



# Land off Hillside Road, Castle Gresley Swadlincote, Derbyshire

Written Scheme of Investigation for Archaeological Evaluation

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**Figure 1** Site location showing proposed evaluation trenches



# Land off Hillside Road, Castle Gresley Swadlincote, Derbyshire

## Written Scheme of Investigation for Archaeological Evaluation

### 1 INTRODUCTION

#### 1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by Heyford Developments Ltd ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of a 5.2 ha parcel of land located off Hillside Road, Castle Gresley, Swadlincote, Derbyshire. The evaluation area is centred on NGR 42810 31760 (**Fig. 1**) and lies 100 m to the south of the scheduled monument of Castle Gresley motte and Bailey castle (SAM 1011209).
- 1.1.2 Heyford Developments has applied for outline planning permission for a development of up to 100 dwellings on the site (Ref: 9/2019/0124). Following a desk-based assessment and geophysical survey (Wardell Armstrong 2018a and b) that identified earthworks and possible enclosures, Sarah Whiteley, Derbyshire County Council (DCC) development control archaeologist, has requested that trial trenching take place on the site to inform development proposals.
- 1.1.3 The evaluation will comprise the excavation, investigation and recording of 16 trial trenches (each measuring 50 m by 2 m), equating to a 3% sample of the proposed development area. A contingency of a further 1% sample of the proposed area may be implemented dependent on the initial results and following discussions with DCC.

#### 1.2 Scope of document

- 1.2.1 This WSI sets out the aims of the evaluation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological field evaluation* (CIfA 2014a).
- 1.2.2 This document will be submitted to Sarah Whiteley, DCC development control archaeologist and archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the evaluation.

#### 1.3 Location, topography and geology

- 1.3.1 The proposed evaluation area is located c. 2.5 km to the south-west of Swadlincote and bounded by Hillside Road and housing off Linton Road/High Cross Bank to the south. The site is bounded by agricultural land to the north-west and north-east.
- 1.3.2 The site is currently pasture and ground levels drop from c. 95 m OD in the north-east to c. 85 m OD in the south (Wardell Armstrong 2018b).



- 1.3.3 The underlying geology is mapped as Chester Formation sandstone and conglomerate with a north-south aligned band of mudstone (British Geological Survey online viewer). No superficial deposits are recorded.

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

### **2.1 Introduction**

- 2.1.1 The archaeological and historical background was assessed in a prior desk-based assessment (Wardell Armstrong 2018b), which considered the recorded historic environment resource within a 1 km study area of the proposed development. A summary of the results is presented below.

### **2.2 Previous investigations**

- 2.2.1 Geomagnetic survey was carried out on the site in November 2018 (Wardell Armstrong 2018a), which detected modern service pipes and structures, evidence of a ploughing and evidence for small enclosures in the south and east of the site. The enclosures are not shown on historic maps and may be medieval or earlier in date. Possible pits and a boundary ditch were also identified.
- 2.2.2 Watching briefs carried out immediately to the east of the site in 2004, and 700 m south-west of the site in 2015 were undertaken and revealed no archaeological remains. In 2008 a strip, map and sample exercise, carried out in advance of a housing development 210 m to the north of the site, revealed a post-medieval ditch.
- 2.2.3 A post-medieval field boundary and remains of ridge and furrow were revealed during a geophysical survey carried out in 2013, 590 m north of the site.

### **2.3 Archaeological and historical context**

#### *Iron Age and Romano-British (700 BC to 410 AD)*

- 2.3.1 There is no evidence of prehistoric activity within 1 km of the site. The route of a Roman road may have extended between Ibstock and Rykniel Street, 400 m south of the site (HER reference 99031) and may have earlier origins.

#### *Medieval (410 to 1500 AD)*

- 2.3.2 The site is located in the Manor of Drakelow which is recorded in the Domesday Survey (1086) as belonging to Nigel de Stafford. At some time during the 12th century the Stafford family took the name De Gresley, possibly referencing a grassy clearing in a wooded area. The origins of Castle Gresley motte and bailey castle, 100 m to the north of the site (SAM 1011209), are unclear. It may have been constructed between 1086 and 1090, or established without licence from the King by William de Gresley at some point during King Stephen's reign (1135-54). William de Gresley is also known to have founded a monastic priory at some point during 1100-1154 1.2 km north-east of the site. The castle and the priory formed the foci for the establishment of two respective villages, Castle Gresley and Church Gresley.
- 2.3.3 The core of Castle Gresley appears to be located away from the site but the HER records the presence of an enclosure abutting the north-eastern boundary of the site (HER reference 17806), which is may date to the medieval period.
- 2.3.4 The site likely lay within an open field system with ridge and furrow recorded close by.



### *Post-medieval and modern (1500 AD to present)*

- 2.3.5 The castle appears to have gone out of use by the 16th century, with a road network established by 1791 and the 19th-century working of the South Derbyshire-Leicestershire coal field. The Coton Park colliery, mining shafts and bell pits are located within 500 m to 830 m of the site and a brewery was located 70 m north of the site. High Cross Bank residential development was constructed to the south-east of the site by 1883, with further housing constructed in the first half of the 20th century.

### *Earthworks*

- 2.3.6 Earthworks in the north-western corner of the site are thought to be modern in date, but a linear earthwork extending across the southern part of site is aligned with a trackway shown on the 1883 Ordnance Survey.
- 2.3.7 Earthworks in the centre of site are thought to be natural variations in geology or the result of localised quarrying. Although the parish boundary crosses the southern extremity of the site no corresponding earthwork remains were observed.
- 2.3.8 Elsewhere in the southern part of the site, linear earthworks and corresponding geophysical anomalies (Wardell Armstrong 2018a) are thought to represent two sides of a post-medieval enclosure to the rear of properties fronting Linton Road.

## **3 AIMS AND OBJECTIVES**

### **3.1 General aims**

- 3.1.1 The general aims (or purpose) of the evaluation, in compliance with ClfA's *Standard and guidance for archaeological field evaluation* (ClfA 2014a), are:
- To provide information about the archaeological potential of the site; and
  - To inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

### **3.2 General objectives**

- 3.2.1 In order to achieve the above aims, the general objectives of the evaluation are:
- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
  - To establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
  - To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
  - To make available information about the archaeological resource within the site by reporting on the results of the evaluation.

### **3.3 Site-specific objectives**

- 3.3.1 The significance and potential of the archaeology of Derbyshire were appraised in a resource assessment and research agenda (Cooper 2006). This was updated some six years later (Knight *et al.* 2012), and the regional research framework is currently being further revised by means of an open access 'wiki' document (<http://tinyurl.com/EMHERF>;



EMHERF n.d.). These sources have been used to identify the following site-specific research objectives:

- By examining evidence for remains associated with a postulated Roman road that may lie to the south of the site the evaluation may contribute to EMHERF research question 5.4.1: *'How did the Conquest impact upon rural settlements and landscapes?'*
- By examining evidence for remains of medieval/post-medieval agricultural activity the evaluation may contribute to EMHERF research questions 7.2.4 and 7.7.1 and 8.3.1: *'Can we clarify further the processes of settlement desertion and shrinkage, especially within zones of dispersed settlement?'*, *'Can we shed further light upon the origins and development of the open-field system and its impact upon agricultural practices?'*, and *'How can we improve our understanding of the early landscapes of enclosure and improvement and the interrelationship between arable, pasture, woodland, commons and waste?'*.

3.3.2 The evaluation will also seek to:

- test the results of the geophysical survey (Wardell Armstrong 2018a),
- establish the origin and function of undated earthworks within the site, and
- determine to what extent later land use has impacted on any earlier remains.

## **4 FIELDWORK METHODS**

### **4.1 Introduction**

4.1.1 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with Sarah Whiteley of DCC and the client, prior to being implemented.

4.1.2 The evaluation will comprise the excavation, investigation and recording of 16 trial trenches (each measuring 50 m by 2 m), equating to a 3% sample of the proposed development area. A contingency of a 1% sample of the site will be held in reserve and implemented should additional trenching be required following initial results.

### **4.2 Setting out of the trenches**

4.2.1 All trenches will be set out using GNSS or TST in the approximate positions shown in **Figure 1**. Minor adjustments to the layout may be required to take account of any on-site constraints such as vegetation or located services, and to allow for machine manoeuvring. The trench locations will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSGM15 and OSTN15.

### **4.3 Service location and other constraints**

4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.

4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) in order to verify the absence of any live underground services.



#### **4.4 Excavation methods**

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.
- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the evaluation.
- 4.4.3 Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.4.4 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with Sarah Whiteley of DCC and the client.
- 4.4.5 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed.
- 4.4.6 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with Sarah Whiteley of DCC. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits in order to enable the depth of stratification to be assessed.

#### **4.5 Recording**

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 A complete drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid. The OD heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

#### **4.6 Survey**

- 4.6.1 The real time kinematic (RTK) survey of all trenches and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.



## 4.7 Monitoring

- 4.7.1 Sarah Whiteley of DCC will be informed of the start of the evaluation and its progress. Reasonable access will be arranged for her to make site visits in order to inspect and monitor the progress of the evaluation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and Sarah Whiteley of DCC.

## 4.8 Reinstatement

- 4.8.1 Trenches completed to the satisfaction of the client and Sarah Whiteley of DCC will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

## 4.9 Finds

### *General*

- 4.9.1 All archaeological finds from excavated contexts will be retained, although those from features of modern date (19th century or later) may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

### *Human remains*

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and Sarah Whiteley of DCC regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.9.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and current guidance documents (eg, McKinley 2013) and the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

### *Treasure*

- 4.9.6 Wessex Archaeology will immediately notify the client and Sarah Whiteley of DCC on discovery of any material covered, or potentially covered, by the *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*). All information required by the Treasure Act (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.



#### **4.10 Environmental sampling**

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).
- 4.10.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (eg, pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, likely to contain reworked and residual material.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with Sarah Whiteley of DCC as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

### **5 POST-EXCAVATION METHODS AND REPORTING**

#### **5.1 Stratigraphic evidence**

- 5.1.1 All written and drawn records from the evaluation will be collated, checked for consistency and stratigraphic relationships. Key data will be transcribed into an Access database, which can be updated during any future analyses. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered either by trench or by period as appropriate. Detail of all contexts will be provided in trench tables in the appendix of the report.

#### **5.2 Finds evidence**

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the evaluation. The report will include a table of finds by feature/context or trench.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.
- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).



### 5.3 Environmental evidence

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses, and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the sample will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

### 5.4 Reporting

#### *General*

- 5.4.1 Following completion of the fieldwork and the evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and Sarah Whiteley of DCC, for comment. Once approved, a final version will be submitted.
- 5.4.2 The report will include the following elements:
- Non-technical summary;
  - Project background;
  - Archaeological and historical context;
  - Aims and objectives;
  - Methods;
  - Results – stratigraphic, finds and environmental;
  - Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
  - Archive preparation and deposition arrangements;
  - Appendices, including trench summary tables;
  - Illustrations; and
  - References.
- 5.4.3 A PDF/A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to evaluation.

#### *Publication*

- 5.4.4 If no further mitigation works are undertaken, a short report on the results of the evaluation will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and Sarah Whiteley DCC.



## OASIS

- 5.4.5 An OASIS online record (<http://oasis.ac.uk/pages/wiki/Main>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service ArchSearch catalogue.

## 6 ARCHIVE STORAGE AND CURATION

### 6.1 Museum

- 6.1.1 It is recommended that the project archive resulting from the evaluation be deposited with Derby Museums under an accession code to be determined. Provision has been made for the cost of long-term storage in the post-fieldwork costs.

### 6.2 Transfer of title

- 6.2.1 On completion of the evaluation (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.

### 6.3 Preparation of archive

- 6.3.1 The complete project archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Derby Museums, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

### 6.4 Selection policy

- 6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

### 6.5 Security copy

- 6.5.1 In line with current best practice (eg, Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

## 7 OUTREACH AND SOCIAL MEDIA

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the evaluation and engage with the local community through social media, press releases, open days



and volunteer involvement, while taking into account issues such as health and safety, confidentiality and vandalism.

## **8 COPYRIGHT**

### **8.1 Archive and report copyright**

8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.

8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

### **8.2 Third party data copyright**

8.2.1 This document, the evaluation report and the project archive may contain material that is non-Wessex Archaeology copyright (eg, Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

## **9 WESSEX ARCHAEOLOGY PROCEDURES**

### **9.1 External quality standards**

9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

### **9.2 Personnel**

9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site for the length of archaeological fieldwork. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.

9.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard



methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists can be provided on request.

9.2.3 The following key staff are proposed:

- Project Manager Andrew Norton BSc MCIfA
- Fieldwork Director Simon Brown BA ACIfA

9.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

### **9.3 Internal quality standards**

9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

9.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the team leader or regional director.

9.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds & Analysis, GeoServices and IT sections provide additional assistance and advice.

9.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

### **9.4 Health and Safety**

9.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health*





and Safety at Work Regulations 1999, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.

9.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.

9.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

## 9.5 Insurance

9.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

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