *Standard and Guidance for Archaeological Field Evaluations*.

4.2 Staffing, recording systems, Health and Safety provisions and insurance details are provided.

4.3 Internal monitoring procedures will be undertaken including visits to the sites from the project manager. These will ensure that project targets are being met and professional standards are being maintained. Provision will be made for external monitoring meetings with representatives of the clients and Leicester City Council. The strategy will be reviewed in the light of the quality of the archaeological resource as revealed at different stages of the fieldwork.

4.5 Trial trenching

4.5.1 The area comprises a concrete yard with standing buildings. A 2% sample is proposed comprising trial trenching totalling *c.* 300 sq metres the equivalent of six 30m x 2m wide trenches to a maximum depth of 1.2 m (Fig 1). The location of the trenches will depend on the results of a CAT scan for underground services.

4.5.2 Following the breaking out of the concrete, the overburden and disturbed subsoil will be removed in spits by machine using a toothless ditching bucket (or similar) under full supervision, until archaeological deposits or undisturbed substrata are encountered.

4.5.3 The location of the trenches will be surveyed using a Total Station Electronic Distance Measurer (EDM) or GPS linked to a hand held computer.

4.5.4 Any archaeological deposits located will be hand cleaned and planned as appropriate to addressing the aims and objectives of the evaluation. Samples of any archaeological deposits located will be hand excavated. Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan of 1:100. All plans will be tied into the National Grid using an Electronic Distance Measurer (EDM).

4.5.5. Particular attention will be paid to the potential for buried palaeosols in consultation with ULAS's environmental officer. Deposits which may provide radiocarbon dating evidence will be sampled.

4.5.6 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.

4.5.7 Any human remains encountered will only be removed under a Home Office Licence and in compliance with relevant environmental health regulations. The client, Leicester City Council and the coroner will be informed immediately on their discovery.

4.6 Mitigation Strategy

4.6.1 Depending on the results of the trial trenching and following consultation with the City Archaeologist and the client a mitigation strategy may need to be formulated.

5 Recording Systems

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

5.2 A site location plan based on the current Ordnance Survey 1:1250 map, enlarged to 1:500 (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a plan at 1:200 (or 1:100), which will show the location of the areas investigated.

5.3 Some 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.

5.4 An adequate photographic record of the investigations will be prepared. This will include black and white prints and colour transparencies 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 undertaken.

5.5 This record will be compiled and fully checked during the course of the excavation.

5.6 All site records and finds will be kept securely.

6 Report and Archive

6.1 Before commencement of work an accession number will be obtained from Leicester City Museums. A report on the fieldwork will be provided following analysis of the records and materials.

6.2. The full report in A4 format will usually follow within eight weeks of the completion of the fieldwork and copies will be directed to the client, the City Archaeologist for Leicester City Council (1 copy) and to the Leicester City Historic Environment Record (1 copy).

The report will include consideration of:

- The aims and methods adopted in the course of the work.
- The location, date, significance and quality of the building.
- Summary.
- The location and size of the archive.

6.3 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.

6.4 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) (RFG/FRG 1993) will be presented to Leicester Museums. This archive will include all written, disk-based, drawn and photographic records relating directly to the investigations undertaken.

6.5 On the completion of fieldwork The originating organisation should complete the on-line OASIS form at <http://ads.ahds.ac.uk/project/oasis> on completion of the fieldwork.

7 Timetable and staffing

7.1. The trial trenching will be undertaken within a one week period and can commence during June 2009.

8. Health and Safety

8.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (2007) with appropriate risks assessments for all archaeological work. The relevant Health and Safety Executive guidelines will be adhered to as appropriate.

9. Insurance

9.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is with Gerling Insurance Services Policy No. 62/99094/D, Risk Reference LT 35101 while the Professional Indemnity Insurance is with Sun Alliance Insurance Policy No. 03A/5A 001 05978, Risk Reference LT 27229.

10. Bibliography

MAP 2, *The management of archaeological projects* 2nd edition English Heritage 1991

MGC 1992, *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission)

RFG/FRG 1993, *Guidelines for the preparation of site archives* (Roman Finds Group and Finds Research Group AD 700-1700)

SMA 1993, *Selection, retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists)

Winter, M., 2006 *Archaeological evaluation: Former BUSM Works Ross Walk, Leicester*. ASC 822/LRW/2

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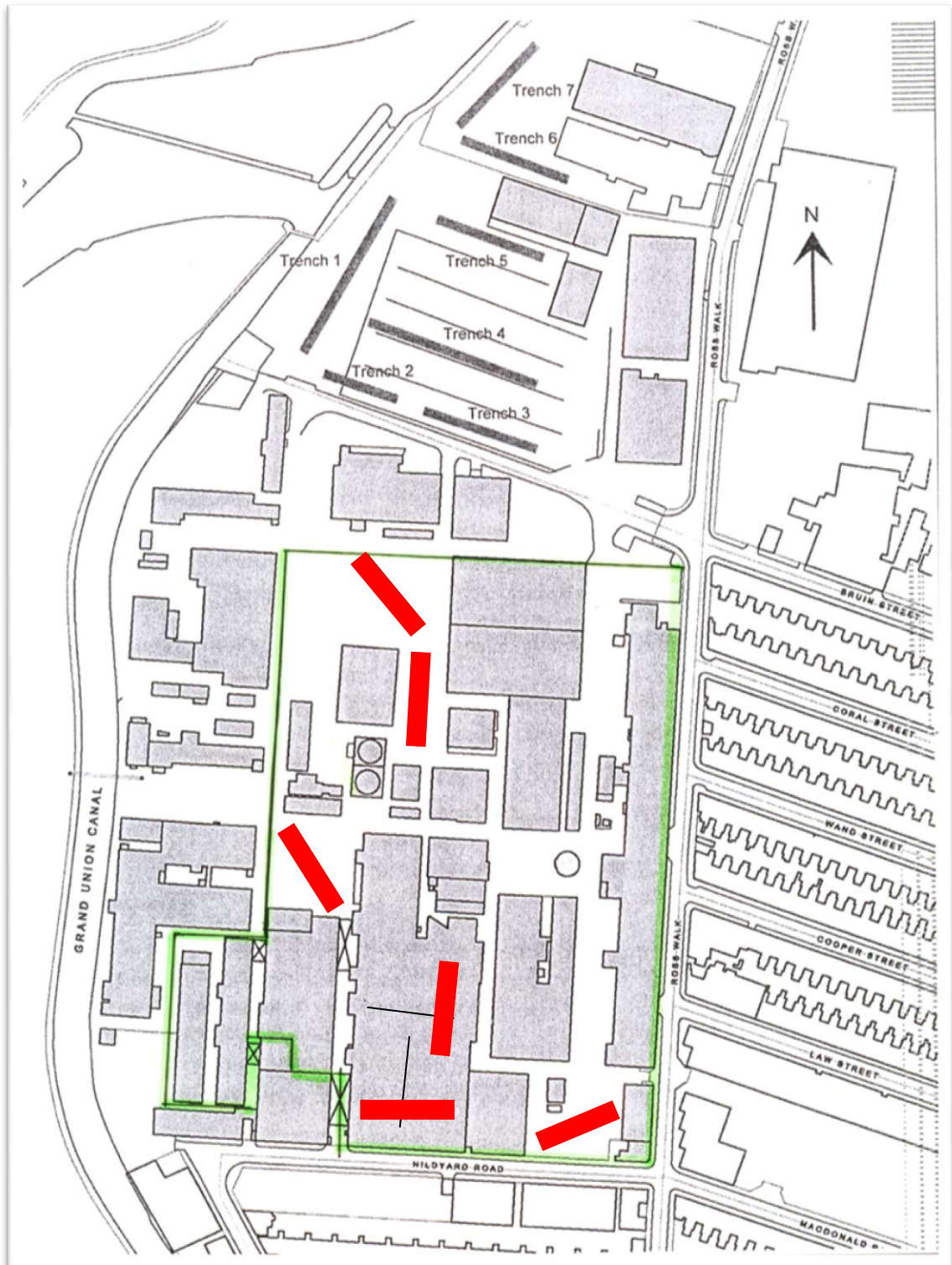


Figure 1 Proposed trench locations.

Draft Project Health and Safety Policy Statement

**Former BUSM Works, Ross Walk, Leicester
(SK 5909 0643)
For
Westleigh Homes**

Planning Authority: Leicester City Council

1. Nature of the work

1.1 This statement is for trial trenching. It will be revised following the commencement of operations when the extent of risks can be assessed in full.

1.2 The work will involve machine dug trial trenching during daylight hours and recording of any underlying archaeological deposits revealed. Overall depth is likely to be *c.* 0.2-0.5m. This will involve the examination of the exposed surface with hand tools (shovels, trowels etc) and excavation of archaeological features. All work will adhere to the University of Leicester Health and Safety Policy and follow the guidance in the Standing Committee of Archaeological Unit Managers manual, as revised in 1997, together with the following relevant Health and Safety guidelines, including the following.

HSE Construction Information Sheet CS8 Safety in excavations.

HSE Industry Advisory leaflet IND (G)143 (L): Getting to grips with manual handling.

HSE Industry Advisory leaflet IND (G)145 (L): Watch Your back.

CIRIA R97 Trenching practice.

CIRIA TN95 Proprietary Trench Support Systems.

HSE Guidance Note HS(G) 47 Avoiding danger to underground services. HSE Guidance Note GS7 Accidents to children on construction sites

1.3 The Health and Safety policy on site will be reassessed during the evaluation. All work will adhere to the company's health and safety policy.

2 Risks Assessment

2.1 Working within an excavation.

Precautions. No work will be undertaken beneath section faces deeper than 1.2m. Loose spoil heaps will not be walked on. Protective footwear will be worn at all times. A member of staff qualified in First Aid will be present at all times. First aid kit, vehicle and mobile phone to be kept on site in case of emergency.

2.2 Working with plant.

Precautions. Hard hats, protective footwear and hazard jackets will be worn at all times. No examination of the area of stripping will take place until machines have vacated area. Observation of machines will be maintained during hand excavation.

2.3 Working within areas prone to waterlogging.

Protective clothing will be worn at all times and precautions taken to prevent contact with stagnant water which may carry Weils disease or similar.

2.4 Working with chemicals.

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.

2.5 Other risks

Precautions. 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.

2.6 No other constraints are recognised over the nature of the soil, water, type of excavation, proximity of structures, sources of vibration and contamination.

07.01.2009

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