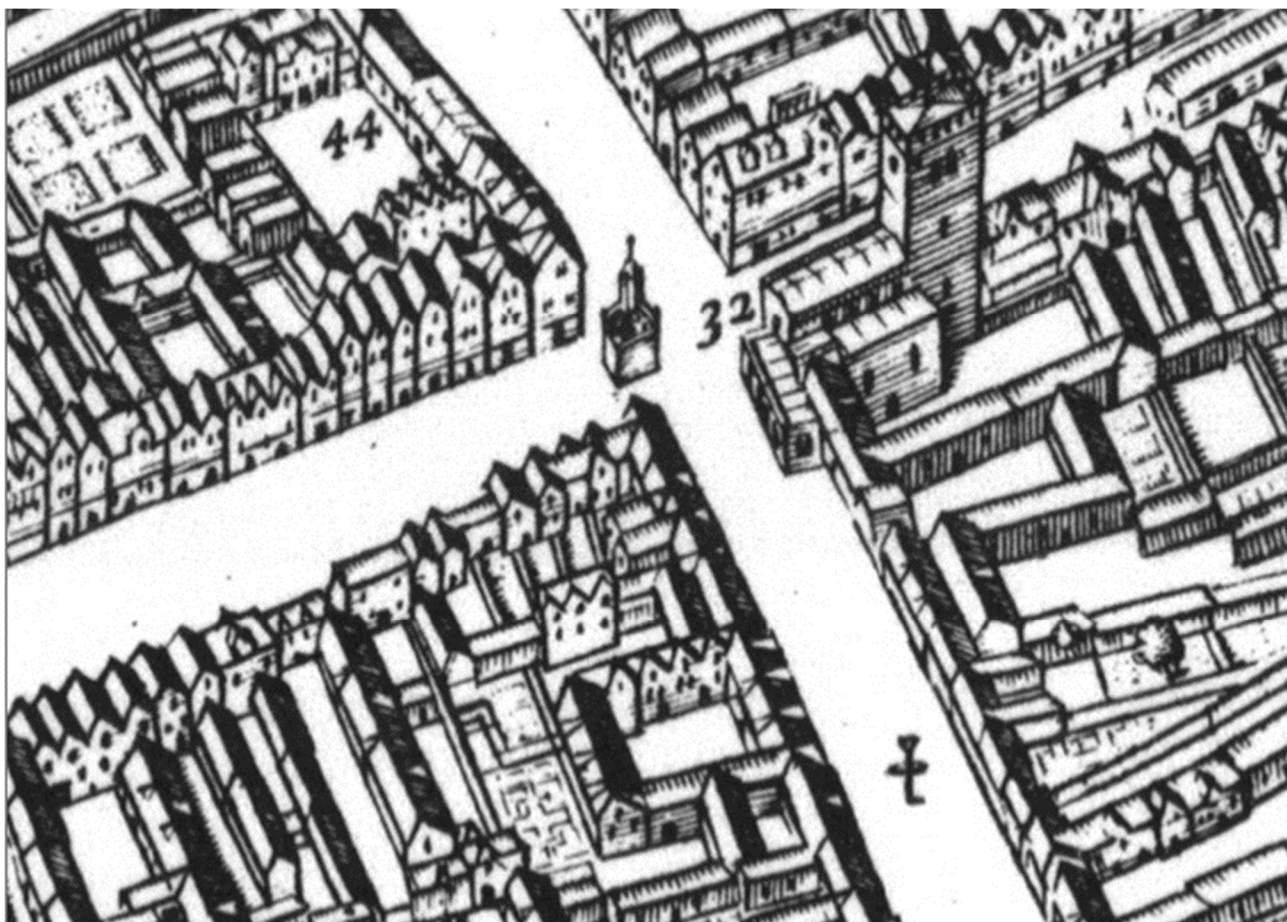




1-3 Golden Cross, Oxford, OX1 3EU

Written Scheme of Investigation for Historic Building Watching Brief

June 2019

Client: Devonshire Metro Limited

Issue No: 1

OA Reference No:

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Approved for Issue by: Julian Munby (Head of Buildings Archaeology)

Signature:

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OA South

Janus House
Osney Mead
Oxford
OX2 0ES

t. +44 (0)1865 263 800

OA East

15 Trafalgar Way
Bar Hill
Cambridge
CB23 8SG

t. +44 (0)1223 850 500

OA North

Mill 3
Moor Lane Mills
Moor Lane
Lancaster
LA1 1QD

t. +44 (0)1524 880 250

e. info@oxfordarch.co.uk
w. oxfordarchaeology.com

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1-3 Golden Cross, Oxford, OX1 3EU
Written Scheme of Investigation for
Historic Building Watching Brief

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1 INTRODUCTION

1.1 Project details

- 1.1.1 Oxford Archaeology (OA) has been appointed by the applicant, Devonshire Metro Limited, to undertake a programme of historic building watching brief during a programme of refurbishment works in No.1-3 Golden Cross in Oxford (refs: 18/03184/FUL; 18/03185/LBC). These units were last used as a café but this closed in December 2017 and planning permission has been granted for a development which will see the conversion of the first floor to create a one bedroom apartment. Part of the ground floor (entrance and stairs) will also be included in the change of use.
- 1.1.2 The units form part of a Grade I listed group of buildings which originated in the 15th century as a courtyard inn and hotel on the east side of Cornmarket. The south side of this group (including units 1-3) was rebuilt in the 17th century
- 1.1.3 Condition 5 of the Listed Building Consent (18/03185/LBC) states that:
- *'The relevant works shall not take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of targeted historic building recording work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Local Planning Authority. All works shall be carried out and completed in accordance with the approved written scheme of investigation, unless otherwise agreed in writing by the Local Planning Authority.'*
 - *'The historic building recording work shall consist of a targeted watching brief and photographic recording of exposed fabric from the creation of the opening into the chimney breast, removal of modern floor finishes and lifting of floorboards, formatted into a Level II report (Historic England 2016 'Understanding Historic Buildings'). The works should be undertaken by a professionally qualified archaeologist working to a brief issued by the Local Planning Authority'.*
- 1.1.4 A brief for the work required was produced by David Radford (Oxford City Council Urban Design and Heritage) on 25 April 2019.
- 1.1.5 As a building of considerable historic interest, the Golden Cross Hotel has been subject to a number of investigations and studies. Foremost amongst these is WA Pantin's 1955 article in *Oxoniensia* although John Steane also undertook further investigations during the building's renovation in 1986 and published the results of this in *South Midlands Archaeology* 17 (1987). In 2018, RPS CgMs produced a Heritage Statement on the building and the potential impact of the current proposals as part of the original planning and listed building application.
- 1.1.6 Proposed refurbishment**
- 1.1.7 The proposed works will comprise the conversion of the first floor of Units 1-3 Golden Cross to a one bedroom apartment. The ground floor entrance and stairs to first floor will also form part of the development. The proposals have been designed to avoid any physical impact on historic fabric but previously hidden areas and features will be exposed by the soft strip out works. The refurbishment works will include:
- Permanent closure of the internal door to the café
 - Removal of partition and WC
 - Introduction of separate internal door at ground floor
 - Permanent closure of internal door (first floor)
 - Replacement door
 - New WC, shower facilities, kitchen, plumbing, ventilation services etc

1.2 Location

- 1.2.1 The Golden Cross is a small group of retail and commercial units around a historic courtyard on the east side of Cornmarket in central Oxford. The units forming the current proposals (Nos 1-3) are on the south side of the courtyard and comprise a secondary reconstruction of this range in the 17th century.

1.3 Aims of the recording project

- 1.4 The overall aims of the building recording project would be:

- to investigate and record for posterity elements of the Golden Cross that will be lost or temporarily exposed during the current works;
- to enhance understanding of this part of the group and how it related to the overall complex;
- to make the record publicly accessible through a report (a public document) and a project archive deposited with a public institution.
- To determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence.
- To disseminate the results through the production of a site archive for deposition with an appropriate museum and to provide information for accession to the Oxfordshire HER.

2 HISTORICAL BACKGROUND

2.1 History of Golden Cross

- 2.1.1 The history of the Golden Cross has been well researched and published in a number of previous articles. It is not necessary to re-state this at length here although a short summary would be of value.
- 2.1.2 There is known to have been an inn at this location since the 12th century. It is described in early records as *in foro* (or in the market place) and in c.1188 the site was acquired by Oseney Abbey who constructed a series of shops on the street front and a house behind. In c.1193 the house and rooms above the shops was granted to a vintner called Mauger for use as an inn. The inn was known by different names in different periods including Mauger's Hall, Gingiver's Inn and the Cross.
- 2.1.3 The oldest elements of the current complex date from the 15th century. These include the archway off Cornmarket and the North Range which is of exceptional significance due to its extensive timber framing and well preserved wall paintings that were uncovered in the first half of the 20th century. It has been frequently been said that William Shakespeare performed here in the 16th century although the evidence for this is circumstantial rather than conclusive.
- 2.1.4 The south range was largely reconstructed in the second half of the 17th century (Pantin suggests c.1656-75 as the most likely period) and it appears to be shown on Loggan's view of 1675 (see image on cover of this WSI). In the 18th and early 19th centuries the complex served as a coaching inn and the east range was rebuilt in the 19th century.
- 2.1.5 In the later 1960s the hotel closed, and it was converted into the Golden Cross restaurant. In 1986-7 extensive alterations were undertaken to create a series of new retail units as well as a Pizza Express restaurant and a passage was formed through into the covered market. During these works further wall paintings, probably dating from the mid-16th century, were uncovered.

2.2 Outline description of south range

- 2.2.1 The overall Golden Cross complex is formed by a series of ranges around a long narrow courtyard which now forms a passage from Cornmarket to the covered market.
- 2.2.2 The south range is long and narrow with two equal elements which may have been constructed as two, each with a staircase flanked by a room on either side at each floor level. This is similar to the arrangement commonly found at Oxford colleges and some Oxford passage houses. It is a timber framed structure with historic bay windows to the front and had angled fireplaces (now lost) which is a late 17th century feature.
- 2.2.3 The western unit retains an historic central winding staircase with semi-circular back and 17th-century panelling at ground floor level. It has however been suggested that the panelling is probably a 20th-century import from elsewhere due to it blocking the site of a fireplace.
- 2.2.4 The staircase in the eastern unit is considerably plainer than that to the west but it is shown on the 1955 survey and is probably historic. The building has few other visible historic features or finishes.
- 2.2.5 The current work will cover the whole of the eastern element at ground and first floor level as well as the eastern half of the western unit. It will not cover the second floor or basement.
- 2.2.6 The south range is described in the RCHM (1948) as: *'The 17th-century S Range is of three storeys partly with attics and is of four gabled bays. The ground floor has been largely covered*

by modern additions. The two upper floors have in the three W. bays an original bay window of three lights on the face and one on each return; the middle light has an arched head but the others are transomed. Inside the range, the Coffee Room has a dado of reused 17th-century panelling. The late 17th-century W. staircase has turned balusters, close strings and square newels'

3 RECORDING METHODOLOGY

3.1 General scope of work

- 3.1.1 The proposed recording will comprise an intermittent watching brief to record historic features or fabric that is exposed by the soft strip and a more general photographic record of the units.
- 3.1.2 The proposed works will be entirely internal and the main recording will also therefore focus on the interior although some external photographs will be taken to provide a fuller understanding of this part of the Golden Cross. The main work will focus on the first floor although it will also include the stairs and ground floor entrance. As stated in the planning condition the main works that have the potential to expose historic features or fabric will be the creation of the opening into the chimney breast, the removal of modern floor finishes and the lifting of floorboards.
- 3.1.3 As referred to above the proposed alterations at the Golden Cross have been designed to avoid any direct impact on historic fabric (ie pre-dating the 1968 refurbishment) but the soft strip will expose a number of currently hidden areas or currently sealed historic chimney breasts. These will be recorded in the project.

3.2 Methodology: Building Recording

- 3.2.1 The building recording will be undertaken at Level 2, as defined by Historic England in their document *Understanding Historic Buildings: A Guide to Good Recording Practice*. A Level 2 Record is described as... **a descriptive record**... *Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.*
- 3.2.2 The building recording will consist of three main elements: a drawn record, a descriptive, written record and a photographic record.
- 3.2.3 The photographic recording of the building will be carried out using a digital camera with up to 24-megapixel capability and stored in jpeg format. The photographs will include general views of the rooms as well as photographs of exposed fabric. All photographic records will be accompanied by a photographic register. A photographic scale will be used in images of features or artefacts. A flash will be used in some of the photographs.
- 3.2.4 Detailed measured drawings of the building have been provided by the applicant and these will be verified and used as a basis for further measured drawings of the exposed materials and to explain, describe and interpret the building in terms of its construction, development and use.
- 3.2.5 The written record is intended to supplement and support the other two elements of the recording and to provide additional descriptive analysis of the building in terms of its design, setting, construction, development, history and use. The existing research already described will be used as a basis for the historic record.
- 3.2.6 All historic buildings work undertaken by Oxford Archaeology (South) is overseen by the Head of Buildings Archaeology, Julian Munby.

3.2.7 Programme

- 3.2.8 The watching brief will be undertaken on an intermittent basis with targeted visits made during the soft strip. It is anticipated that these will generally be made after areas or features have been exposed (eg a fireplace) rather than while they are being uncovered. The exact duration of the field work will be dependent on the site contractors work program. The work will be undertaken by a Project Supervisor, under the management of Jon Gill, Project Manager. It will clearly be essential to maintain good communications between the archaeologist and the contractor to ensure that the contractor fully understands the work and requirements of the archaeologist.
- 3.2.9 If a significant discovery is made, the attending archaeologist will inform the contractor, applicant and the Oxford City Council Archaeologist so that appropriate action can be agreed.

4 REPORTING AND ARCHIVE METHODOLOGY

4.1 Historical Research and Consultation

- 4.1.1 The project will be supported by outline historical research to add to the overall understanding of the structures. This will be based on previous studies, cartographic sources and principal secondary sources.

4.2 Reporting, Archiving and Publication

- 4.2.1 After completion of the site recording an A4 bound report would be produced detailing the project. The report will contain:

- Introduction and background to the project;
- aims and objectives, methodology and dates of recording;
- an historical background and copies of significant historical maps or plans;
- a description of the Golden Cross placed in its wider context together with an assessment of their evolution and alteration;
- a description of the results of the watching brief;
- conclusions;
- a site location plan;
- copies of the site drawings produced;
- a selection of photographs.

- 4.2.2 The report will be completed within 6 weeks of the completion of the fieldwork. A draft copy, in digital form, will be issued to the City Council Archaeologist and the Applicant for comment before being finalised.

- 4.2.3 The final report will be submitted to the planning authority as well as to the Historic Environment Record (HER) and the National Monuments Record (NMR). A CD containing a copy of the report in Adobe Acrobat (.pdf) format will also be provided.

- 4.2.4 For all projects, a summary report (including illustrations where appropriate) should 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.

- 4.2.5 If the fieldwork results in more significant findings which justify a more detailed publication, then this will be agreed with the City Archaeologist.

- 4.2.6 A publication grant should be provided to the publishers of the report in accordance with their requirements.

4.2.7 Archiving

- 4.2.8 The archive will be compiled in accordance with the standards contained in MAP2 (English Heritage) and with the guidelines of the HER where the archive will ultimately be deposited. It will include all records collected and produced during the works. All archive storage material will comply with the requirements of the UKIC (United Kingdom Institute of Conservators). The archive will be indexed and internally consistent.

- 4.2.9 A digital data archive of data will be produced. This will adhere to ADS (Archaeology Data Service) guidelines, and the Employers Information Management standards and procedures. It will be submitted, virus free, on correctly labelled CD-R or DVD.

- 4.2.10 It is anticipated that the site archive will be deposited with the Oxford History Centre but this will be confirmed in due course. The archive shall be prepared in accordance with the standards set out by the County Museum Service.

- 4.2.11 A summary of OA's approach to documentary archiving can be found in Appendix B. These can be tailored to the requirements of the County Museum Service as necessary.

4.3 Specialist input

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

5 HEALTH AND SAFETY

5.1 Roles and responsibilities

- 5.1.1 The Senior Project Manager, Jon Gill, has responsibility for ensuring that safe systems of work are adhered to on site. He will delegate elements of this responsibility to the Project Officer, who will implement these on a day to day basis.
- 5.1.2 The Director with responsibility for Health and Safety at OA is Dan Poore Tech IOSH (Chief Business Officer).

5.2 Method statement and risk assessment

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

5.3 Monitoring of works

- 5.3.1 At least 5 days' notice of the commencement of the archaeological watching brief will be given to David Radford, Planning Archaeologist for Oxford City Council.
- 5.3.2 David Radford or other representative of Oxford City Council will have free access to the site (subject to Health and Safety considerations and giving reasonable notice) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

Appendix A: Bibliography

Hibbert C (ed) *The Encyclopaedia of Oxford*, 1988

RCHME,, City of Oxford - A Survey and Inventory by the Royal Commission on Historical Monuments (1939)

Pantin WA 'The Golden Cross, Oxford' *Oxoniensia* XX, 1955

Steane J Oxford Golden Cross, Cornmarket, South Midlands Archaeology 17, 1987 (p56-61)

RPS CgMs *Heritage Statement in respect of 1-3 The Golden Cross, Oxford*, 2018

Historic England *Understanding Historic Buildings: A Guide to Good Recording Practice* (2016)
Oxfordshire Museums Service and Oxfordshire County Council *Requirements for Transferring Archaeological Archives: 2017/18* (February 2017)

APPENDIX B OA STANDARD GUIDELINES: DOCUMENTARY ARCHIVING

B.1 Standard methodology – summary

- B.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.
- B.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.
- B.1.3** Where there is currently no receiving museum for the project archive, although responsibility for the archive ultimately lies with the client, OA will hold the archive on their behalf for a period of up to 3 years after completion of the report, after which time (in the event that a suitable depository has not been secured) provision for further storage of the archive will be made in agreement with Oxford Archaeology, the client and the relevant planning archaeologist.
- B.1.4** 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.
- B.1.5** The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA Archive Server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available on-line through the ADS. A further copy will be maintained on the OA server and if requested a copy on disk will also be sent to the receiving museum with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.
- B.1.6** Born digital data will only be printed to hard copy for the receiving museum where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Arches Standard and ADS guidelines. A copy will be sent to the receiving museum by CD and back-up copies will be stored on the OA digital network. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- B.1.7** 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.
- B.1.8** 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. Deposition charges will be required from the client as part of the project costs but the level of the fee is set by the receiving body.
- B.1.9** 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 the receiving repository or museum for the archive with a full licence for use in line with the relevant receiving body guidelines.

- B.1.10 OA will advise the receiving repository or museum for the archive of 3rd party materials supplied in the course of projects which are not OA's copyright.
- B.1.11 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.

B.2 Relevant industry standards and guidelines

- B.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:
- B.2.2 The 2014 EAC Guidelines A Standard and Guide to the Best Practice for Archaeological Archiving in Europe (GB) Perrin K, Brown E et al.
- B.2.3 The 2014 CIFA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.
- B.2.4 The 2011 AAF guide Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. Brown D.
- B.2.5 The UKIC's Guidelines for the preparation of excavation archives for long-term storage.
- B.2.6 The MGC's Standards in the museum care of archaeological collections.
- B.2.7 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.
- B.2.8 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 1991.

B.3 Relevant OA manual and other supporting documentation

- The OA Archives Policy

APPENDIX C ARTEFACTUAL EVIDENCE

C.1 Standard methodology - summary

- C.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.
- C.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.
- C.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.
- C.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.
- C.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 cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.
- C.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.
- C.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.
- C.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.
- C.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).
- C.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.

- C.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.
- C.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.
- C.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.
- C.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.

C.2 Relevant industry standards and guidelines

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

C.3 Relevant OA manual and other supporting documentation

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

APPENDIX D LIST OF SPECIALISTS REGULARLY USED BY OA

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

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Lisa Brown	Early Prehistoric pottery	BA, PGDip, MLitt, MCIfA
Paul Booth	Iron Age and Roman pottery	BA, FSA, MCIfA
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hons), MCIfA
Cynthia Poole	CBM and Fired Clay	BA (Hons), MSc
Edward Biddulph	Roman Pottery	BA (Hons), MA, MCIfA
Ian Scott	Metalwork and Glass	BA (Hons)
Leigh Allen	Metalwork and worked bone	BA (Hons), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD, MCIfA
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hons), MA, D.Phil, MCIfA, FSA Scot
Dr Mairead Rutherford	Pollen	BSc, MSc
Lee Broderick	Animal bone	BA (hons), MA, MSc, FZG, SAC Dip (ecology)
Julia Meen	Charred and waterlogged plant remains and charcoal	BSc (Hons), MA
Dr Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Carl Champness	Geoarchaeology	BA (Hons), MSc, ACIfA
Dr Ian Smith	Animal Bone	BSc, PhD
Nicola Scott	Archaeological archive deposition	BA (Hons Dunelm)
Mike Donnelly	Flint	BSc, MCIfA
Dr Louise Loe	Human Bone	D.Phil, BA, MCIfA
Helen Webb	Human Bone	MSc, BSc
Mark Gibson	Human Bone	MSc, BA
Dr Lauren McIntyre	Human Bone	D.Phil, MSc, BSc

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hons)
Quita Mould	Leather	BA, MA
Penelope Walton Rogers, The Anglo Saxon Laboratory	Identification of Medieval Textiles	FSA, Dip.Acc
Dana Goodburn-Brown	Conservation	BSc (Hons), BA, MSc

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

D.1.2

APPENDIX E HEALTH AND SAFETY

E.1 Standard Methodology - summary

- E.1.1** All work will be undertaken in accordance with the current OA Health and Safety Policy, 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.
- E.1.2** Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

E.2 Relevant industry standards and guidelines

- E.2.1** All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:
 - E.2.2** The Health and Safety at Work Act (1974).
 - E.2.3** Management of Health and Safety at Work Regulations (1999).
 - E.2.4** Manual Handling Operations Regulations 1992 (as amended).
 - E.2.5** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
 - E.2.6** The Construction (Design and Management) Regulations (2015).
 - E.2.7** Relevant OA manual and other supporting documentation
 - E.2.8** The OA Health and Safety Policy.
 - E.2.9** The OA Site Safety Procedures Manual.
 - E.2.10** The OA Risk Assessment templates.
 - E.2.11** The OA Method Statement template.
- The OA Construction Phase Plan template.



**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@oxfordarchaeology.com
w: <http://oxfordarchaeology.com>

OA North

Mill 3
Moor Lane
Lancaster LA1 1QD

t: +44 (0) 1524 541 000
f: +44 (0) 1524 848 606
e: [oanorth@oxfordarchaeology.com](mailto: oanorth@oxfordarchaeology.com)
w: <http://oxfordarchaeology.com>

OA East

15 Trafalgar Way
Bar Hill
Cambridgeshire
CB23 8SQ

t: +44 (0) 1223 850 500
e: [oaeast@oxfordarchaeology.com](mailto: oaeast@oxfordarchaeology.com)
w: <http://oxfordarchaeology.com>



Director: Gill Hey, BA PhD FSA MCIfA
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