



## Land South of High Street, Drayton, Oxfordshire

### *Written Scheme of Investigation for an Evaluation*

*Centred on SU 47800 93900*

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Fig. 1: Proposed trench plan overlaid on geophysical survey plot



## 1 INTRODUCTION

### 1.1 Project details

- 1.1.1 Oxford Archaeology (OA), has been commissioned by Bloor Homes to undertake evaluation trenching on the site of a proposed residential development at Land South of High Street, Drayton, Oxfordshire. The site is in an area of archaeological potential, and as such a pre-determination field evaluation has been requested as a condition of planning permission.
- 1.1.2 As the evaluation precedes a planning application no formal brief has been issued by the local planning authority. Oxfordshire County Council Archaeological Services, have been consulted on the scope of the evaluation, which is to comprise a 2% trenching sample (following after a geophysical survey). This document summarises the results of the geophysical survey and details how OA will implement the trench evaluation. All work will be undertaken in accordance with the NPPF, Local Plan policies, and relevant Institute for Archaeologists guidelines, in particular the 'Standards and Guidance for Evaluation' (IfA April 2009).
- 1.1.3 Previous surveys have included a 'Desk-based Assessment' (DBA) of archaeological potential by RSK Environmental (RSK January 2014, Project Reference No. 660405), from which the following background information is derived. A geophysical survey was commissioned via Oxford Archaeology and carried out by Bartlett-Clark Consultancy in March 2014. The full report is still awaited but the survey plot has been provided as the basis for drawing up the archaeological trench plan (Fig.1).
- 1.1.4 Evidence arising from the evaluation will form the basis of any proposals for appropriate mitigation measures that may seek to limit the damage to significant archaeological deposits, and will aim to define any research priorities that may be relevant should further investigation be required. The evaluation includes post-excavation work and any publication requirements resulting from it.

### 1.2 Site Location, Topography and Geology

- 1.2.1 The site is generally flat, with a mean elevation of 60m above Ordnance Datum. Slight undulations are evident as a result of former field boundaries. It is currently under pastoral use/meadow, although the fields along the western edge are not currently grazed and are consequently overgrown. Woodland occupies part of the boundary. To the north the site is bounded by High Street, along which numerous historic buildings are located, the rears of which overlook the site. The area to the west is more recently developed with housing. To the east and the south of the site lies undeveloped arable land (RSK 2014).
- 1.2.2 British Geological Survey mapping indicates relatively varied geology within the site, comprising three different types of bedrock, overlain by superficial alluvial deposits (BGS online [<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>]).
- 1.2.3 The bedrock includes:
- Gault Formation Mudstone in the southern part of the site: a pale to dark grey or blue-grey mudstone, glauconitic in part, with a sandy base.
  - Lower Greensand group sandstone in a band through the centre: Mainly sands and sandstones (varying from well-sorted fine-grained to poorly sorted medium- to coarse-grained) with silts and clays in some intervals.



- Amphill Clay Formation and Kimmeridge Clay Formation (Undifferentiated) comprising mudstone in the north of the site.

1.2.4 Superficial deposits as shown on the 1:50,000 scale map are as follows:

- Alluvium comprising clay, silt, sand and gravel: Normally soft to firm consolidated, compressible silty clay, but can contain layers of silt, sand, peat and basal gravel.
- Summertown-Radley Sand and Gravel Member sands and gravel: Predominantly cold phase sands and gravel that underlie the Summertown-Radley or Second Terrace. Dominated by clasts of Middle Jurassic limestone, but also containing "Bunter" quartz/quartzite and a proportion of flint.

### 1.3 Archaeological Background

1.3.1 The site lies in area with high potential for archaeological remains of all periods. The following background information is largely derived from the Savills desk-based assessment (with additions and amendments) (Savills 2013).

1.3.2 Palaeolithic finds from the area including a Lower Palaeolithic handaxe discovered in Radley, and a pointed handaxe from Drayton. Other Palaeolithic artefacts have been recovered from Drayton and Thrupp Farms, and Curtis Gravel Pit within Drayton.

1.3.3 Scatters of Mesolithic period flint implements and debris include a Mesolithic pick from Culham, Mesolithic flint implements from Didcot and Abingdon and a microlith and flint flakes discovered in Frillford. Just outside of the study area in Drayton, a surface collection of Early Mesolithic to Late Bronze age artefacts included 100 flakes amongst many other tools. In Radley over 1700 Mesolithic and Neolithic flints and some bone were recovered during the digging of a pond on Punney Farm. This material was interpreted as evidence of flint working and settlement on the site during these periods. Where alluvium is present there is the possibility of encountering *in situ* early prehistoric sites.

1.3.4 The Thames Valley in the vicinity of Drayton and Abingdon was an important focus for monument building during the Neolithic. In Abingdon, several long barrows, a double ditched oval barrow, three early flat graves and linear features have been identified. A long Mortuary enclosure has been found in Culham whilst a long mound was located at Sutton Courtenay. Several Neolithic cursus monuments are located in the area, including examples in Sutton Courtenay, Abingdon and in Drayton (RSK ID 2). The Drayton Cursus forms part a complex of scheduled monuments located c 500m to the SE of the site, near the parish boundary between Drayton and Sutton Courtenay. Various ring ditches and enclosures may also be of Neolithic date, and a trackway of this date has been identified within Radley. Numerous pits and pit clusters, containing Neolithic material such as arrow heads, flints, axes and animal bones are located in the wider area, predominantly in Abingdon.

1.3.5 Numerous round barrows (most commonly of Early Bronze Age date) are present in the vicinity. Many are known only as cropmarks, although upstanding examples do occur, including those forming the Barrow Hills Round Barrow Cemetery in Radley, c 600m east of the development site (in the same area as the Drayton Cursus). This consists of an extensive linear group of barrows, many containing inhumation and cremation burials. Within the DBA study area there are several probable Bronze Age round barrows (RSK IDs 13, 14, 36) although none are recorded within the development site itself. Artefact find-spots dating from the Bronze Age are common across Oxfordshire. A Bronze Age presence is indicated near to the site in the form of



artefacts including a Bronze Age food vessel from Drayton. As is often the case for this period, settlement remains are difficult to identify.

- 1.3.6 There are numerous Iron Age settlements in the vicinity of the site, including examples at Garford, Marcham, Abingdon, East Hanney, Radley and Frilford. In Radley Iron age pits, ditches and enclosures have been found.
- 1.3.7 The area continued to be intensively settled in the Roman period. Several villas are found close to the study site including one at Sutton Courtenay, with finds including the remains of tessellated floors, building materials, pottery and coins. In Marcham there is a fourth century occupation site, the site of a Roman temple and the remains of a Roman amphitheatre. Roman settlements and occupation sites in the area have also been identified north of Board Street in Abingdon, in East Hanney and a Roman enclosed settlement and fields system was discovered in Drayton.
- 1.3.8 The area surrounding Drayton was extensively settled in the Anglo-Saxon period. Important early Saxon settlements and cemeteries have been identified at Abingdon and Sutton Courtenay (the latter on the parish boundary with Drayton). The settlement at Sutton Courtenay incorporated large timber halls and at least 33 sunken-featured buildings (SFBs) and is a classic example of a pagan Saxon village of the 5<sup>th</sup>-6<sup>th</sup> centuries. Saxon cemeteries are also common in the region such as those found in Milton, Sutton Courtenay, Frilford and Abingdon. Further SFBs have been identified in fairly close proximity to the site (RSK ID 23 & 69) . Early Medieval gravel pits in Drayton (RSK ID 24, 26, 29) indicate quarrying in the area during this time period.
- 1.3.9 The closest previous investigation to the site is a small (40m x 40m) excavation by Oxford Archaeology at Manor Farm, Drayton in 2000, located c 60m north of the High Street, at the junction of Abingdon Road and Gravel Lane (Challinor et al, 2003). This revealed a multi-period complex of archaeological features, with artefacts of all periods from the Neolithic to the post-medieval. The small assemblage of prehistoric pottery was mostly of Bronze Age date but included late Neolithic (carinated bowl) and Iron Age sherds. A small amount of Roman material was also present. However the majority of features and artefacts in this excavation appear to date from the late Saxon period. (9<sup>th</sup> or 10<sup>th</sup> century through to the late 11<sup>th</sup> or early 12<sup>th</sup> century). The presence of chaff and sand-tempered hand-made sherds may indicate early or middle Saxon activity (although these sherds could be contemporary with the late Saxon activity). Among the metalwork assemblage (most of which was of late Saxon date) was a zoomorphic strap-end of 9<sup>th</sup> century date. Lava querns from the site are also likely to be of late Saxon date. The animal bone and charred plant remains were predominantly from late Saxon contexts and indicate a typical mixed farming economy and a site of moderate status. The chronology and extent of Saxon settlement underlying the modern village of Drayton is of considerable interest in light of a large, probably high status early-mid Saxon settlement (located c 1km SE of the development site) which appears to be on the same scale as the Anglo-Saxon palace complex at Yeavinger (Challinor *et al* 2003).
- 1.3.10 Medieval buildings within Drayton, include St Peters Church (RSK ID 4), which originated in 1200 AD and Drayton Manor House (RSK ID 12). A deserted medieval settlement has been recorded at Radley. Ridge and furrow, earthworks indicative of medieval agricultural practice, are common in the region including those at Frilford.
- 1.3.11 In the late seventeenth century three large houses were recorded in the village of Drayton; the parsonage (no longer in existence) and two farmhouses. There were also six small further farm-houses, and a number of cottages. The Roebuck Inn probably dates from the same period. On the earliest detailed map consulted, the Tithe Award



map of 1811, the site is divided over 15 fields, annotated as belonging to Sir George Jerningham, and bound to the north by High Street and to the south by a trackway (East Way). The key annotation indicates that these field enclosures are not 'old enclosures', but a result of the 'Inclosure Act', however, all of the fields are very long and thin, especially the easternmost two, which measure an average of 390m long by 20m wide, and some of the boundaries have a reverse S-shaped curve, which may indicate that they represent individual strips within the former 'open field' (more commonly whole cropping units were enclosed after rationalisation of the individual strips).

- 1.3.12 Eight buildings are located within the site boundary to north of the site, generally arranged fronting High Street with ancillary buildings to the rear; three of these buildings remain extant (RSK IDS 49, 51 and 101). Beyond the cluster of buildings fronting High Street, there are (sites of) two buildings within the site boundary (RSK IDs 118 & 119). A ditch/watercourse runs east - west through the middle of the eastern half of the site. Although not utilised as a field boundary on the Inclosure Award, it was later used as a land division, and is still evident on the site today. Outside the site boundary, allotments cover most of the parish, excluding the village of Drayton itself, which is sparsely populated with housing, as compared with the village today.

## 1.4 Geophysical survey results

- 1.4.1 The Geophysical survey plot is attached for reference, with the proposed trench plan overlaid (Bartlett-Clark Consultancy July 2014). Extensive magnetic disturbance, particularly in the northern part of the site, reflects modern ground disturbance, and metallic objects in the soil to a large extent. A strong linear north-south aligned feature is likely to be a buried service. Otherwise features that can be identified appear to be 'Inclosure' period boundaries and tracks, and traces of ridge-and-furrow. No certain significant archaeological features have been identified although the amount of magnetic disturbance present, particularly in the northern part of the site, means that the results cannot be relied upon.

## 1.5 Requirement for work

- 1.5.1 This field evaluation has been required in accordance with NPPF because of the presence of known sites of archaeological interest within the immediate vicinity of the development. Should important archaeological remains be revealed, this evaluation will form the first stage of a mitigation procedure.

## 2 PROJECT AIMS

### 2.1 Aims

- (i) Investigate the presence/ absence, extent, conditions, nature, character, quality and date of any archaeological and palaeoenvironmental remains encountered.
- (ii) The evaluation report produced will present a digest of information on the character and significance of the deposits under review and this report will form the basis of any proposals for appropriate further action. The evaluation should also aim to define any research priorities that may be relevant should further field investigation be required.
- (iii) Any mitigation resulting from the evaluation report will seek to limit the damage to significant archaeological deposits. The developer will be responsible for accommodating the archaeological remains by:-



- Physical preservation in situ, which can often be achieved through design adaptations, or, if this is not possible;
- By preserving the archaeology on record through a full recording action. Less significant archaeological deposits may be dealt with through a monitoring and recording exercise carried out during the construction programme.

### **3 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY**

#### **3.1 Scope of works**

- 3.1.1 The trenching programme will comprise 29 trenches, the majority c30m x 2m in plan, as shown on Figure 1. Trenches in the small plots adjacent to High Street are shorter to fit within the available areas. The trench plan is located to provide even coverage of the site at a c2% sample. The trench plan is subject to negotiations with landowners, and may be modified to avoid buried services and other obstacles.
- 3.1.2 Plough-disturbed soil horizons will be removed by mechanical excavator fitted with a wide toothless bucket to expose archaeologically significant horizons or the surface of the solid geology, whichever is encountered first. The trenches will be excavated to a typical depth of less than 1m (typically c0.5m).

#### **3.2 Programme**

- 3.2.1 It is anticipated that the fieldwork will take up to 1 week to complete, by a team consisting of a Project Supervisor, directing up to 3 archaeologists, under the management of Stuart Foreman (BA Hons. MfA) Senior Project Manager.
- 3.2.2 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MfA.

#### **3.3 Site specific methodology**

- 3.3.1 A summary of OA's general approach to excavation and recording can be found in Appendix A. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (Appendices B, C, D and E respectively).
- 3.3.2 Site specific methodologies will be as follows:
- (iv) The trench layout will be agreed with Richard Oram (OCC Archaeological Services) prior to evaluation commencing. Provision will be made for taking environmental/organic samples where deemed appropriate.
  - (i) The excavation under the supervision of a competent archaeologist, is to be taken down to the top of 'natural' or the top of any significant archaeological level, whichever is the higher. While the surface of the exposed archaeological horizon should be cleaned for the purpose of clarifying the remains, archaeological features will generally only be sampled sufficiently to characterise and date them. Full excavation of features will not be undertaken at this stage. Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation.

### **4 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY**

#### **4.1 Programme**

- 4.1.1 The report will be completed within 4 weeks of the completion of the fieldwork. A draft report will then be issued in digital format by OA to Richard Oram for comment. If any





amendments are required a final report will be prepared and issued for dissemination to the client, Richard Oram and the Historic Environment Record Officer.

## **4.2 Content**

4.2.1 The content of this report will be as defined in Appendix F.

## **4.3 Specialist input**

4.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in Appendix G; in the event that additional input should be required, an updated list of specialists can be supplied.

## **4.4 Archive**

4.4.1 The site archive will be deposited with Oxfordshire County Museum following completion of the project.

4.4.2 A summary of OA's general approach to documentary archiving can be found in Appendix H.

# **5 HEALTH AND SAFETY**

## **5.1 Roles and responsibilities**

5.1.1 The Senior Project Manager, Stuart Foreman, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Site Supervisor, who implements these on a day to day basis.

5.1.2 The Director with responsibility for Health and Safety at OA is Robert Williams (Chief Operations Officer); he is advised by the OA Group Health and Safety Coordinator, Dan Poore (NEBOSH Level 3).

## **5.2 Method statement and risk assessment**

5.2.1 A summary of OA's general approach to health and safety can be found in Appendix I. A risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.

5.2.2 The Health and Safety file will be available to view at any time.

# **6 MONITORING OF WORKS**

6.1.1 OA will inform Richard Oram (OCC) and the client when trenches have been opened and are ready for inspection. OA will liaise Richard Oram in relation to all archaeological matters and sign off of trenches. OA will ensure access for both parties (subject to Health and Safety considerations) and access to all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

# **7 REFERENCES**

NPPF 2012 Department of Communities and Local Government (DCLG), 2012, National Planning Policy Framework (NPPF)

Savills January 2014, Drayton, Oxfordshire, Historic Environment Desk-based Assessment, Report 660405



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Challinor, D, Petts, D, Poore, D and Score, D 2003 Excavations at Manor Farm, Drayton, Oxfordshire, *Oxoniensia* **68** (2003), 280-311 (Oxford Archaeology)



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## OA STANDARD FIELDWORK METHODOLOGY APPENDICES

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The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by the accompanying detailed Written Scheme of Investigation.

Copies of all OA internal standards and guidelines referred to below are available on request.

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### APPENDIX A. GENERAL EXCAVATION AND RECORDING METHODOLOGY

#### A.1 Standard methodology – summary

##### ***Mechanical excavation***

- A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a JCB or 360° tracked excavator with a 1.5 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator will be used.
- A.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.
- A.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- A.1.4 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.
- A.1.5 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- A.1.6 After recording, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator. Area excavations will not normally be backfilled.

##### ***Hand excavation***

- A.1.7 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.
- A.1.8 Within significant archaeological levels the minimum number and proportion of features required to meet the aims of the excavation will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. More complex features such as those associated with funerary activity will usually be subject to 100% hand excavation.
- A.1.9 In the case of evaluations, it is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the site will be assessed. The stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

##### ***Recording***

- A.1.10 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.



- A.1.11 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.12 Plans will normally drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.
- A.1.13 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- A.1.14 A register of plans will be kept.
- A.1.15 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- A.1.16 A register of sections will be kept.
- A.1.17 Generally all sections will be tied in to Ordnance Datum.
- A.1.18 A full black and white photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include colour (digital) working shots to illustrate more generally the nature of the archaeological work.
- A.1.19 Photographs will be recorded on OA Photographic Record Sheets.

## **A.2 Relevant industry standards and guidelines**

- A.2.1 The Institute for Archaeologists' Standard and Guidance notes relevant to fieldwork are:
- Standard and Guidance for Field Evaluation
  - Standard and Guidance for Excavation
  - Standard and Guidance for an Archaeological Watching Brief.
- A.2.2 These will be adhered to at all times.

## **A.3 Relevant OA manual and other supporting documentation**

- A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).
- A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

## **APPENDIX B. GEOMATICS AND SURVEY**

### **B.1 Standard methodology – summary**

- B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project and locates them within an overall grid.
- B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It



establishes accurate project reference systems utilising a series of control stations and permanent base lines.

- B.1.3 The survey will be conducted using a combination of Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM) where appropriate, hand-measured elements and GPS (Global Positioning System).
- B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area. Control stations will be tied in to known points or existing features using rigorous metric observation. The control network will be set in using a TST to complete a traverse or using techniques as appropriate to ensure sufficient accuracy. A GPS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.
- B.1.5 All control stations will be checked by closed traverse and/or GPS, as appropriate. The accuracy of these control stations will be accessed on a regular basis and re-established accordingly. All stations will be recorded on Survey Control Station sheets.
- B.1.6 Each control station will be marked with a PGM (Permanent Ground Marker). Witness diagrams will include the full 3-D co-ordinates generated, a sketch diagram and measurements to at least three fixed details, written description of the mark and a photograph of the control point in its environs.
- B.1.7 Prior to entry into the field all equipment will be checked, and all pre-survey information will be logged onto the field computer and uploaded onto survey equipment as appropriate. The software in the field computer will be verified and all cabling between the GPS and/or TST and computer will be checked. Prior to conducting the survey the site will be reconnoitred for locations for a viable control network and check the line of sight and any possible hindrance to survey. Daily record sheets will be kept to record daily tasks and conditions.
- B.1.8 All spatial data will be periodically downloaded onto a field computer, and backed up onto CD, or DVD. It will be cleaned, validated and inspected.
- B.1.9 All survey data will be documented on daily survey record sheets. Information entered on these sheets includes key set up information (Instrument height etc.) as well as daily variables and errors/comments. All survey data will be digitally recorded in a raw format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.
- B.1.10 A weekly summary of survey work will be produced to access development and highlight problems. This information also will be recorded on the weekly survey journal. Technical support for the survey equipment and download software shall be available at all times. In those instances where sites are remotely operated, all digital data will be backed up regularly and a copy returned to Oxford on a weekly basis.
- B.1.11 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a combination of TST and GPS. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.
- B.1.12 Excavated archaeological interventions and areas of complex stratigraphy will be hand drawn. At least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. The hand drawn plans will be referenced to the digitally captured pre-site plan by measuring in the DPs with a TST or GPS. These hand drawn elements will then be scanned in, geo-referenced using the



DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.

- B.1.13 Where appropriate rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for rectified photography.
- B.1.14 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on an OA server in Oxford.
- B.1.15 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. Once created, additional GIS/CAD work will normally be carried out at the local OA central office or at on-site remote locations when appropriate. Support for all GIS/CAD work will be available from OA's Oxford Office during normal office hours. The aim of the GIS/CAD work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format. Any hand-drawn plans will be scanned and digitised on site in the first instance. Subsequent plans will be added to the main drawing as it develops.
- B.1.16 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.
- B.1.17 All digital data will be backed up incrementally on CD or DVD. On each Friday the entire data directory will be backed up and returned to Oxford where it will be copied onto the OA projects server. Each CAD drawing will contain an information layout which will include all the relevant details appertaining to that drawing. Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all raw measurements will be made available as hard copy for archiving purposes.

## **B.2 Relevant industry standards and guidelines**

- B.2.1 English Heritage (2009), Metric Survey Specifications for Cultural Heritage
- B.2.2 English Heritage (2006), Understanding Historic Buildings A Guide to Good Practise
- B.2.3 English Heritage, (2007) Understanding the Archaeology of Landscapes A Guide to Good Recording practise

## **B.3 Relevant OA manual and other supporting documentation**

- B.3.1 OA South Metric Survey, Data Capture and Download Procedures
- B.3.2 OA South Digitising Protocols
- B.3.3 OA South GIS Protocols
- B.3.4 These will be superseded by the OA South Geomatics Manual (in progress).

## **APPENDIX C. ENVIRONMENTAL EVIDENCE**

### **C.1 Standard methodology - summary**

- C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by English Heritage and Oxford Archaeology. A register of samples will be kept. Specialists



will be consulted where non-standard sampling is required (eg. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

- C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.
- C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.
- C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

## **C.2 Relevant industry standards and guidelines**

- C.2.1 English Heritage 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 English Heritage 2001. Archaeometallurgy. Centre for Archaeology Guidelines 2001.01.
- C.2.3 English Heritage 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2<sup>nd</sup> ed)
- C.2.4 English Heritage 2004. Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates.
- C.2.5 English Heritage 2006. Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates.
- C.2.6 English Heritage 2007. Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
- C.2.7 English Heritage 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology.
- C.2.8 English Heritage 2008. Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains.



### C.3 Relevant OA manual and other supporting documentation

C.3.1 Oxford Archaeology 2005. Environmental Sampling Guidelines, 2nd ed.

## APPENDIX D. ARTEFACTUAL EVIDENCE

### D.1 Standard methodology - summary

- D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Head of Finds. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.
- D.1.2 The project manager will supply the Head of Finds with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.
- D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.
- D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the department manager before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.
- D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal can not be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.
- D.1.6 Each box of finds will be accompanied by a finds context checklist itemising the finds within each box. The number of bags of finds from each context and individual small find from each context will be recorded. A member of the processing team will check the list when it arrives in the department. There are separate forms for finds recovered from fieldwalking.
- D.1.7 The processing programme is reviewed on a weekly basis and priorities are worked out after discussions with the Head of Fieldwork and the Head of Post-excavation. Project managers will keep the Head of Finds informed of any pressing deadlines that they are aware of. All finds from evaluations are dealt with as a matter of priority.
- D.1.8 All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First-aid for finds and the UKIC guidelines No.2. They must also take into account the requirements of the receiving museum. Primary data recording count and weight of fragments by material from each context is recorded on the site database.
- D.1.9 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice





of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving museums).

- D.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.
- D.1.11 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager. The assemblage is allocated an OA number for storage purposes. Bulk finds are stored on a roller racking system, metals in a secure controlled storage and organic finds are refrigerated where possible.
- D.1.12 The movement of finds in and out of the department storage areas is strictly monitored and recorded. Carbon copy transit forms exist to record this information. Finds will not be removed from storage without the prior knowledge of the Head of Finds.
- D.1.13 Finds information summarised in the finds compendium is used to assess the finds requirements for the post excavation stages of the project. The Finds department holds a list of all specialists used by OA (see below) both internal and external.
- D.1.14 On completion of the post excavation stage of the project the department prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the head of finds to finalise any selection, retention or discard policy. Most museums issue strict guidelines for the preparation of archives for deposition with their individual labelling, packaging and recording requirements.

## **D.2 Relevant industry standards and guidelines**

- D.2.1 UKIC, 1983, Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.2 UKIC, 1988, Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.3 Society of Museum Archaeologists, 1993, Selection, retention and dispersal of Archaeological Collections. Download available via <http://www.socmusarch.org.uk/publica.htm>
- D.2.4 Watkinson, D E & Neal, V, 1998, First Aid for Finds (3rd edition). RESCUE & UKIC

## **D.3 Relevant OA manual and other supporting documentation**

- D.3.1 Allen, L, and Cropper, C (internal publication only) Oxford Archaeology Finds Manual.

## **APPENDIX E. BURIALS**

### **E.1 Standard methodology - summary**

- E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.
- E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.
- E.1.3 Excavation will be undertaken in accordance with IFA (Roberts and McKinley 1993) and English Heritage and The Church of England guidelines (Mays 2005). For crypts and



post-medieval burials the recommendations set out by the IFA (Cox 2001) in *Crypt Archaeology: an approach*, are also relevant.

- E.1.4 In accordance with recommendations set out in the English Heritage and Church of England (2005) document *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England*, skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.
- E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.
- E.1.6 OA does not excavate or remove modern burials (post-1907) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.
- E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).
- E.1.8 Soil samples will be taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.
- E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.
- E.1.10 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using digital rectified photography (for example, urned cremations; undisturbed hob nails).
- E.1.11 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- E.1.12 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.
- E.1.13 Urned cremations will not usually be half sectioned or excavated in spits, but recovered as a bulk sample.
- E.1.14 Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004).
- E.1.15 Unless deemed osteologically or archaeologically important disarticulated bone / charnel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.



- E.1.16 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5 m blocks of 0.5 m spits.
- E.1.17 Pyre debris dumps will be half sectioned or quadranted and will be subject to 100% sampling.
- E.1.18 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/ or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.
- E.1.19 Funerary structures, such as brick shaft graves and/or vaults will be hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall trench plan.
- E.1.20 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
- E.1.21 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.
- E.1.22 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:
- Shape
  - Dimensions
  - Type of stone used
  - Iconography (an illustration may best describe these features)
  - Inscription (verbatim record of inscription; font of the lettering)
  - Stylistic type

## **E.2 Relevant industry standards and guidelines**

- E.2.1 Cox, M, 2001 Crypt archaeology. An approach. IFA Paper No. 3
- E.2.2 Mays, S, 2005 Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England. Church of England and English Heritage.
- E.2.3 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, IFA Technical Paper No. 13
- E.2.4 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, IFA Technical Paper No. 7. 9-13.
- E.2.5 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15.
- E.2.6 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85
- E.2.7 The Human Tissue Act 2004



### **E.3 Relevant OA manual and other supporting documentation**

- E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document.
- E.3.2 Excavating and recording human remains. Oxford Archaeology internal guidelines document.

## **APPENDIX F. REPORTING**

### **F.1 Standard methodology - summary**

- F.1.1 For Watching Briefs and Evaluations, the style and format of the report will be determined by OA, but will include as a minimum the following:
- A location plan of trenches and/or other fieldwork in relation to the proposed development.
  - Plans and sections of features located at an appropriate scale.
  - A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
  - A summary statement of the results.
  - A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
  - A reconsideration of the methodology used, and a confidence rating for the results.
  - An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.
- F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by English Heritage Management of Research Projects in the Historic Environment (MoRPHE) 2006, Section 2.3. This will include a Project Description containing:
- A summary description and background of the project.
  - A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
  - An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
  - A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
  - A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.
- F.1.3 A section on Resources and Programming will also be produced, containing:
- A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.
  - A list of the methods which will be used to achieve the revised research aims.



- A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such as monitoring, management and project meetings, editorial and revision time.
- A cascade or Gantt chart indicating tasks in the sequence and relationships required to complete the project. Due allowance will be made for leave and public holidays. Time will also be allowed for the report to be read by a named academic referee as agreed with the County Archaeological Officer, and by the County Archaeological Officer.
- A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.

F.1.4 The Project Design will be submitted to the County Archaeological Officer or equivalent for agreement.

F.1.5 Under certain circumstances (eg with very small mitigations), and as agreed with the County Archaeological Officer or equivalent, a formal Assessment and Project Design may not be required and either the project will continue straight to full analysis, or a simple Project Proposal (MoRPHE 2006 Section 2.1) will be produced prior to full analysis. This proposal may include:

- A summary of the background to the project
- Research aims and objectives
- Methods statement outlining how the aims and objectives will be achieved
- An outline of the stages, products and tasks
- Proposed project team
- Estimated overall timetable and budget if appropriate.

F.1.6 Once the post-excavation Project Design or Project Proposal has been accepted, the County Archaeological Officer or his appointed deputy will monitor the progress of the post-excavation project at agreed points. Any significant variation in the project design will be agreed with the County Archaeological Officer.

F.1.7 The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with the County Archaeological Officer. An OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for each project as per English Heritage guidelines.

## **F.2 Relevant industry standards and guidelines**

F.2.1 Oxford Archaeology (OA) adheres to the national standards in post-excavation procedure as outlined in English Heritage's Management of Research Projects in the Historic Environment (MoRPHE; EH 2006). Furthermore, all post-excavation projects take into account the appropriate regional research frameworks as well as national research agendas such as the Framework for Historic Environment Activities & Programmes in English Heritage (SHAPE; EH 2008).

**APPENDIX G. LIST OF SPECIALISTS REGULARLY USED BY OA**

G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

**Internal archaeological specialists used by OA**

<b>Specialist</b>	<b>Specialism</b>	<b>Qualifications</b>
Lisa Brown	Early Prehistoric pottery	BA, PGDip, MLitt, MIfA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MIfA
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hons), MIfA
Cynthia Poole	CBM and Fired Clay	BA (Hons), MSc
Edward Biddulph	Roman Pottery	BA (Hons), MA, MIfA
Ian Scott	Metalwork and Glass	BA (Hons)
Leigh Allen	Metalwork and worked bone	BA (Hons), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hons), MA, D.Phil, MIfA, FSA Scot
Elizabeth Huckerby	Pollen and waterlogged plant remains	BA (Hons), MSc, MIfA
Mairead Rutherford	Pollen	BSc, MSc
Lena Strid	Animal bone	MA
Sheila Boardman	Charred plant remains and charcoal	BA (Hons)
Katherine Hunter	Charred and waterlogged plant remains	BA (Hons)
Dr Denise Druce Pollen	Charred plant remains and charcoal	BA (Hons), PhD, MIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Carl Champness	Geoarchaeology	BA (Hons), MSc
Chris Faine	Animal Bone	BSc
Nicola Scott	Archaeological archive deposition	BA
Mike Donnelly	Flint	BSc, MIfA

**External archaeological specialists regularly used by OA**

<b>Specialist</b>	<b>Specialism</b>	<b>Qualifications</b>
Lynne Keys	Slag	BA (Hons)
Quita Mould	Leather	BA, MA
Penelope Walton Rogers, The Anglo	Identification of Medieval Textiles	FSA, Dip.Acc



<b>Specialist</b>	<b>Specialism</b>	<b>Qualifications</b>
Saxon Laboratory		
Dana Goodburn Brown	Conservation	BSc (Hons), BA, MSc
Steve Allen, York Archaeological Trust	Conservation	BA, MA, MAAIS
Dr Richard Macphail	Soils, especially Micromorphology	BA (Hons), MSc, PhD
Dana Challinor	Charcoal	MA, MSc
Dr Nigel Cameron	Diatoms	BSc, MSc, PhD
Dr David Smith	Insects	BA (Hons), MA, PhD
Professor Adrian Parker	Phytoliths and pollen	BSc (Hons), D.Phil
Dr David Starley	Metalworking Slag	BSc (Hons), PhD
Wendy Carruthers	Charred and waterlogged plant remains	BA (Hons)
Dr Sylvia Peglar	Pollen	PhD
Dr John Whittaker	Ostracods and Foraminifera	BA (Hons), PhD
Dr John Crowther	Soil Chemistry	MA, PhD
Dr Martin Bates	Geoarchaeology	BSc, PhD
Dr Dan Miles	Dendrochronology	D.Phil, FSA
Dr Jean-Luc Schwenninger	Optically Stimulated Luminescence Dating	PhD
Dr David Higgins	Clay Pipe	BA, PhD, MifA
Dr Hugo Anderson-Whymark	Flint	BSc, PhD, FSA Scot, MifA
Dr Damian Goodburn-Brown	Ancient Woodwork	BA, PhD, AIFA

## **APPENDIX H. DOCUMENTARY ARCHIVING**

### **H.1 Standard methodology – summary**

- H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.
- H.1.2 At the outset of the project OA Archive department will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new fieldwork project in their collecting area. Relevant local archiving guidelines will be



observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.

- H.1.3 During the course of the project the Archive department will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.4 The site archive will be security copied either by microfilming and the master sent to English Heritage as part of the National Archaeological Record or it will be digitally scanned and stored in a dedicated archive section of the OA computer network. A copy of the work as microfiche diazo or .pdf/a on disk will be sent to the receiving museums with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.
- H.1.5 Born digital data where suitable will be printed to hard copy for the receiving museum but if the format is such that it needs maintaining in digital form a copy will be sent to the receiving museum by CD. Back-up copies will be stored on the OA digital network and or posted to the ADS in accordance with AAF & ADS guidelines. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- H.1.6 Prior to deposition the Archive department will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993
- H.1.7 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines.
- H.1.8 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide a licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- H.1.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.
- H.1.10 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. OA further undertake to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

## **H.2 Relevant industry standards and guidelines**

- H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:
- H.2.2 The 2007 AAF guide Archaeological Archives A Guide to best practice in creation, compilation, transfer and curation. Brown D.
- H.2.3 The IFA Standard & Guidance for the creation, compilation, transfer and deposition of archaeological archives





- H.2.4 The UKIC's Guidelines for the preparation of excavation archives for long-term storage
- H.2.5 The MGC's Standards in the museum care of archaeological collections
- H.2.6 Local museum guidelines such as Museum of London Guidelines: (<http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DeposResouce>) will be adopted where appropriate to the archive collecting area.
- H.2.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

### **H.3 Relevant OA manual and other supporting documentation**

- H.3.1 The OA Archives Policy.

## **APPENDIX I. HEALTH AND SAFETY**

### **I.1 Standard Methodology - summary**

- I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 16, April 2013), the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.
- I.1.2 Where a project falls under the Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP). In some cases OA will fulfil the Principal Contractor role, and produce a CPP based on our in-house template.

### **I.2 Relevant industry standards and guidelines**

- I.2.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:
- I.2.2 The Health and Safety at Work Act (1974).
- I.2.3 Management of Health and Safety at Work Regulations (1999).
- I.2.4 Manual Handling Operations Regulations 1992 (as amended in 2002).
- I.2.5 The Construction (Design and Management) Regulations (2007).
- I.2.6 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

### **I.3 Relevant OA manual and other supporting documentation**

- I.3.1 The OA Health and Safety Policy.
- I.3.2 The OA Site Safety Procedures Manual.
- I.3.3 The OA Risk Assessment templates.
- I.3.4 The OA Method Statement template.
- I.3.5 The OA Construction Phase Plan template