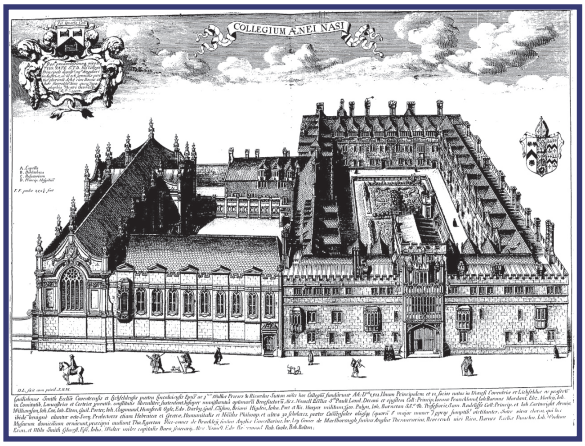
Old Cloisters Building
Brasenose College
Oxford



Written Scheme of Investigation for Archaeological Mitigation

oxfordarchaeology
southsouthsouth

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Client: Lee/Fitzgerald Architects on behalf of Brasenose College

Issue No: 1
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NGR: SP 515 063

Written Scheme of Investigation

Brasenose College, Old Cloisters, Oxford

Written Scheme of Investigation for Archaeological Mitigation

Centred on NGR SP 515 063

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1 INTRODUCTION

1.1 Project Outline

1.1.1 Oxford Archaeology (OA) has been commissioned by Lee/Fitzgerald Architects on behalf of Brasenose College to undertake archaeological mitigation works within the Old Cloisters at Brasenose College Oxford (Fig. 1).

1.1.2 A proposed design for the refurbishment of the Old Cloisters includes re-use of a flagstone floor underlying the existing wooden flooring and the insertion of ducts below the historic flagstone floor level.

1.1.3 The Old Cloisters is a Grade I Listed Building (list ref: 1369649) and requires Listed Building Consent to be issued by the Local Planning Authority in consultation with the Oxford City Archaeologist and English Heritage for works that alter or impact the fabric of the building. The building also encompasses part of a consecrated burial ground which is subject to the authority of the Consistory Court as advised by the Diocesan Advisory Committee (DAC) and Diocesan Archaeological Advisor and requires a Faculty to be issued by the Diocese to allow works to be carried out.

1.1.4 OA's commission is to address two conditions attached to Listed Building Consent (ref: 14/02312/LBC) and the requirements of the Diocese Faculty in relation to burials and archaeology .

1.1.5 The Listed Building Consent conditions are:

Condition 5: The relevant part of the development hereby approved shall only take place when the applicant has secured a programme of architectural recording by measurement, drawing and photography before the relevant part of the work commences on-site. The recording shall be in accordance with a Written Scheme of Investigation, which has been submitted to, and approved in writing in advance by the Local Planning Authority. Two copies of the archive of record documents shall be submitted to the Local Planning Authority for deposit in its own archives and those of the Sites and Monuments Record.

The archaeological work should consist of excavation to the tops of the grave voids followed by careful infilling of the voids with appropriate neutral material (inert sand) and the laying down of a geotextile membrane over the infilled voids. The subsequent finalisation of the detail of the floor design and servicing should ensure that the burials are preserved in situ.

A watching brief should be undertaken during any other significant ground works and fabric interventions related to the project.

Historic building recording of the grade one listed structure should be undertaken to Level 4 standard (English Heritage 'Understanding Historic Buildings ' 2006) bringing together existing plans and elevations and the results of the recording work undertaken during the removal of surface coverings and building fabric.

The recording work should be undertaken by a professionally qualified archaeologist. Note The contact for this is David Radford. City Archaeologist.

Reason: To preserve by record the works that will be affected by the works hereby granted consent/permission and because the development may have a damaging effect on known or suspected elements of the historic environment of the people of Oxford and their visitors including medieval and post medieval remains and in

accordance with policies HE2, HE3 and HE4 of the adopted Oxford Local Plan 2001-2016 and policy CS18 of the Oxford Core Strategy 2026.

Condition 6: The relevant part of the development hereby approved shall only take place when the applicant has secured a Methodology for the infilling of anticipated grave voids before the relevant part of the work commences on-site. The methodology shall be submitted to and approved in writing in advance by the Local Planning Authority. Two copies of the archive of record documents shall be submitted to the Local Planning Authority for deposit in its own archives and those of the Sites and Monuments Record. Note the contact for this is David Radford, City Archaeologist.

Reason: Because the development may have a damaging effect on known or suspected elements of the historic environment of the people of Oxford and their visitors including medieval and post medieval remains and in accordance with policies HE2, HE3 and HE4 of the adopted Oxford Local Plan 2001-2016 and policy CS18 of the Oxford Core Strategy 2026.

1.1.6 FACULTY - An application for Faculty for the works is in progress. This WSI anticipates requirements that may be attached to the Faculty (following discussions with the Diocese Archaeological Advisor) and may be revised to address specific conditions subsequent to issue of the Faculty.

1.1.7 This Written Scheme of Investigation (WSI) sets out the methodologies and standards Oxford Archaeology will employ in order to address the requirements of Listed Building Consent and the anticipated Faculty requirements in relation to below ground archaeological remains. With regards to the requirements for a Level 4 building record of the structure and building recording in respect of construction works this will be set out in a WSI produced by OA'S Building Department. This WSI is intended for the approval of the Oxford City Archaeologist and the Diocese Archaeology Advisor.

1.2 Location, geology and topography

1.2.1 Brasenose College is located on the northern side of High Street *c* 230 m east of Carfax, the historic cross roads at the centre of Oxford. St Mary's Entry and Radcliffe Square run along its east side, where the Old Cloisters (now a reading room with the college library above) is located. To the north of the college is Brasenose Lane and adjoining it to the west is Lincoln College.

1.2.2 The location of the site is shown on Figures 1 and 2. Historically the site lies within the city parish of St Mary the Virgin.

1.2.3 The site is located upon the Summertown/Radley (Second) Gravel terrace of the River Thames, which has its highest point of this terrace (65.5m OD) at Carfax. From this centrally placed crossroads the ground slopes downwards in all directions.

1.2.4 Brasenose College itself slopes slightly from west to east, with New Quad at *c* 63.1m OD and the east side at *c* 62.5 m OD.

2 Archaeological and Historical Background and Potential

2.1 Archaeological and historical background

2.1.1 An archaeological Desk Based Assessment (OA 2013a) has been produced for the site, this explores the history of the site, the college and burials beneath the Old Cloisters, it also assesses the implications of proposed alterations to the Old Cloisters and to the Stocker Room to the north of the Old Cloisters. The background is not replicated in full

here and further references (beyond the DBA) are not given. The assessment should be read in conjunction with this document.

2.1.2 Brasenose College was founded in 1508-12, on the site of Brasenose Hall, an existing group of halls with medieval origins. Building operations on the main quadrangle commenced in 1509 and consisted of hall, chapel, library and chambers in one square of buildings. In the south-west of Old Quadrangle was the Principals Lodging, which was enlarged in 1652 and 1770 by the addition of what is now the Stocker Room. This became the Bursar's Office with the muniments stored on the upper floors when the Lodging was moved in 1771. In 1736 Brasenose college had acquired the whole of the High street frontage and a new President's Lodging was built on the corner of High Street and St Mary's Entry.

2.1.3 The Second Quadrangle was built in 1656-66. The present Chapel and Library were constructed as part of the work. At that time the Old Cloisters (below the Library) was open and used as a covered walkway. The chapel and Old Cloisters were used for college burials. As the college grew more library space was needed and the Old Cloisters were closed off and converted into several study rooms in 1807.

2.1.4 Interments in the Old Cloisters date from *c* 1669 to 1754. Some burials records have been preserved in the college archives and a list of known burials is given in Appendix 3 of the DBA. There is also a plan showing the position of grave markers (see Figure OA 2013b Figure 4).

Previous works

2.1.5 Excavations for changes to the college kitchen in 2012 were carried out at Brasenose College. The test pits were dug at the proposed location of a lift pit and within the footprint of a proposed cellar extension. These uncovered the remains of buildings thought to pre-date the construction of the college and pits containing 11th-13th century pottery. The modern ground level was *c* 61.4m OD and the pits, over 0.5m deep, lay *c* 2.5m below that, at *c* 58.9m OD (OA 2012, 20).

2.1.6 Survival of similarly dated archaeological features below basement depth has been demonstrated at several other locations within the centre of the city.

2.1.7 OA carried out an evaluation on the site between November and December 2013 (OA 2013b). A total of four trenches were excavated.

2.1.8 The earliest dated deposit sequences contained pottery in use between 1550-1650 and survived as islands of strata left intact between late 17th and 18th century graves. These deposits were a (upto) 400 mm thick sequence of mortar floors interleaved with silts which overlaid an undated homogeneous garden soil. The mortar deposits appear to represent a building or buildings dating to between the construction of the main Quadrangle at Brasenose in the 16th century and the Second Quadrangle on which construction work began in 1656.

2.1.9 A total of five separate graves were located, but not excavated, within the evaluation trenches. The graves and marker stones largely corresponded with an historic plan of the interments, although one marker stone was revealed to have no grave beneath it.

2.1.10 The graves were revealed to be undergoing gradual post-depositional decay and (consequently) it was observed that there are significant below ground voids where coffins have disintegrated but the spaces have not infilled with surrounding material.

2.2 Developmental Impact and Archaeological Response

2.2.1 The development methodology and impact as set out below is summarised from Lee/Fitzgerald 2014.

2.2.2 Phase 1 - November 2014

2.2.3 Wall removal, floor reduction and vault support work

2.2.4 The Old Cloisters will fully opened up and completely stripped back to their original fabric. All later internal rooms will be removed. The extant, inserted wooden floor will be stripped out, in order to reclaim the original height and proportions of the vault. The later steel internal columns will also be removed. The vault support will be achieved through the insertion of steel cradles where necessary. These will be inserted into the fabric of the walls.

2.2.5 The original stone flagged floor will be revealed complete with burial slabs. The slabs will be numbered lifted and cleaned. The ground level will then be reduced by an archaeological dig (see archaeological methodology below) down to the top of coffin level to allow a zone for under floor services. The coffins have rotted and collapsed, leaving voids with in the grave cuts. The grave voids will be filled with inert sand and capped off at this level without disturbing the inhumations.

2.2.6 The original slabs will be re-instated to form the surface of a suspended floor for the new complex.

2.2.7 Below Ground - Archaeological Mitigation

2.2.8 Prior to lifting of the stone floor slabs the location of the inscriptions will be photographed and surveyed.

2.2.9 Subsequent to the lifting of the stone slabs, the underlying mortar and the 'islands' of archaeological strataa surviving inbetween the post-medieval grave cuts will be excavated by hand to a depth of c 400 mm to c 63.26 m OD.

2.2.10 Excavation of the archaeological strata will adhere to the standards set out in Appendix A.

2.2.11 No human remains will be disturbed during the works. Should human remains be revealed at a level higher than anticipated (see above) work in the immediate area will cease and a design solution will be effected to avoid disturbance to the remains.

2.2.12 Following excavation all grave voids will be filled with inert sand and capped off at this level without disturbing the inhumations. A geotextile membrane will be laid over the infilled graves.

2.2.13 Building Recording - Mitigation

2.2.14 Baseline Level 4 recording and recording during the insertion of vault supports will be addressed in a separate Building Archaeology WSI.

2.2.15 Phase 2 - 2015

2.2.16 Stonework

2.2.17 The accumulated layers of paint will be stripped from the stonework within the cloister and the original natural stone finish will be reinstated. A sample of stone stripping has been carried out to ascertain the quality and condition of the substrate. This has been viewed by both the listed building case officer and the English heritage area officer.

2.2.18 The stone is generally in good condition with the need in places for a gentle rubbing to remove accumulated plaster burs and markings.

2.2.19 Where unsatisfactory historical plaster filling has been carried out, prior to decoration, portions of filling be raked out and replaced with a colour matched stone repair to an approved sample.

2.2.20 In areas where stone damage has occurred larger than 1.5 inches in scope, new stonework will be cut in with a clear delineation made between original stonework and the repair. Where stone damage in excess of 1 inch occurs along an arris or sight line, a stone repair be carried out to an approved sample. Otherwise, chips and indents to the stonework will be cleaned and left as part of the patination and history of the stone.

2.2.21 In areas where the facing stone has been cut back and removed in the past, this will be re-instated with new stone detailed to match the existing. The stone will be thoroughly cleaned and then sealed using a non-tinting matt stone sealant to protect against future discolouration and staining

2.2.22 Services

2.2.23 The fabric of the building will be penetrated with ductwork below ground level into the warm up kitchen area. The intake and extract will be via a benching unit set within the Dear Park garden. With the exception of track lighting suspended from the ceiling vault, all services will be located either within the floor or the new furniture elements. The stripped stone walls will be left clear of all fixtures and fittings.

2.2.24 Fenestration

2.2.25 Existing fenestration to the cloister screen will be restored and upgraded to improve both performance and ventilation.

2.2.26 Stocker room doorway and refurbishment

2.2.27 A new doorway will be created in order to realise a link between the Old Cloisters Reading Room and the Stocker Room within the Old Quad East Range.

2.2.28 The room will be refurbished to make it suitable for modern archive storage. The extant floor be broken out and a new slab will be cast on a proprietary draining substrate linked to a sump. The new floor will be engineered to take racking floor rails The vaulted ceiling will be stripped (with the extant hooks retained).

2.2.29 Below Ground - Archaeological Mitigation

2.2.30 A watching brief will be maintained on the breaking out of the Stocker room floor. Any archaeological remains revealed will be recorded.

2.2.31 Building Recording - Mitigation

2.2.32 Building recording during the stonework restoration, insertion of services and window restorations will be addressed in a separate Building Archaeology WSI.

2.2.33 Phase 3 2016

2.2.34 **Spiral staircase**

2.2.35 The College requirement for a link between the new reading room and the existing library (1st floor) will be addressed by the insertion of a new stone spiral staircase situated in front of the Radcliffe Square doorway in the first bay of the cloister. A discreet hole will be formed in the ceiling vault emerging within the first bookcase bay of the library above. The link will be formed with minimal impact upon the existing structure and such that the intervention could be simply reversed.

2.2.36 Building Recording - Mitigation

2.2.37 Building recording during the staircase insertion will be addressed in a separate Building Archaeology WSI.

2.3 Project Aims

2.3.1 The aim of the below-ground archaeological mitigation works are:

- To enable reduction of deposits below the existing flagstone floor in a sensitive manner that at all times avoids the disturbance of human remains.
- To excavate, record, date and interpret the remaining islands of strata inbetween post medieval grave cuts in order to understand the character of structural development on the site pre-dating the cloister building.

2.4 Methodology

2.4.1 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).

2.4.2 Site specific protocols will be maintained in respect of the sites status as consecrated ground :

(i) No exhumation of burials will be carried out, excavations will cease in any investigation location once the depth of burials has been established.

2.5 Programme

2.5.1 It is anticipated that the Phase 1 under-floor reduction works will take c 4 weeks to complete with an archaeological supervisor and technicians under the management of Richard Brown, Senior Project Manager MIFA.

2.5.2 All fieldwork undertaken by Oxford Archaeology (South) is overseen by the Head of Fieldwork, Dan Poore MIFA.

3 Project Specific Reporting and Archive Methodology

3.1 Programme

3.1.1 The report will be completed within four of the completion of the fieldwork.

3.1.2 Two bound copies of the completed report(s) will be provided to the City UAD.

3.2 Content

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

3.3 Publication

3.3.1 A sumary report note (including illustrations where appropriate) will be sent to the editors of South Midlands Archaeology not later than three months after the end of the calendar year in which the work is undertaken. A publication grant should be provided to the publishers in accordance with their requirements.

3.3.2 It is currently anticipated that the project will reveal archaeological remains requiring a post-excavation assessment followed by publication in a journal or as a monograph. The

extent of post excavation works will be agreed during and/or immediately after excavation completion in discussions with the City Council Archaeologist. These discussion will also adress the likelihood of remains beingrevealed in the 2015 WB which may require publication.

3.3.3 Timescales for the submission of the post excavation assessment would be 6 months after the completion of fieldwork followed by an approved publication draft within 18 months of the submission of the post-excavation assessment. Both these elements will be agreed in correspondence with the City Archaeologist.

3.4 Monitoring

3.4.1 Monitoring will be carried out by the City Council Archaeologist (CCA), acting on behalf of the local planning authority and the Diocese Archaeology Advisor acting on behalf of the Diocese of Oxford, to ensure that projects are being carried out in accordance with the brief and approved project design, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies.

3.4.2 A programme of monitoring will be agreed with the CCA prior to the commencement of fieldwork. The CCA will be regularly informed of the project's progress and the monitoring of the project will be facilitated at each stage, including post-excavation. In particular, there will be no substantial modification of the approved brief and project design without the prior consent of the CCA and no fieldwork will be carried out without the service's knowledge and approval - the service will always be afforded the opportunity to observe archaeological excavations.

3.4.3 All monitoring visits will be documented by the City Council Archaeologist (CCA) and the archaeological contractor will be informed of any perceived deficiencies.

3.4.4 The CCA will be informed at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project design. OA will carry out such reasonable contingency works as requested by the CCA within the resources defined in the project design.

3.4.5 Submission of the report

3.4.6 Two copies of the final report will be supplied to the City Council Archaeologist along with a digital copy in PDF format (to allow reports to be made available on the web). A copy of any specialist papers relating to the project should also be supplied.

Specialist input

3.4.7 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.

3.5 Archive

3.5.1 The site archive will be deposited with the Oxford County Museum Service following completion of the project.

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

4 Health and Safety

4.1 Roles and responsibilities

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

4.1.2 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).

4.2 Method statement and risk assessment

4.2.1 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.

4.2.2 The H and S file will be available to view at any time.

5 References

Lee/Fitzgerald 2014, Brasenose College, Old Cloisters, Reading Room Project, Heritage Statement and Design Proposals.

Oxford Archaeology 2012, Brasenose College Oxford: Historic Building Recording and Archaeological Investigations Report, unpublished report

Oxford Archaeology, 2013a. Old Cloisters, Brasenose College, Oxford. Archaeological Desk Based Assessment.

Oxford Archaeology, 2013b. Old Cloisters Building, Brasenose College, Report on an Archaeological Investigation.

OA Standard Fieldwork Methodology Appendices

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.

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 Summary of Standard methodology

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, (2nd 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 Summary of Standard methodology

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 Summary of Standard methodology

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 Unurned 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 disarticuled 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 (verbatum 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 or 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 Summary of Standard methodology

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 specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
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 (Hon.), MIfA
Cynthia Poole	CBM and Fired Clay	BA (Hon.), MSc
Edward Biddulph	Roman Pottery	BA (Hon.), MA, MIfA
Ian Scott	Metalwork and Glass	BA (Hon.)
Dan Stansbie	Roman Pottery	BA (Hon.), MA, AIfA
Leigh Allen	Metalwork and worked bone	BA (Hon.), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hon.), MA, D.Phil, MIfA, FSA Scot
Elizabeth Huckerby	Pollen and waterlogged plant remains	BA, MSc, MIfA
Lena Strid	Animal bone	MA
Dr Wendy Smith	Charred and waterlogged plant remains	BA, MSc, PhD, MIfA
Andrew Bates	Animal Bone	BA, MA
Dr Denise Druce Pollen	Charred plant remains and charcoal	BA, PhD, MIfA
Liz Stafford	Geoarchaeology and land snails	BA, Msc

Specialist	Specialism	Qualifications
Nicola Scott	Archaeological archive deposition	BA
Mike Donnelly	Flint	Bsc, MIfA

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hon.)
Quita Mould	Leather	BA, MA
Penelope Walton Rogers, The Anglo Saxon Laboratory	Identification of Medieval Textiles	FSA, Dip.Acc
Dana Goodburn Brown	Conservation	BSc (Hon.), BA, MSc
Steve Allen, York Archaeological Trust	Conservation	BA, MA, MAAIS
Dr Richard McPhail	Soils, especially Micromorphology	BA (Hon.), MSc, PhD
Dana Challinor	Charcoal	MA (Hon.), MSc
Dr Nigel Cameron	Diatoms	BSc, MSc, PhD
Dr David Smith	Insects	BA (Hon.), MA, PhD
Professor Adrian Parker	Phytoliths and pollen	Bsc (Hons.), D.Phil
Dr David Starley	Slag	BSc, PhD
Wendy Carruthers	Charred and waterlogged plant remains	
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
Professor Mark Robinson	Insects, molluscs, waterlogged plant remains	MA, 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 Lamdin	Flint	BSc, PhD, FSA Scot, MIfA

Specialist	Specialism	Qualifications
Wymark		

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/DeposResource) 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 Summary of Standard Methodology

I.1.1 All work will be undertaken in accordance with the OA Health and Safety Policy (Revision 13, August 2009), 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 site is covered by the The Construction (Design and Management) Regulations (2007), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan.

I.1.3 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively.

- The Health and Safety at Work Act (1974),
- Management of Health and Safety at Work Regulations (1999),

- Manual Handling Operations Regulations 1992 (as amended in 2002),
- The Construction (Design and Management) Regulations (2007), and
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

Servergo:/oaupubs1_IthuQ*OXBNOZCO*Brasenose College, Oxford*MD*Amd GS*08.07.13

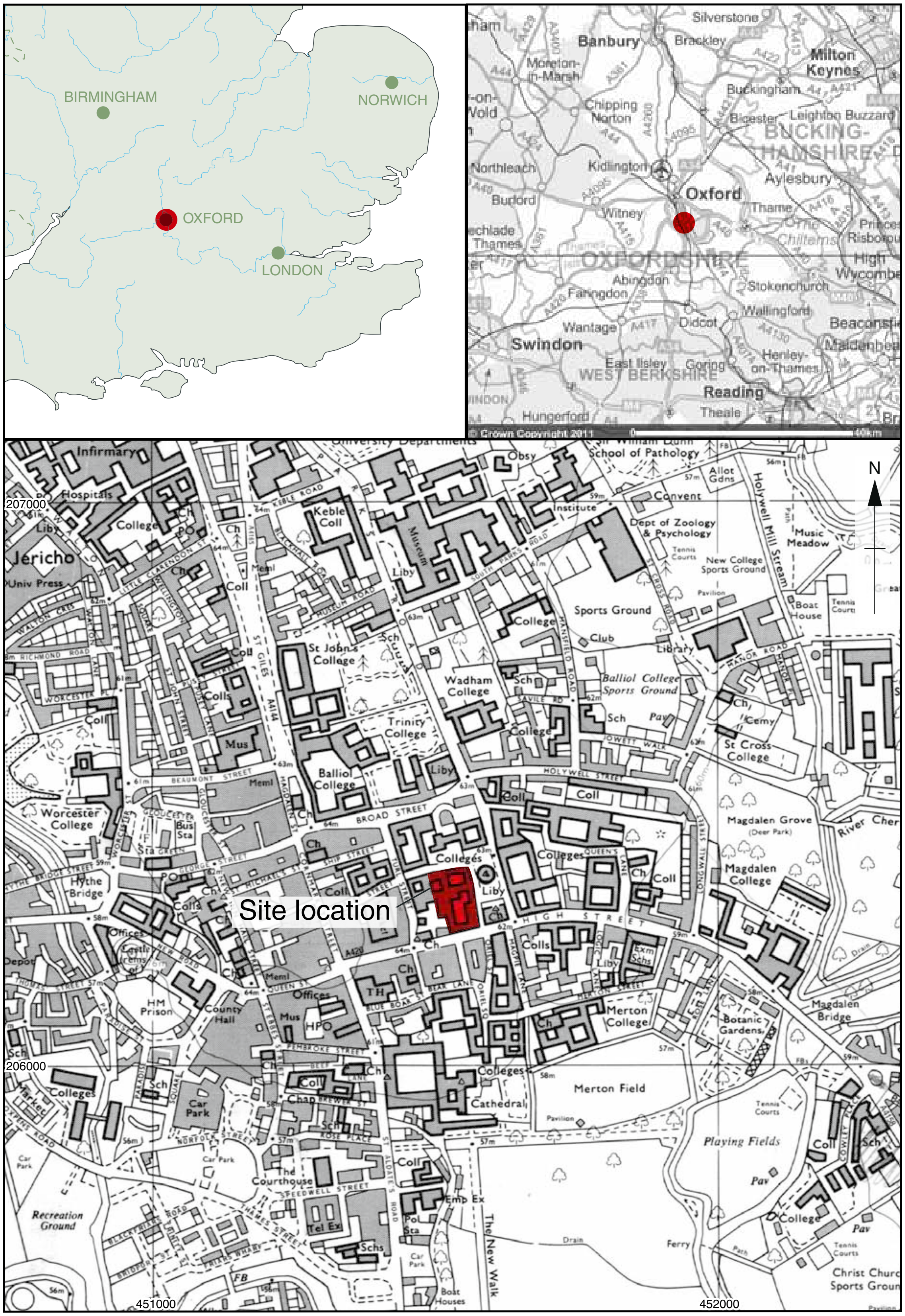

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Figure 1: Site location map

Servergo://oaupubs1_IthuQ*OXBNOZO*Brasenose College, Oxford*jc*Amd GS*08.07.13

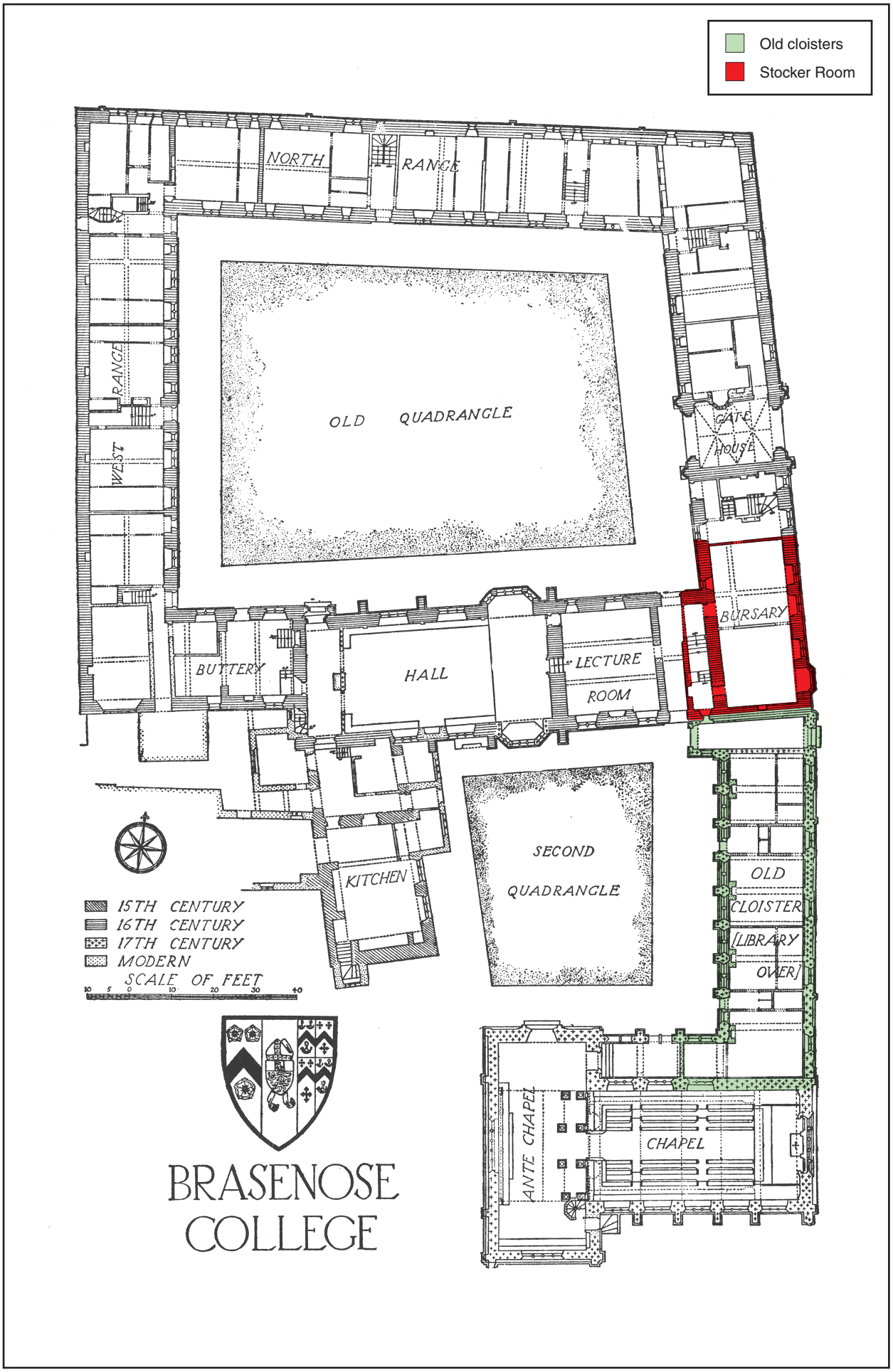

Figure 2: Plan of the College in 1939 (RCHME)

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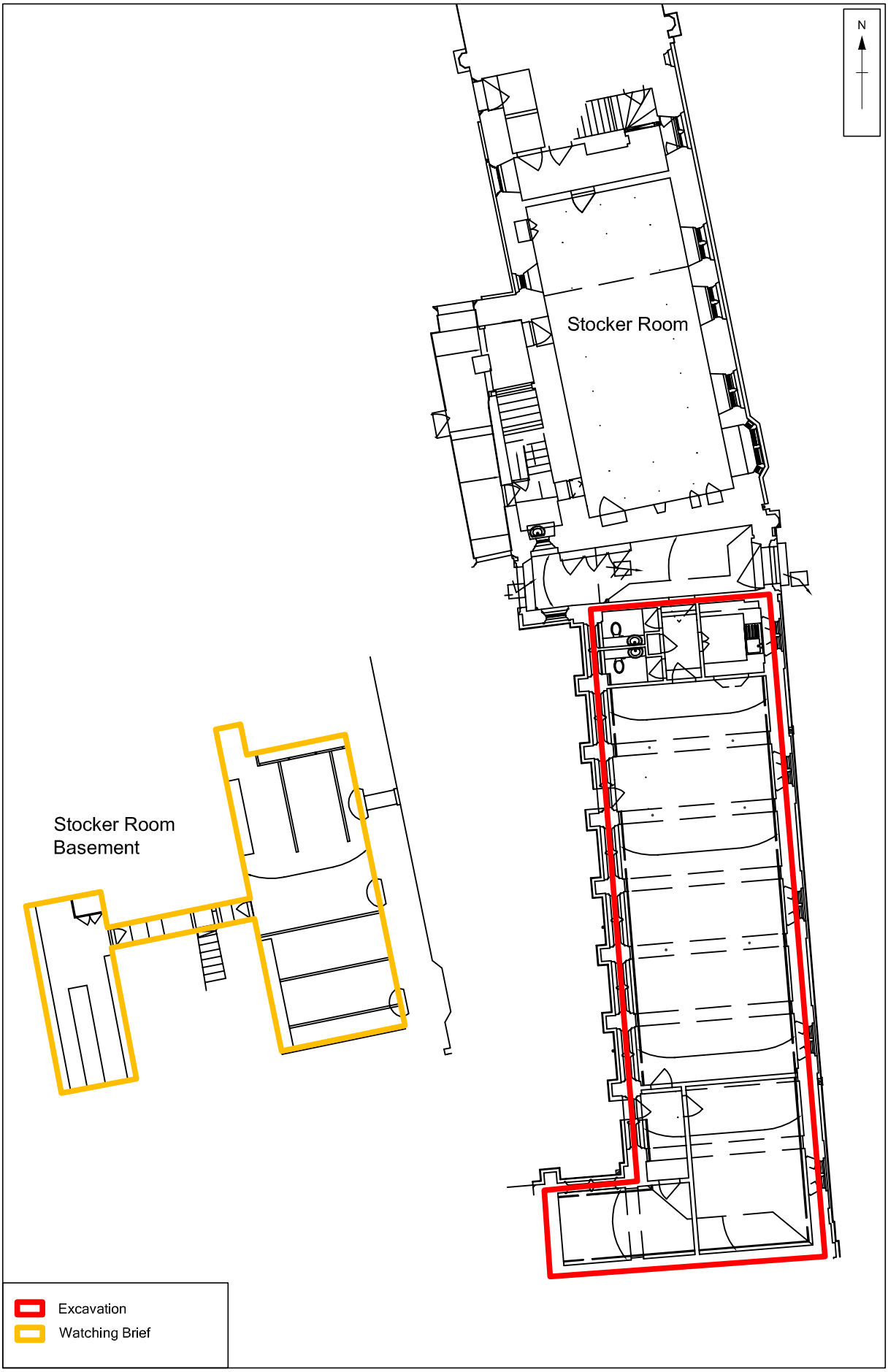

X:\o\OXBRNZOT_WSI_Brasenose Excavation \OXBRZNOT_WSI_Figure 3_141114.dwg(WSI_figure 3)****matt.bradley* 14 Nov 2014

Survey Data supplied by :
Midland Survey Ltd.

0 10 m

Scale at A4 1:200

Figure 3: Old Cloisters and Stocker Room Work zones

Head Office/Registered Office/
OA South

Janus House
Osney Mead
Oxford OX2 0ES

t: +44 (0) 1865 263 800
f: +44 (0) 1865 793 496
e: info@oxfordarch.co.uk
w:http://thehumanjourney.net

OA North

Mill 3
Moor Lane
Lancaster LA1 1GF

t: +44 (0) 1524 541 000
f: +44 (0) 1524 848 606
e: oanorth@thehumanjourney.net
w:http://thehumanjourney.net

OA East

15 Trafalgar Way
Bar Hill
Cambridgeshire
CB23 8SQ

t: +44 (0) 1223 850500
f: +44 (0) 1223 850599
e: oaeast@thehumanjourney.net
w:http://thehumanjourney.net

Director: David Jennings, BA MIFA FSA

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