



WP 029(A) Historic Environment Works – Geoarchaeological Boreholes and Test Pits

Method Statement

Prepared for:
LM on behalf of HS2

Prepared by:
Wessex Archaeology
Unit R6 Riverside Block,
Sheaf Bank Business Park,
Prospect Road,
Sheffield,
S2 3EN

www.wessexarch.co.uk

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Quality Assurance

Project Code	207213
Site Name	Ordnance Survey (OS) national grid reference (NGR)
Site 2 (A1-2) 'Leam Valley' Offchurch to Cubbington	436471, 266549
Area 1, Site 3 (A1-3) 'Bytham Valley' Cubbington	435141, 269017
Area 1, Site 4 (A1-4) 'Avon Valley' Cubbington	432973, 271273
Area 2, Site 2 (A2-2) 'River Cole' Coleshill Junction	419034, 288408
Area 2, Site 3 (A2-3) 'River Tame' Gilson and Water Orton	419034, 291337
Area 2, Site 4 (A2-4) 'River Rea' Washwood Heath (excluding BH 55-58)	410127, 289004
Area 2, Site 5 (A2-5) Lea Marston	419170, 294608
Area 2, Site 6 (A2-6) Hunts Green	418948, 296427
Area 2, Site 7 (A2-7) Middleton	418300, 298635
Area 2, Site 8 (A2-8) 'Gallows Brook' Middleton–A453	416763, 300677
Area 2, Site 9 (A2-9) Snake's Hill	414929,303485
Area 3, Site 3 (A3-3) Huddlesford to Streethay	414756, 310231
Area 3, Site 4 (A3-4) Mare Brook, Curborough	414101, 311436
Area 3, Site 5 (A3-5) Full Brook, Ravenshaw Wood	412464, 313526
Area 3, Site 6 (A3-6) Black–Bourne Brook	410815, 314162
Area 3, Site 7 (A3-7) Handsacre	409729, 315076
Area 3, Site 8 (A3-8) Fradley Wood	413277, 313608

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* I = Internal Draft; E = External Draft; F = Final

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Method Statement

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Method Statement

1 INTRODUCTION

1.1 General

- 1.1.1 This method statement has been prepared by Wessex Archaeology (WA) to provide a safe framework for a programme of archaeological investigations during Work Package 029(A) of the HS2 Enabling Works North Contract (hereafter 'the Scheme') across 17 sites (**Appendix 1**).
- 1.1.2 The Principal Contractor, LM, has provided a Construction Phase Plan (CPP). WA will comply with the CPP and ensure all of its activities follow the guidance and rules relating to that plan. Relevant Method Statements issued by the ground investigation contractors (eg Fastflow 2019) will also be adhered to.
- 1.1.3 The current archaeological programme comprises the drilling of boreholes and excavation of test pits across 17 sites along the Scheme (**Appendix 1**). All works are being carried out in accordance with approved Location Specific Written Scheme of Investigation (1EW04-LMJ_DJV-EV-MST-N000-029001).
- 1.1.4 Conditions may vary on site, and this document may require amendment during the course of the work to reflect those variations. Following consultation with the Client and any other relevant parties, the WA Project Manager (John Winfer) will amend the document as necessary to reflect any change in methodology. Any changes will need to be approved, and the method statement re-signed prior to works proceeding.
- 1.1.5 All employees will be briefed on the content of this method statement, WA's health and safety policy, and a site specific risk assessment before commencing work. All employees and sub-contractors will sign-off the project Risk Assessment to confirm such briefing has occurred, and WA will also maintain a record of all safety inductions and toolbox talks. Employees will be instructed to co-operate on all matters of health and safety.
- 1.1.6 Inductions will be carried out by LM for all personnel prior to being allowed to work on site.
- 1.1.7 A mandatory site induction will be given by the WA site supervisor for all staff and visitors prior to them being allowed on site. A start of shift briefing will be completed daily by WA. This will detail any changes to the working environment and/or specific considerations for the planned daily activities. There will also be an opportunity to review the previous day's activities and obtain feedback.
- 1.1.8 WA will only gain access to the Sites by means of agreed routes in line with the CPP Traffic Management Plan (TMP).



- 1.1.9 This site specific Method Statement is designed to be read in conjunction with a site specific Risk Assessment (Wessex Archaeology 2020) and will be submitted for approval prior to work commencing.

2 SITE DESCRIPTIONS

- 2.1.1 The proposed investigation areas comprise three sites within Area 1, eight sites within Area 2 and six sites within Area 3 identified as preserving Quaternary deposits with medium-high impact significance (Appendix 1). These sites are as follows:

- Area 1, Site 2 (A1-2) 'Leam Valley' Offchurch to Cubbington
- Area 1, Site 3 (A1-3) 'Bytham Valley' Cubbington
- Area 1, Site 4 (A1-4) 'Avon Valley' Cubbington
- Area 2, Site 2 (A2-2) 'River Cole' Coleshill Junction
- Area 2, Site 3 (A2-3) 'River Tame' Gilson and Water Orton
- Area 2, Site 4 (A2-4) 'River Rea' Washwood Heath (including Curzon Street Site)
- Area 2, Site 5 (A2-5) Lea Marston
- Area 2, Site 6 (A2-6) Hunts Green
- Area 2, Site 7 (A2-7) Middleton
- Area 2, Site 8 (A2-8) 'Gallows Brook' Middleton – A453
- Area 2, Site 9 (A2-9) Snake's Hill
- Area 3, Site 3 (A3-3) Huddlesford to Streethay
- Area 3, Site 4 (A3-4) Mare Brook, Curborough
- Area 3, Site 5 (A3-5) Full Brook, Ravenshaw Wood
- Area 3, Site 6 (A3-6) Black–Bourne Brook
- Area 3, Site 7 (A3-7) Handsacre
- Area 3, Site 8 (A3-8) Fradley Wood

3 METHODOLOGY

3.1 General

- 3.1.1 WA proposes to adopt the following outline methodology which conforms to ClfA (2014a, 2014b) guidelines for archaeological evaluation and the agreed LSWSI.
- 3.1.2 Service plans provided by LM via the DURS system will be consulted before work commences (see Risk Assessment – Utilities buried hazards) and areas will be scanned with a Cable Avoidance Tool and Signal Generator (CAT and Genny) to check for any

uncharted services. All Wessex plant supervisors deployed on this project will have had banksman training.

3.2 Borehole survey areas

3.2.1 Borehole investigations will be carried out using a tracked window sampling rig (terrier type) operated by experienced engineers from Ground Technology Services (GTS), under the supervision of a suitably experienced member of the Wessex Archaeology's geoarchaeological team.

3.2.2 Where necessary any concrete in the area may first be broken using a tracked excavator fitted with a breaker.

3.2.3 Borehole survey will be in the form of percussive window sampling, cable percussion drilling and rotary drilling.

Percussive window sampling

3.2.4 A percussive window sampling rig (Terrier type) will be used to extract sleeved cores one metre in length and 100 mm in diameter to maximum depth of refusal (typically, the maximum reach of this rig is between 7 and 9 metres, depending on sediments).

3.2.5 The cores will either be split and described on-site by the geoarchaeologist as work proceeds or, on retrieval, the cores will be sealed and returned to the Wessex Archaeology laboratory at Salisbury for further investigation.

3.2.6 On completion holes will be backfilled with arisings. If voids remain due to the retention of core samples, backfilling will be by inert bentonite pellets.

Cable percussion drilling

3.2.7 Cable percussion drilling (shell and auger) uses a 'clay cutter' for cohesive soils or a 'shell' (or bailer) for non-cohesive materials. The sides of the borehole are supported using steel casing which is lowered into the ground as the boring proceeds.

3.2.8 The material sampled using this method is generally sufficiently representative to determine the depth and description of the stratigraphy. Disturbed samples may be collected from both the clay cutter and the shell.

3.2.9 Undisturbed samples may be recovered by driving a hollow tube (100 mm open tube sampler) into the ground and withdrawing the resultant core for examination. Any such samples will be returned to the Wessex Archaeology laboratory at Salisbury for further detailed geoarchaeological investigations.

3.3 Test pit evaluation areas

3.3.1 The test pits will be excavated using a 13–20 tonne 360° tracked mechanical excavator with a toothless bucket. Machine excavation will proceed in level spits of approximately 50–100 mm until either the solid geology is exposed, or further excavation becomes impractical. Excavations will be carried out under the continuous direct supervision of suitably experienced geoarchaeologists or archaeologists who will act as banksmen.

3.3.2 Should access to the test pits be required, the excavator must be stopped by the banksman, who will then confirm safe access is available.



- 3.3.3 Test pits may be entered at the maximum safe depth (usually around 1.2 m, but less if loose sands/gravel are present). After excavation has progressed beyond this point no test pit will be directly entered unless the test pit has been widened and stepped at 1 m intervals.
- 3.3.4 Spoil will be stored in the vicinity of each test pit but at a safe distance away beyond the limits of the excavation. Topsoil and subsoil excavated from the test pits will be separated, placed and stored separately.
- 3.3.5 Samples of suitable deposits excavated by the mechanical excavator may be taken for onsite sieving. Such samples will be placed at a safe distance beyond the limits of the excavation.
- 3.3.6 Artefacts sieving will only be undertaken once machine excavation has ceased.
- 3.3.7 All test pits will be fenced off using pedestrian barriers or Netlon style fencing following excavation. On the completion of excavation, sampling and recording, each test pit will be immediately 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.
- 3.3.8 Following the completion of the archaeological works, WA will remove all WA equipment from the site.

4 PLANT/EQUIPMENT

4.1 General

- 4.1.1 Plant, operators and banksman will be provided by, and be the responsibility of WA (See Risk Assessment - General plant operations). All will have relevant CPCS cards.
- 4.1.2 Borehole investigations will be carried out using a rig provided and operated by experienced engineers from Ground Technology Services, under the supervision of a suitably experienced geoarchaeologist.
- 4.1.3 Mechanical excavation of test pits will be carried out by 360° tracked excavators with toothless ditching buckets. Daily plant and plant operator checks and records will be the responsibility of the plant provider but WA will keep a record of assurance checks on plant operators qualifications daily checks.
- 4.1.4 Topsoil and subsoil will be stored separately. Stockpiles will be maintained in a tidy workmanlike manner. Plant will remain on site overnight. It will be fenced off using Heras style fencing and will be protected by Perimeter Intrusion Detection Systems (PIDS).
- 4.1.5 All WA vehicles and tools must be in good repair and any defects will be reported to the WA Supervisor.

5 SEQUENCE OF WORKS

5.1 General

- 5.1.1 This Method Statement and associated Risk Assessment will be sent all relevant parties for approval prior to commencement of fieldwork commencing.
- 5.1.2 Welfare facilities will be put in place prior to work commencing. Once established, an assurance visit will be carried out by LM to ensure that the necessary facilities, resources and H&S procedures are in place.



5.1.3 The areas to be drilled will be photographed and CAT scanned prior to the commencement of any excavation work. All WA supervisors have CAT and Genny training.

5.1.4 Work areas will be photographed on the completion of all site works. WA will demobilise and remove all welfare facilities, site fencing and other equipment.

5.1.5 Reporting will follow the completion of fieldwork.

6 ACCESS

6.1 General

6.1.1 Access to the sites will be by agreed routes and in accordance with the TMP.

6.1.2 The work sites will generally be under the control of WA.

6.1.3 At site A2-4 works at the eastern end of site (BH 43-54) will coincide with works by BBV Systems who will be working further to the west. Shared access of this area will be coordination with BBV Systems and LM on site.

6.1.4 Site vehicles will be parked in a safe way. All reversing manoeuvres will be carried out under the supervision of a banksman.

7 PUBLIC RIGHT OF WAY

7.1 Area 3, site 5 (Full Brook, Ravenshaw Wood)

7.1.1 At site A3-5 the site is accessed using a three-way traffic light management system via a public right of way ('public footpath'). During all vehicle access and egress along the public footpath temporary pedestrian barriers (netlon) will be erected and manned by a marshal to separate anyone on the public footpath from moving vehicles. The first barrier will be erected approximately 30 m north of the Wood End Lane site entrance and the second, 200 m north, at Ravenshaw Wood (Appendix 5). When no vehicles are on the public footpath the barriers must be stowed away neatly to the side of the footpath.

7.1.2 Should members of the public pass the pedestrian barriers all plant will stop moving until the pedestrians have left the area.

8 SAFETY

8.1 Key work elements

- *Mandatory site inductions*
- *All staff, before they enter the work site, will have completed the mandatory LM Induction. These are held every Monday and Friday mornings at 1000 at the LM offices*
- *Borehole drilling using terrier rig*
- *Excavation with a 360° tracked excavator*
- *Vehicular access*
- *Working in deep excavations*
- *Working in proximity to excavation*



8.2 Risks

- *Injury/death from working in close proximity to plant and equipment*
- *Buried and overhead services*
- *Contamination*
- *Traffic accidents*
- *Slips, trips and falls*
- *Excavation collapse, falling objects and personal injury*
- *Unexploded ordnance*
- *Covid-19 outbreak*

8.3 Safety control measures

General

- 8.3.1 All staff will have completed the mandatory LM site induction.
- 8.3.2 All staff will be made aware of emergency contact numbers in the event of any emergency. These will be located in the site H&S file and on display in welfare facilities.
- 8.3.3 See Risk Assessment (Wessex Archaeology 2020) for more details.
- 8.3.4 The WA site supervisor (see contact details below) has the primary responsibility for ensuring that the safety measures outlined in the Method Statement and Risk Assessment are carried out. The LM Project Manager, as the Main Contractor, will have overall responsibility for ensuring safety control measures are being complied with. Therefore, WA will comply with instructions provided by the LM Project Manager. In addition, the WA Project Manager (John Winfer) and the Senior Logistics Officer (Ivan Machin) will make site inspections when necessary to ensure safety measures are adhered to. Any unforeseen hazards will be outlined and mitigated against using the Dynamic Risk Assessment section of this RAMS (Appendix 3 and 4) by WA site supervisors. The site supervisors are generally either IOSH or SSSTS trained and highly experienced in these types of work.

Plant

- 8.3.5 Only authorised and competent banksman will be allowed to control plant movements/operations.
- 8.3.6 Mandatory minimum PPE for WA staff will include:
- *Appropriate coloured safety helmet with, where applicable through risk assessment, suitable chin strap;*
 - *Safety footwear (incorporating toe and mid-sole protection and provides support to the ankle; full safety wellingtons may be worn where required);*
 - *Hearing protection;*
 - *Light eye protection, incorporating prescription lenses where necessary.*
 - *Gloves (specific to the work activities); and,*
 - *Orange high visibility jacket or long-sleeved vest and high visibility trousers.*
- 8.3.7 Other PPE will be available and issued where necessary dependant on changes to the risk assessment.



8.3.8 All plant operators will be made aware of WA working practices. All plant movement to be monitored and all staff to be made aware of plant movement in their area.

8.3.9 Exclusion zones will be maintained and managed by the banksman during all plant movements and mechanical excavation. No additional staff, vehicles or unused plant will be within the working radius of plant.

Buried services and overhead utilities

8.3.10 In line with HSG47 (HSE 2014) LM will inform WA of the location of known services via the DURS system.

8.3.11 No work will be carried out below overhead cables.

8.3.12 With regard to services and utilities, WA will comply with the LM Construction Phase Plan and the HS2 Achieving Best Practice in Service Avoidance Guidance notes.

8.3.13 In addition, the borehole and test pit locations and surrounding areas will be swept by trained staff with a cable detector (ie CAT and Genny) prior to drilling and excavation. A permit to dig will be issued prior to any excavation works being carried out.

8.3.14 Test pit excavation will be carried out in discrete spits under the constant supervision of an experienced geoarchaeological supervisor, with CAT and Genny scanning being repeated at around 0.25 m intervals to 1.2 m depth, or until undisturbed geological deposits are encountered (the supervisor will be highly experienced in the identification of disturbed or natural ground, and will be looking for evidence such as bedding or in situ cryoturbative features). If the trial pit has not encountered undisturbed deposits beyond safely accessible depths, then it will be extended to allow safe access for further scanning.

8.3.15 Any cable or pipe encountered will be considered live at all times and will be protected from any subsequent damage.

Unexploded ordnance

8.3.16 The sites are considered to be in a 'low' risk UXO area. However, should any UXO be discovered, the procedure to be followed is:

- *Do not touch or move the UXO;*
- *Remove all personnel to a safe distance – minimum 100 metres from the suspected UXO;*
- *Mark the site so it is easily identifiable (picket and tape is recommended);*
- *Telephone 999 and inform the police of the emergency. Inform the PC of the emergency so that emergency plans can be implemented.*

Contamination

8.3.17 There is currently no known asbestos and/or ground contamination threat within the area to be investigated; however, should asbestos or other contaminants be identified on site, work will halt, LM will be informed and reported in accordance with the CPP.

8.3.18 Handwashing facilities will be available on-site at all time whilst WA staff are present.

8.3.19 Groundwater removal will be the responsibility of WA but will be in accordance with directions from LM. Should it be required a permit to pump will be sought from LM and any pumping would be carried out at per the conditions of that permit.



Excavation collapse and personal injury

- 8.3.20 Excavation works will be carried out in conjunction with WA procedures and with the CPP.
- 8.3.21 No test pits and boreholes will be left open or unattended.
- 8.3.22 Spoil will be stored at least one metre from the edge of test pits. Spoil from test pits over 2 m deep will be kept a minimum of 3 m from the edge of test pits.
- 8.3.23 All test pits should be backfilled and made safe before the end of the day in line with WA procedures.
- 8.3.24 Inspections must be completed by a competent person ie WA Site Supervisor. A competent person in respect of excavation inspections is someone with the experience, knowledge and appropriate qualifications necessary to enable them to identify any risks that are present and decide upon the measures required to control those risks.
- 8.3.25 If the competent person is not satisfied that the work can be carried out safely, he/she will inform the WA Project Manager as soon as is practicable. The WA Project Manager will in turn inform the LM Project Manager. No work will take place in the excavation until the defects have been rectified and agreed as such by the competent person. All such excavations should be clearly identifiable through the use of signage.

Traffic

- 8.3.26 WA will comply with the LM TMP. Only agreed access routes will be utilised.
- 8.3.27 Only authorised and competent drivers will be used.
- 8.3.28 All Site staff will remain within designated working areas.

Walking over uneven ground

- 8.3.29 Ground inspections will be completed by a competent person. A competent person in respect of ground inspections is someone with the experience, knowledge and appropriate qualifications necessary to enable them to identify any risks that are present and decide upon the measures required to control those risks.
- 8.3.30 If the competent person is not satisfied that the work can be carried out safely, he/she will inform the site manager as soon as is practicable. No work may take place until the defects have been rectified and agreed as such by the competent person.

Railway lines

- 8.3.31 No work will be carried out within 15 m of any railway lines. Any boreholes/test pits designed to be carried out within the vicinity of a railway line will be moved to a minimum of 15 m away.

Covid-19 virus

- 8.3.32 At start of each day all site personnel will be asked if they have developed any symptoms in line with the coronavirus guidance (persistent cough, temperature above 37.8, shortness of breath and/or loss of sense of smell/taste) or if anybody within their household has. Where this is confirmed, these personnel will be asked to leave site immediately, travel back home using their own means of transport and follow NHS guidelines.
- 8.3.33 All other work will be planned to be carried out to minimise contact between workers, with 2 m distance between workers maintained.



- 8.3.34 Social distancing of 2 m will be sought, and where this is not possible:
- The durations of interactions to be minimised to as low as reasonably practicable and does not exceed 15 minutes
 - Minimise the number of staff working within 2 m of each other
 - Workers should work side by side and not face to face whenever possible
 - Regularly clean touch points of plant, tools and machinery
 - Increase and encourage regular hand washing or sanitising
- 8.3.35 Staff should continue to maintain high levels of personal hygiene with regular hand washing (as a minimum before and after meals, after using the toilet, after contact with animals or animal waste, after blowing their nose) with soap for at least 20 seconds (hot running water and soap is more effective than hand sanitizers). Where access to hot or warm water is limited hand sanitizers can be used.
- 8.3.36 Use alcohol based cleaning products (gel, wipes etc) to clean communal items and equipment (eg vehicles surfaces, door handles, tablets, cameras) before and after use, or at regular intervals. Dispose of cleaning cloths in a sealed bag at the point of use.
- 8.3.37 Staff should cover their mouth and nose with a tissue or your sleeve when they cough or sneeze and dispose of used tissues straight away.
- 8.3.38 Staff should try and limit touching their eyes, nose or mouth.
- 8.3.39 Remain vigilant and monitor colleagues for symptoms (continuous cough, high temperature etc).
- 8.3.40 Any staff member feeling unwell must advise the Site Director at the earliest opportunity. The Site Director must immediately inform the Project Manager who must then seek advice from the Compliance Director who will provide such on a case by case basis.
- 8.3.41 Individuals who exhibit symptoms as described by NHS guidance should immediately consult 111 and comply with their guidance.
- 8.3.42 Further information on protection, prevention and symptoms can be found at <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> and <https://www.nhs.uk/conditions/coronavirus-covid-19/>

9 SUPERVISION AND PERSONNEL

9.1 General

- Project Manager: John Winfer – [REDACTED]
- Senior Technical Manager – David Norcott - [REDACTED]
- Senior Logistics Officer: Ivan Machin – [REDACTED]
- Principal Geoarchaeologist: Alex Brown – [REDACTED]
- Senior Geoarchaeologist / supervisor:
Richard Payne – [REDACTED]

9.2 Key Wessex Personnel

- Chris Brayne: Chief Executive
- Andrew Norton: Regional Manager, North



- Ian Philips: Compliance Director

10 TRAINING

10.1 General

- 10.1.1 Archaeology as a trade is recognised by the CITB Construction Skills Certification Scheme. All WA field staff have passed the CSCS Health & Safety test at a level of Managers and Professional's level and hold valid CSCS cards.
- 10.1.2 The Supervisors hold First Aid, Asbestos Awareness, Cable Detection and Banksman certification. Additionally, all WA field staff hold Asbestos Awareness certificates and additionally field staff hold Cable Detection and Banksman certification.
- 10.1.3 All plant operators have CPCS cards appropriate to the type of equipment they are operating.

11 SITE OPERATIONAL PROCEDURES

11.1 General

- 11.1.1 Standard Wessex working hours will be between the hours of 0800 and 1600 Monday to Friday.
- 11.1.2 Working will be during daylight hours only.
- 11.1.3 WA will provide mobile phones as a means of communication at all times between personnel. However, these will only be used in accordance with WA procedures for use of mobile phones.
- 11.1.4 A first aid kit will be kept in the crew transport at all times. Site Supervisors are first aid trained.
- 11.1.5 Archaeological data will be recorded on pro forma log sheets and electronic tablets, which will include a checklist of safe working practices, safety equipment, emergency procedures and specific information relating to environmental conditions likely during fieldwork.
- 11.1.6 Members of the team will remain in visual contact at all times.
- 11.1.7 Welfare facilities will be provided by WA.
- 11.1.8 During the coronavirus epidemic all staff will maintain a distance of 2 m between each other, and no more than two people in the welfare vans and three staff in the welfare unit at one time.
- 11.1.9 During the current coronavirus outbreak staff will increase hygiene measures in line with advice from PHE (see detailed control measures in the risk assessment below).

12 ENVIRONMENTAL PROCEDURES

12.1 General

- 12.1.1 WA will comply with the LM environmental requirements.



12.2 Ecology

- 12.2.1 WA will be made aware of any areas of ecological sensitivity in relation to their works. Advice will be taken from the DJV Ecological Clerk of Works regarding the location and of any areas identified as exclusion zones for ecological reasons. These locations will be available to the site field teams.

12.3 Asbestos

- 12.3.1 Such material can commonly be found. All Wessex Archaeology staff have passed the UKATA *Asbestos Awareness E-Learning* training module.

12.4 Zoonoses

- 12.4.1 There are no indications that zoonoses are present.

13 EMERGENCY PROCEDURES

13.1 General

- 13.1.1 All WA staff will comply with the emergency procedures contained in the CPP.
- 13.1.2 Any incident or near miss must be reported in line with LM procedures and to the WA Project Manager as soon as possible.
- 13.1.3 The nearest Accident and Emergency hospital to sites A3-5, A3-6, A3-7, A3-8 is: Queens Hospital, Belvedere Road, Burton on Trent, DE13 0RB, Tel: 01283 566333
- 13.1.4 The nearest Accident and Emergency hospital to sites A2-5, A2-6, A2-7, A2-8, A2-9, A3-3, A3-4, is: Good Hope Hospital, Rectory Road, Sutton Coldfield, B75 7RR, Tel: 0121 4242000
- 13.1.5 The nearest Accident and Emergency hospital to sites A2-2, A2-3, A2-4, is: Heartlands Hospital, Bordesley Green East, Bordesley Green, Birmingham, B9 5SS, Tel: 0121 4242000
- 13.1.6 The nearest Accident and Emergency hospital to sites A1-2, A1-3, A1-4, is: Warwick Hospital, Lakin Road, Warwick, CV34 5BW, Tel: 01926 495321
- *All employees must read the Risk Assessment and Method Statement. If an emergency situation occurs the following will apply:*
 - *Always remember to stay calm and inform other people.*
 - *Raise the alarm / inform a supervisor or member of staff.*
 - *Remove any immediate danger if safe to do so.*
 - *Protect the injured person(s).*
 - *Summon help 999 if necessary or Site Contact mobile phone.*
 - *Remain on the phone until the operator asks you to hang up.*
 - *State the nature of the emergency and give all details, including the contact number of the phone you used and the site address.*
 - *Delegate someone to meet the emergency services at a designated area to escort them to the scene. The supervisor will coordinate the response.*



14 STANDARDS

14.1 Health and safety policy and practice

14.1.1 Health and safety considerations will be of paramount importance in conducting all fieldwork. Safe working practises will override archaeological considerations at all times.

14.1.2 All work will be carried out in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time in particular the CPP.

14.2 Extent and location of existing records and plans relevant to on site H&S

14.2.1 The following list UK legislation applies to the activities undertaken by WA:

- *Health and Safety at Work Act 1974*
- *Management of Health and Safety at Work Regs 1999*
- *Provision and Use of Work Equipment Regs 1998*
- *Lifting Operations and Lifting Equipment Regs 1996*
- *Control of Substances Hazardous to Health Regulations 2002*
- *Manual Handling Operations Regs 1992*
- *Reporting of injuries disease and dangerous occurrences regulations 2013*
- *Control of Asbestos Regulations 2012*
- *Electricity at Work Regulations 1989*
- *Noise at Work Regulations 2005*
- *Work at Height Regulations 2005*
- *Regulatory Reform (Fire Safety) Order 2005*
- *Personal Protective Equipment Regulations 1992*
- *Workplace (Health Safety and Welfare) Regs 1992*
- *First Aid at Work Regulations 1981*
- *Health and Safety (Safety Signs and Signals) Regs 1996*
- *Construction Design and Management Regulations 2015*

14.2.2 In relation to these works, the following documentation will be contained in the WA health and safety folder:

- *Health and Safety policy*
- *Daily Activity Briefings*
- *Risk Assessments*
- *Method Statements*
- *Local Specific Written Scheme of Investigation*
- *LM Construction Phase Plan*
- *RIDDOR reporting arrangements*
- *COSHH safety data information sheets*



- *Utility plans*
- *Plant maintenance and inspection records*
- *Site induction pack*
- *Tool box talk records*
- *Training records*
- *Daily sign in sheets*
- *Health & Safety comment section*
- *WA Health & Safety Inspection checklist*
- *Form F 91 B equivalent – inspection log for excavations*
- *Form BI 510 equivalent – Accident Record Book, including RIDDOR Forms*
- *Safety Observation Report*
- *Site Audit/Start Up Form*

14.2.3 WA will supply a copy of their Health and Safety Policy and site specific Risk Assessment to the client before the commencement of any fieldwork. The Risk Assessment will have been read and understood by all staff attending the Site before any groundwork commences.

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WP 29 (A) Historic Environment Works Area 1-3 - Enabling Works North Contract- Location Specific Written Scheme of Geoarchaeological Investigation. 1EW04-LMJ_DJV-EV-MST-N000-029001

WP29 - Historic Environmental Works – Enabling Works North Construction Logistics Plan 1EW04-LMJ-CL-PLN-N000-029000



Wessex Archaeology 2018 Excavation Procedure

Wessex Archaeology 2019 Health and Safety Policy

Wessex Archaeology 2020 Project Risk Assessment



16 APPENDIX 1: LSWSI FIGURES



17 APPENDIX 2: SUGGESTED TOOLBOX TALKS

Driving and Access

- *Public highways (particularly narrow lanes and single tracks)*
- *Footpaths and bridleways*
- *Protecting the public*

Test Pitting and Boreholes

- *Existing services;*
- *Working with plant;*
- *Protecting the public.*
- *Site tidiness (i.e. avoidance of trip hazards);*
- *Storage of materials;*

Health

- *Asbestos;*
- *Dermatitis;*
- *Noise;*
- *Weil's disease;*
- *Manual handling;*
- *Hazardous substances*



18 APPENDIX 3: RISK ASSESSMENT

19 APPENDIX 4: (A3-5) FULL BROOK, RAVENSHAW WOOD- PROPOSED TEMPORARY BARRIER FENCING

