MERCHANT'S HALL
46 Essex Road
London
N1 8LN

Written scheme of investigation for an archaeological evaluation

Planning reference P2015/0971/FUL
Condition number 4

Sign-off history:

Issue No.	Date:	Prepared by:	H&S signed off by:	Checked by	Approved by:	Reason for Issue:
1	12.01.2016	Pat Miller Senior Archaeologist	Ian Grainger HSCM		Derek Seeley Project Manager	First issue

Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED
tel 0207 410 2200 fax 0207 410 2201 email:enquiries@mola.org.uk

MOLA (Museum of London Archaeology) is a company limited by guarantee registered in England and Wales
with company registration number 07751831 and charity registration number 1143574.
Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED

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1 Introduction

1.1 Project background

1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological evaluation on the site of 46 Essex Road and 160–162 Packington Street, London, N1 8LN, has been commissioned from MOLA by C2J Ltd on behalf of the client Martins Design and Construction Ltd.

1.1.2 The site comprises Merchant's Hall (46 Essex Road) and 160–162 Packington Street in the London Borough of Islington. The site is bounded by Packington Street to the north, Essex Road to the west, the Old Queens Head Public House and Queen's Head Street to the south and residential buildings fronting these two streets and their back gardens to the east. The centre of the site lies at National Grid reference 531869 183738 (Fig 1). The site is currently occupied by the 46 Essex Road at the site frontage and the locally listed 160–162 Packington Street dating to the rear which was built in 1855 as the North District Post Office. No 46 Essex Road was rebuilt in the 1950s. The area the evaluation will take place in is an area of open yard to the rear of the Old Queens Head Public House. Ground levels on the site are 33m OD on the pavement on Essex Road, 31.6m OD at the easternmost corner of the site and 32.4m OD in the open area in the south-west of the site. The existing basement slab level lies at 27.9m OD.

The development proposals comprise the refurbishment of 46 Essex Road and 160–162 Packington Street to provide new office space and residential flats. As part of the refurbishment the existing basement would be lowered by 0.9m in the eastern part of the site. A new three-storey office building with a single-storey basement and piled foundations would be constructed fronting Queen's Head Street in the southern part of the site. The development received planning permission on 1st October 2015 and included Condition No 4. The condition requires that:-

> *4 - Prior to any works to the open land fronting Queens Head Street commencing, an archaeological field evaluation report on the digging of a trial trench on the open land fronting Queens Head Street shall be submitted to the Local Planning Authority and approved in writing.*
>
> *Should the field evaluation report identify that archaeological safeguards are necessary, those proposed safeguards will also require to be approved in writing by the Local Planning Authority (in consultation with Historic England - GLASS), prior to works commencing on site. The nature and scope of assessment and evaluation should be agreed with GLASS (Historic England) and carried out by a developer appointed archaeological practice.*
>
> *REASON: The part of the site fronting onto Queens Head Street retains significant potential for structural remains within 2m of the modern ground surface which would be destroyed by the construction of the proposed new basement. The remains, if well preserved could be of great significance.*

1.1.3 Details of the consented development are available at http://www.islington.gov.uk/services/planning/applications/comment/Pages/planning-search

1.1.4 The site lies within an Archaeological Priority Area covering the conjectured extent of the historic extent of Islington. There is potential for buried structural remains including evidence of medieval and later settlement including remains of residential buildings pre-dating the existing building/open area slabs, including remains of possible 17th-century almshouses built by the Clothworkers' Company of London on the site.

1.1.5 The purpose of archaeological evaluation as defined by the Chartered Institute for Archaeologists is to 'determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices' (CIFA, 2014). The results of the evaluation will inform the construction design and allow the Project Team and Local Planning Authority to identify an appropriate mitigation strategy for any archaeological remains that would be affected by the development. Should any archaeological mitigation be necessary an additional written scheme of investigation will be prepared and submitted for approval, specifying the archaeological works and covering fieldwork, post-excavation analysis, publication and archiving

1.1.6 The evaluation works consist of the excavation of an evaluation trench in the open area of the site that is part of the new basement extension planned for the development; this is outlined further in Section 3. MOLA will be in sole possession of the site.

1.1.7 The results of the evaluation will be set out in a report to be issued within six weeks of completing the fieldwork. The site archive will be deposited with the Museum of London Archaeological Archive (LAARC).

1.1.8 This document sets out the methodologies (including Health & Safety) which will be followed during the excavation of the evaluation trench and during the post-excavation analysis and reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered Institute for Archaeologists (CIFA 2014), and Historic England Centre for Archaeology Guidelines where appropriate

1.1.9 Other relevant documents include:

- The Historic environment assessment (MOLA 2015). This presented the initial assessment of archaeological potential on the site.
- The most recent Design and Access Statement for the site (Ben Adams Architects 2015).

1.2 Planning and legislative framework

1.2.1 The Planning and legislative background to the site has been adequately summarised in the Historic environment assessment (MOLA 2015, section 9).

1.3 Archaeological background

1.3.1 A detailed description of the geology, archaeology and history of the site was provided in the earlier Historic environment assessment (MOLA 2015). A brief resume is provided here:

1.3.2 The British Geological Survey (BGS) digital data shows that the underlying drift geology of the site consists of solid geology comprising of London Clay formation with Mudstone. This is an exposed band of Clay in an area that is otherwise largely Thames Gravel terrace. The likely depth of the natural geology, where the ground has been undisturbed within the site, is possibly up to 2m below ground level.

1.3.3 *The site has low potential for prehistoric remains.* One findspot within the site vicinity is indicated on the Greater London Historic Environment Records (GLHER), 260m south of the site, that of a Neolithic polished stone axe (GLHER 080355). Historical development of the site is likely to have disturbed any archaeological remains dating to this period.

1.3.4 *The site has low potential for Roman remains.* The site is located 2.1km to the north of *Londinium* and 1.4km north of Old Street a Roman road which ran for five miles to Stratford Road. There has been one chance find dating to this period within the site vicinity, a tombstone depicting a gladiator was found before 1775 in the ruins of a

house in Islington. The location of this find is approximate, *c* 300m south-west of the site and its provenance uncertain (GLHER 080363). As with the potential for prehistoric remains, it is likely that development on the site has potentially removed any archaeological remains dating to this period.

1.3.5 *The site has low potential for early medieval (Saxon) remains.* The location and extent of the Saxon settlement is not known. It was possibly centred on the conjectured site of a Saxon church that was on or near the existing church, 200m to the north-west, or in the area of Islington Green 300m to the south-east. An evaluation 85m to the north of the site (site code ESR92) uncovered a sherd of Anglo-Saxon pottery but there is little other evidence. It is conceivable that part of the settlement extended into the site, but unlikely.

1.3.6 *The site has moderate potential for later medieval remains.* The site was possibly located within or on the edge of the medieval settlement of Islington. The main settlement probably grew up in the area of the present Islington Green, 300m to the south-west of the site, although this possibly extended along Upper Street to the medieval church of St Mary 155m north-west of the site, which is mentioned in documentary sources from 1128. This ribbon-like roadside settlement may have extended along Essex Road, originally named Lower Street, and included the area of the site. Evidence of medieval settlement is only likely to survive outside the footprint of the existing basement (possibly other than the bases of deep cut features) in the currently unbasemented part of the site and structural remains, pits and ditches may survive.

1.3.7 *The site has high potential for post-medieval remains*. Historic maps suggest that the site lay within the historic settlement by the early 18th century although it is likely to have been located within the settlement well before this date. The vicinity of the site was notable for the construction almshouses; charitable housing for poor and elderly people that allowed them to live in a particular local community. According to the Victoria County History, there was originally a group of ten almshouses 'midway along the north side of Queen's Head Lane'. These were owned by the Clothworkers' Company of London, and were built in *c* 1658 with funds from John Heath (d. 1641) (VCH *Middlesex* viii, 20–24). A group of almshouses are shown on Harmsworth's parish map of Islington dated to 1735 (MOLA 2015, Fig 3) located at the east of the site fronting Almshouse Lane (now Queens Head Street). There is potential for buried remains of buildings and other features pre-dating the existing building, including the almshouses in the area of the proposed basement.

1.3.8 The site is currently occupied by the 46 Essex Road at the site frontage and the locally listed 160–162 Packington Street dating to the rear which was built in 1855 was constructed as the North District Post Office. No 46 Essex Road was rebuilt in the 1950s, possibly as a result of bomb damage. The London County Council bomb maps for the area show the site sustaining 'general blast damage' (London Topographic Society 2005, map 39). This map also shows a row of Victorian terraces previously occupied the open area of the site at the south that also sustained bomb damage and were subsequently demolished.

Archaeological potential

1.3.9 Archaeological survival within the currently open part of the site, where the proposed basement extension is located, is anticipated to be high for buried remains of the mid-17th century almshouses and moderate for earlier remains (for example medieval in date). It is uncertain if the Victorian terraces in this area were basemented, however basementing is likely to be localised and remains may still survive.

1.3.10 Historic maps indicate that the majority of the site was unchanged after being originally constructed as a post office before the use was changed to a cinema and then to a warehouse. Archaeological survival below the existing buildings is

anticipated to be low in light of the presence of a single basement constructed in the mid-19th century former post office in the northern part of the site.

1.4 MOLA team and other responsibilities

In the document below the following terms should be understood:

1.4.1 *MOLA (Museum of London Archaeology)* is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.

1.4.2 *Project Manager* - MOLA office based manager who is the client's principal point of contact and who has overall responsibility for the project budget and delivery.

1.4.3 *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be Project Officers in grade, whilst on other sites they will be Senior Archaeologists. On some sites there may be both a Project Officer and/or one or more Senior Archaeologists.

1.4.4 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.

1.4.5 *Field Services Operations Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.

1.4.6 *Health and Safety Compliance Manager* – The MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement. Reports directly to MOLA CEO

1.4.7 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.

1.4.8 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work (see section 4.2). These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal Contractor, or it may be subcontracted to the Principal Contractor or it may sub-contracted to MOLA.

1.4.9 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site. MOLA sub-contractors are specified in para 10.2.40.

2 Objectives of the evaluation

2.1 General considerations

2.1.1 The purpose of an archaeological field evaluation as defined by the Chartered Institute for Archaeologists (CIFA, 2014) is to 'determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices.'

2.1.2 This is further explained as 'a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site… . If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.'

2.1.3 The CIFA guidelines also states that, where evaluation takes place in support of a planning application, the archaeological resource should not be 'needlessly disturbed or damaged or inappropriate or excessive cost incurred'

2.1.4 An evaluation should thus augment any previous desk-based assessment, and provide all parties, particularly the Local Planning Authority, with sufficient material information upon which to base informed decisions regarding mitigation. An evaluation may therefore result in the need for further archaeological action and a further written scheme of investigation may be required in order to comply with planning conditions.

2.1.5 MOLA's archaeological evaluation methodology will conform to best professional practice as summarised in the appropriate Chartered Institute for Archaeologists Guideline for Evaluation (CIFA 2014).

2.2 Site specific objectives

2.2.1 The redevelopment of the site, particularly the open area where the new basement area is planned, will have an impact on any surviving archaeological deposits and features in this area of the site. The primary objective of the evaluation is to confirm the extent, nature and significance of any surviving archaeological deposits or structures in the area planned for the new basement on the site.

2.2.2 The assessment of significance of any surviving remains is undertaken in the context of the wider archaeological research priorities for London. These are set out in the Museum of London's '*A research framework for Greater London*' (Museum of London 2002).

2.2.3 A number of broad objectives and research questions have been identified for this evaluation:

- What is the nature and level of natural topography?
- What are the earliest deposits identified?
- When was the site first developed?
- Is there any evidence of medieval activity on the site? If present does this suggest the site lay within the medieval settlement?
- What evidence of the post-medieval development of the site remains?
- Does evidence of the 17th-century almshouses survive on the site?

- What are the latest deposits identified?
- What is the extent of modern disturbance?

3 Evaluation methodology

3.1 Archaeological considerations

3.1.1 A new three-storey office building, with a single-storey basement, would be constructed on the Queen's Head Street frontage in the open area in southern part of the site. The basement construction would require excavation to a depth of *c* 3.2m below ground level. Foundations would include either a secant pile or sheet pile wall system around the extent of the basement.

3.1.2 The evaluation works consist of the excavation of a trench in the open area of the site that is planned for new basement area. The trench will measure 5m by 2m at its base and will be excavated to an approximate depth of 2m or slightly greater to reach the upper levels of where natural deposits may be encountered on the site. The predicted depths of excavation will require the trench to be stepped in and evaluation trench dimensions quoted above are those at the base of the trench. The proposed location of the evaluation trench is shown on Fig 2.

3.1.3 Initial location of the trenches will be by MOLA and breaking out of the trench will be by the Attendance Contractor appointed by MOLA and monitored by MOLA staff.

3.1.4 All undifferentiated material of recent origin (normally defined as 20th century and later) within trenches will be removed down to the first significant archaeological horizon. This will be done by the Attendance Contractor under archaeological supervision by MOLA. The MOLA Site Supervisor will decide when remains of archaeological significance requiring recording are revealed.

3.1.5 Following initial exposure of archaeological horizons, investigation will be by hand, with cleaning, examination and recording both in plan and section. Any archaeological remains revealed will be recorded in the appropriate manner (see 3.3). Resort to machine excavation may be necessary. This technique is only appropriate for the removal of homogeneous and 'low-grade' layers where it can reasonably be argued that more detailed attention would not produce information of value, and where their removal may give a 'window' onto underlying levels.

3.1.6 Archaeological excavation will proceed only until significant archaeological levels have been reached and will be sufficient to allow the nature and extent of these to be identified. The levels at which all excavations will cease will be determined by on-site consultations between the Archaeology & Planning Officer of the local Authority (or their agent), the MOLA Project Manager and a representative of the client or his agent.

3.1.7 Investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation in situ Where archaeological remains are to be preserved in situ they will be adequately protected from deterioration. Normally this involves covering or wrapping the deposits and features in a geo-textile such as Terram and sealing this with a layer of sand or other suitable soft materials.

3.1.8 Some features, such as pits and wells may merit excavation to a greater depth, and modern cut features will be used to provide a 'window' onto earlier levels.

3.1.9 In addition to the excavation of man-made deposits some assessment of 'naturally deposited' levels may be necessary, especially when these are organically preserved and laid down within archaeological timescales; for example alluvial or peat deposits.

3.1.10 Any finds of human remains will be left in situ, covered and protected. If removal is essential it can only take place under appropriate Faculty jurisdiction, Ministry of Justice (Coroner's Division) licence, environmental health regulations, coroner's

permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. It will be necessary to ensure that adequate security is provided.

3.1.11 Because the timing of the evaluation is dependent on the client it remains the client's responsibility to give adequate notice to MOLA of when access is possible.

3.2 Requirements of the client/contractor

3.2.1 MOLA will be provided access to log the cores of any boreholes. These will be sunk within and after the excavation of relevant archaeological evaluation trench and every attempt will be made to use areas of greatest archaeological disturbance within the trenches opened (eg deep medieval pits or backfilled cellars).

3.3 Recording systems

3.3.1 A unique-number site code will be agreed with the Museum of London Archaeological Archive (LAARC).

3.3.2 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in London, and those required by the Archive Receiving Body, the Museum of London.

3.4 Treatment of finds and samples

3.4.1 All recovery, retention and treatment of finds and samples will be carried out mindful of the overall purpose of the exercise, ie to evaluate for further decision making, as expressed in CIFA (2014) guidelines. To this end, all artefactual and ecofactual material will be reviewed on site for its capability to inform the evaluation report.

3.4.2 Where necessary, a supplementary strategy for sampling archaeological and environmental deposits and structures may be developed by MOLA in accordance with GLAAS and CIFA guidelines. Advice will be sought from the LPA Archaeological Advisor and the Historic England Regional Archaeological Science Advisor throughout the project, as appropriate. Subsequent off-site work and analysis of the processed samples and remains will be undertaken by MOLA Specialists

3.4.3 All retained finds and samples will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in a proper manner and to standards agreed in advance with the Museum of London.

3.4.4 All finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of 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.

3.5 Ownership of finds

3.5.1 Whereas ownership of any finds on the site lies with the landowner, it is necessary that the landowner gives the necessary approvals, licences and permissions to donate any finds recovered from the site to the Museum of London, to enable that body to carry out its obligations to curate the finds, in perpetuity, as part of the archaeological Archive from this site.

3.5.2 These approvals, licences and permissions shall be either confirmed in the Agreement and Contract regulating the archaeological works or confirmed by the completion of the relevant Deed of Transfer form (draft appended).

3.5.3 The client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.

3.5.4 Notwithstanding the above, subsequent arrangements may be made if required between the landowner and/or the client and the Museum for the conservation, display, provision of access to or loan of selected finds in or near their original location.

3.6 Reports and archives

3.6.1 On completion of the fieldwork an *Evaluation report* will be made available to the client and the Local Planning Authority within six weeks of the completion of fieldwork.

3.6.2 A short summary of the results of the evaluation will be submitted to the Greater London HER and NAR [using the appropriate archaeological report forms] and for publication in the appropriate academic journals.

3.6.3 Details of the project will be submitted to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project

3.6.4 GIS data will also be made available to the GLHER.

3.6.5 Finds and records will be curated by a single organisation, and be available for public consultation in a site archive compatible with other archaeological archives in the Museum of London and adhering to standards set out in the following:

- Archaeological Archive Forum, Archaeological Archives: *a guide to best practice in creation, compilation transfer and curation* (2011)
- Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009),
- Museums and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992),
- Society of Museum Archaeologists' draft Selection, Retention and Dispersal of Archaeological Collections (1992).
- Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*.
- United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990)

3.6.6 Copyright of the written archive will be vested in the Museum.

3.6.7 Pursuant to these agreements the archive will be presented to the archive officer or relevant curator of the Museum within months of the completion of fieldwork (unless alternative arrangements have been agreed in writing with the local planning authority). If there is further field work the archive for the evaluation will be presented with the archive for that field work.

3.7 Evaluation method agreement

3.7.1 An adequate archaeological methodology and trench layout for the evaluation must be approved by the Local Planning Authority prior to the start of work on site.

3.7.2 This recommended format attempts to define best practice but cannot fully anticipate conditions encountered as the evaluation progresses. Material changes to the approved evaluation format are however only to be made with the prior written approval of the Local Planning Authority.

4 Programme, staffing and attendances

4.1 Timetable and staffing

4.1.1 The timing and duration of the programme of archaeological evaluation will be determined by the contractor's overall programme and the nature and extent of any surviving remains.

4.1.2 A Site Supervisor will monitor the archaeological works, with an Archaeologist to help record and level any archaeology. Other specialists may be called in if necessary.

4.2 Attendances

4.2.1 For evaluations the attendances required by MOLA tend to be minimal. However, some provision for welfare and working conditions will need to be anticipated. Some or all of the following attendances may be required and supplied by MOLA on behalf of the client.

4.2.2 The need for the shoring of trenches will be determined by a competent person taking into account ground conditions, groundwater conditions, weather conditions, nature of work to be undertaken, how long the work will take, adjacent structures. The shoring will be installed and maintained in accordance with CDM 2015 and HSG 150 throughout the occupancy of the site by a competent person employed by competent sub-contractors employed by MOLA. The shoring will be inspected by a competent contractor (Not MOLA) before each shift, any event which may have affected the strength of the shoring, or any un-intentional falls of material or equipment.

4.2.3 Where mechanical or electric hoists are to be used in shored shafts, MOLA Health and Safety policy requires staff working in shafts less than 4m x 4m to leave the shaft before hoisting of buckets takes place and not to re-enter until the bucket is lowered back into position. Time for such evacuation will not form part of excavation programme. Beyond a depth of 3m within such shafts gas monitoring equipment will be required to ensure appropriate air quality for those working there. Where mechanical or electrical hoists are in use in larger excavation trenches, the area in which the hoist is in use must be clearly demarcated and no staff will enter this area while the hoist is being raised or lowered.

4.2.4 Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.

4.2.5 Ladders into all areas of excavation when the excavated depth requires such access.

4.2.6 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.

4.2.7 If necessary, tungsten halogen lamps (500W minimum) with 110-volt transformer, adequate cabling, and power supply.

4.2.8 A suitable security system to operate overnight, weekends and holidays.

5 Funding

5.1.1 Agreement on funding for the archaeological field evaluation will be sought via a separate document.

6 Bibliography

Archaeological Archive Forum, 2011 *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation*

Ben Adams Architects, 2015 *Merchant's Hall - Revision 002 June 2015 Design and Access Statement*

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Historic England Greater London Archaeology Advisory Service, 2015 *Guidelines for Archaeological Projects in Greater London*

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7 Appendix: Draft Transfer of finds ownership form

DATED 20

[ ]

-AND-

THE BOARD OF GOVERNORS OF
THE MUSEUM OF LONDON

DEED OF TRANSFER
of Finds excavated at
[ ]

Site Code [ ]

THIS DEED OF TRANSFER is made on the day of 20

BETWEEN: -

[ ] a company registered in England under Reg. No [ ] whose registered office is situate at [ ] ("the Site Owner");

AND

THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON an exempt charity established under the Museum of London Acts 1965-1986, whose principal place of business is located at 150 London Wall, London EC2Y 5HN, ("the Museum") which expression shall include any Governors appointed from time to time acting in accordance with the powers vested in them under the Museum of London Acts 1965-1986.

WHEREAS

A The Site Owner is the owner of a property at [ ] known by its site code [ ] whereupon an archaeological intervention has been carried out ("Excavation").

B The Site Owner is the owner of any items of archaeological interest found during the Excavation.

C The Site Owner wishes to transfer to the Museum title to the items referred to in Recital B.

D The Museum has agreed to provide facilities for the accommodation and, at its discretion, the display of the items referred to in Recital B on condition that the same are assembled as an archive in accordance with the provisions of this Deed.

NOW IT IS HEREBY AGREED as follows: -

1. PREPARATION AND DELIVERY OF THE ARCHIVE

1.1 The Site Owner will procure the preparation of the items of archaeological interest found during the Excavation in accordance with the requirements of the Museum's *General Standards for the Preparation of Archaeological Archives deposited with the Museum of London*, a copy of which is available to the Site Owner for inspection, and generally in accordance with best archaeological practice. The Site Owner will also procure to be prepared a full inventory of the items so prepared ("the Finds Inventory") and a list of the boxes and other containers in which those items will be transported to the Museum ("the Final Transfer Summary"). The items of archaeological interest listed in the Finds Inventory are hereinafter referred to as "the Finds".

1.2 The Site Owner will arrange for delivery of the Finds, Finds Inventory and the Final Transfer Summary to the Museum without cost to the Museum, after consultation with the Museum as to the method and time of delivery.

1.3 Title to and risk in the Finds will pass to the Museum on delivery of the Finds to the Museum in accordance with clause 1.2.

2. WARRANTIES

2.1 The Site Owner warrants to the Museum that:

2.1.1 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed ownership of the Finds is vested exclusively in the Site Owner;

2.1.2 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Finds are free of all charges, encumbrances and third party rights and no right has been granted in respect of them which would affect the transfer of title to the Finds by the Site Owner to the Museum or otherwise give rise to any conflict with the provisions of this Deed;

2.1.3 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Site Owner has the unfettered right to transfer ownership and possession of the Finds to the Museum;

2.1.4 the Site Owner will at its own cost take all steps which are or may be necessary at any time to cure any defects in the title to the Finds; and

2.1.5 the Site Owner warrants that it or its contractors have complied with all of the requirements of the Treasure Act 1996 and any statutory modification or re-enactment of that Act, and all other legislative requirements relating to the Excavation.

2.2 The Site Owner will indemnify the Museum against any and all claims, demands, proceedings, costs, expenses, loss or damage, of whatever nature which may be made or brought against or incurred by the Museum arising out of or in connection with any breach of the warranties given respectively by the Site Owner in clause 2.1.

3. INTERPRETATION; GOVERNING LAW AND JURISDICTION

3.1 This Deed will be governed by and construed in accordance with the Laws of England and Wales regardless of the place of execution or performance. The English Courts will have exclusive jurisdiction to deal with any dispute or other difference arising out of or in connection with this Deed, unless the Museum chooses to invoke, or voluntarily submits to, the jurisdiction of some other tribunal.

IN WITNESS of which the parties hereto have executed this document as a Deed on the date first written above

[ ]
By means of these signatures:

Director

Director/Secretary

The **COMMON SEAL** of
THE BOARD OF GOVERNORS
OF THE MUSEUM OF LONDON
was hereunto affixed in the presence of:

Chairman

Secretary

8 Health and Safety Risk Assessment and Method Statement (RAMS)

8.1 Use of Risk Assessment and Method Statement

8.1.1 This section constitutes the MOLA Health and Safety Risk Assessment and Method Statement (RAMS) for Merchant's Hall at 46 Essex Road and 160–162 Packington Street, London, N1 8LN dated 12.01.2016.

8.1.2 The Project Manager is responsible for ensuring that a copy signed and approved by the Health and Safety Compliance Manager (HSCM) of the RAMS is available on site.

Project Manager responsible

8.1.3 The MOLA Site Supervisor is responsible for ensuring that all MOLA staff study and familiarise themselves with the RAMS and that they sign the health surveillance, RAMS and induction registers to indicate that they have understood and will comply with them.

8.1.4 Where changes or additions to the RAMS are required these should be appended to the site master copy by the Site Supervisor and staff briefed on those changes.

Site Supervisor responsible

8.2 Site Specific Health and Safety Control Measures

Site Handover

8.2.1 Before MOLA commences work on site there will be a hand-over meeting on site. This may occur after initial site clearance or set-up, but before actual archaeological excavation commences. This meeting will be attended by at least one representative from MOLA and the client's team. From MOLA this might include any or all of the following, depending on the complexity of the site: the Division Director, Health and Safety Compliance Manager, Senior Project Manager, Project Manager, and the Site Supervisor(s). Similarly, upon completion of the excavation, a hand-back meeting, attended by key representatives, will be held on site.

Project Manager responsible

Site Security and Access

8.2.2 The site will be protected by the existing security gate and boundary walls.

Project Manager responsible

8.2.3	Safe access routes from the site entrances to any site offices and welfare facilities will be demarcated and maintained throughout the course of the archaeological works by MOLA.	Site Supervisor responsible
8.2.4	All visitors will report to the site office	

Trench or Work Area Access and Barriers

8.2.5	The Site Supervisor will establish inspect and maintain the designated safe access routes to and from MOLA excavation areas/trenches and demarcate them with suitable barriers where required.	Site Supervisor responsible
8.2.6	On this site the evaluation trench will be protected by: - Netlon fencing or similar temporary barrier system set at least c 1m back from excavation edge with suitable warning signs.	Project Manager and Site Supervisor responsible
8.2.7	Safe access into the deep trench/excavation areas will be via fixed ladder or temporary slope where safe provided and maintained by MOLA.	Project Manager and Site Supervisor responsible

Shoring, Stepping-in, Battering Back of Excavations

8.2.8	On this site the evaluation trench will be stepped in when required.	Project Manager responsible
8.2.9	The need for stepping in and inspection will be the responsibility of the site supervisor.	Site Supervisor responsible
8.2.10	Inspection of all deep excavations will be by the site supervisor before each shift or after any event which may have affected the integrity of the excavations.	
8.2.11	No MOLA staff will enter an excavation area/trench if it is declared unsafe by any competent person.	
8.2.12	No member of MOLA staff will enter an excavation area/trench if they consider it unsafe to do so and will report the issue to the MOLA site supervisor who will resolve the issue/report the issue to the Principal Contractor for resolution.	

Lifting Equipment (Hoists)

8.2.13	On this site it is not anticipated that any mechanical lifting equipment, (electric powered hoist or similar or machine used as a hoist) will be used.	Project Manager responsible

Underground and Overhead Utility services

8.2.14	Despite all necessary searches there is currently no documented evidence for the presence/absence of live services on this site has been obtained.	Project Manager responsible

8.2.15 Irrespective of the availability of utility service diagrams for the site, all MOLA excavation areas and trenches will be scanned with a cable and pipe locator (CAT). The CAT will be fully checked and certificated within the last 12 months and will only be used by a person trained and competent to do so. The excavation area or trench will be scanned:

- Before any machine excavation commences including breaking out.
- Immediately after the breaking out and removal of any surface concrete.
- Before any further levels of machine excavation.

Site supervisor responsible

8.2.16 All underground and overhead utility services will be assumed to be live and be subject to an exclusion zone by MOLA until proved otherwise or been made safe by a competent person.

8.2.17 In the event of the accidental disruption of a live utility service by MOLA or contractors working for MOLA the Site Supervisor will inform the Project Manager and, when appropriate, call the relevant emergency number for the utility service owner.

8.2.18 Where for whatever reason the making safe of any under- or overhead services relevant to MOLA works does not happen MOLA may need to remove its staff from the site or an area until it has been made safe.

Hazardous Chemicals (COSHH)

8.2.19 On this site the following COSHH controlled substances will/may be used by MOLA:

- Spray Paint

Project Manager responsible

8.2.20 All COSHH controlled substances in use on site will be accompanied by a material safety data sheet (MSDS), and a risk assessment detailing control measures for safe use, transport, storage, disposal and emergency procedures.

8.2.21 A site specific risk assessment under COSHH will be undertaken by a competent person for any COSHH controlled substance discovered or subsequently used on site which is not presently foreseen. This will include the sourcing of a material safety data sheet (MSDS), and control measures for safe use, transport, storage, disposal and emergency procedures.

Site Supervisor responsible

Contaminated Land

8.2.22 MOLA is not aware of any previous documented land usage (MOLA 2015) suggesting that the site is likely to contain specific potentially dangerous subsurface ground contamination.

Project Manager responsible

8.2.23 The following minimum precautions will apply to all MOLA sites, excavation areas and trenches. Staff will:

- Be subject to daily, simple health monitoring by their supervisor.
- Wear all required and appropriate PPE when working in the excavation area/trench i.e as a minimum in this context gloves suitable for site work.

Site Supervisor responsible

- Not eat drink or smoke in the excavation area/trench or outside designated zones.
- Wash hands before eating drinking or smoking
- Consider the environment and not dispose of spoil or site waste down drains or in water courses or similar.
- Report signs of any contaminants on site to their supervisor eg discarded containers, odd coloured deposits, or strange smells.

8.2.24 The site supervisor will inform the Project Manager or Principal contractor as appropriate if contaminants are discovered and assist in the production any necessary risk assessment and safe system of work

Asbestos

8.2.25 All work on this site will be external. No work will be undertaken within a standing building or structure, therefore structural, above ground asbestos is not considered a significant hazard.

Project Manager responsible

8.2.26 Where asbestos is a known ground contaminant (see previous section) or discovered below ground during the course of MOLA works, it will be a subject to an individual risk assessment and safe system of work based on its type, condition and extent.

8.2.27 MOLA is not a HSE licensed Asbestos contractor. MOLA will not remove, transport or store asbestos. MOLA staff will

- Not interfere with the above ground fabric of a building and will not knowingly disturb any materials they know or suspect to be asbestos above or below ground.
- Report all suspected finds of asbestos to their supervisor and not resume work in the affected area until a safe system of work is in place

Site Supervisor responsible

Human Remains

8.2.28 On this site it is not anticipated that human remains will be present.

Project Manager responsible

Confined Spaces

8.2.29 The Project Manager in consultation with the MOLA Health and Safety Compliance Manager will consider if an excavation area or trench or other work area requires Confined Space designation, what the level of risk is and what precautions are required to work within the space. Work areas may become Confined Spaces as work progresses.

8.2.30 Where a Confined Space is designated by a Principal Contractor, MOLA will work in accordance with the designation, assessment of risk and safe systems of work implemented as a minimum standard required.

8.2.31 At the time of writing no areas or trenches have been defined by MOLA or the client as Confined Spaces. This will be kept under review.

Project Manager responsible

Unexploded Ordnance

8.2.32 The London County Council bomb maps for the area show the site sustaining ‘general blast damage’ (London Topographic Society 2005, map 39). This map also shows a row of Victorian terraces previously

Project Manager

occupied the open area of the site at the south where the evaluation is planned also sustained bomb damage and were subsequently demolished.

responsible

8.2.33 The following minimum precautions will apply to this site irrespective of defined UXO risk. MOLA staff will:

- Not touch suspected unexploded ordnance unless safe to do so.
- MOLA staff will report any suspected unexploded ordnance found to their supervisor who will inform the principal contractor (if applicable) or police.
- MOLA staff will vacate the danger area and not return until suspected ordnance has been identified and removed or made safe.

Site Supervisor responsible

Plant

8.2.34 On this site the following plant will be operated by a MOLA sub-contractor: Mechanical excavator.

Project Manager responsible

8.2.35 All plant sub-contracted to MOLA will be 'suitable for purpose' and operated by trained and certificated contractors.

8.2.36 The MOLA site supervisor will check that the operators have a CPCS qualification or equivalent and not allow un-certificated operators to work on site

8.2.37 The MOLA site supervisor will ensure that all plant is inspected as required by the operator and in a fit state to use. Defective plant will not be used.

8.2.38 All plant operations on the site will be subject to a risk assessment and safe system of work and will be under the supervision of the MOLA site supervisor.

Site Supervisor responsible

8.2.39 All plant operation within MOLA work areas will be under the supervision of the MOLA site supervisor and banksman where required.

8.2.40 MOLA staff working near plant will ensure that operators are aware of them, not approach unless the operator has indicated that it is safe to do so and maintain a safe distance at all times. MOLA staff will not work near plant operated erratically.

Site Supervisor responsible

Power Tools

8.2.41 On this site MOLA staff will not be operating any power tools. A risk assessment and safe system of work will, where applicable, be provided for staff working near other contractors operating power tools.

Project Manager responsible

Sub-contractors

8.2.42 On this site MOLA will be employing the following sub-contractors

- Plant Hire

8.2.43 In order for MOLA to assess competence and commitment to Health and Safety the sub-contractors to be employed by them on this site have provided MOLA with their company Health and Safety Policy and filled in a

Project Manager and HSCM responsible

confidential MOLA questionnaire, which has been evaluated by the Health and Safety Compliance Manager and others where appropriate. Copies of this can be made available in confidence on request to the client or appointed Principal Contractor where applicable.

8.2.44 The sub-contractors work will be restricted to the following aspect of the project and supervised by the MOLA site supervisor:-

8.2.45 Machine excavation of the evaluation trench and its backfilling when the evaluation is completed.

Site Supervisor responsible

Emergency Procedures

8.2.46 On this site the establishment and control of all emergency procedures will be the responsibility of the Principal Contractor. MOLA staff will be instructed on the emergency procedures at induction and conform to them when required.

Principal Contractor responsible

8.2.47 On this site the fire emergency procedures will be determined by the site supervisor on the first day of work. The emergency procedures will include:

- Fire extinguisher
- The fire safety co-ordinator/marshal
- The fire exit routes
- The emergency assembly point
- The alarm will be raised by shouting by the first person to discover the fire

Site Supervisor responsible

Emergency Contact Details

8.2.48 In all emergencies the MOLA site supervisor will be responsible for summoning the relevant emergency services (999) and liaising with them on site. For non-emergency injuries and other contact with the emergency services as might become necessary during the project, the following contact details are provided

Site Supervisor responsible

Service	Nearest
The nearest **Accident** and Emergency Unit (or Minor Injuries Unit if A&E too far) is located at:	University College Hospital, 235 Euston Road, London, NW1 2BU. Tel: 020 3447 0083. Quickest Route from site: South down Essex Road to Upper Street Road to Pentonville Road. Turn right into Pentonville Road and travel 2.3km west along Pentonville Road/Euston Road to hospital. Nearest station: Warren Street or Euston Square.
The nearest **Police** station is located at	Islington Police Station Address: 2 Tolpuddle Street N1 0YY Telephone number: 101 Quickest Route from site: South down Essex Road to Upper Street Road to Liverpool Road, north up Liverpool Road to Tolpuddle Street, Police station is 250m to west.

	Nearest Station: Angel
The nearest **Fire** station is located at:	Islington Fire Station Address: 278 Upper Street N1 2TZ 235 Old Street, London EC1V 9EY Telephone number: 999 in an emergency Quickest Route from site: North up Essex Road to Cross Street, west along Cross street to upper Street, Fire Station to right along Upper Street. Nearest Station: Essex Road

8.2.49 The out of hours emergency MOLA contact for the site will be:

Name	Role	Out of Hours Contact Number
Derek Seeley	Project Manager	07860 716340

First Aid and Injury

8.2.50 On this site MOLA will provide all first aid requirements, this will include:

- A first aid kit(s), of an appropriate size for the site, located in the site office/mess hut/canteen.
- At least one qualified first aider who will normally be the site supervisor

Project Manager and HSCM responsible

8.3 Welfare

8.3.1 On this site The Client will provide welfare facilities, whether shared with other contractors or not, to conform to CDM 2015 and HSE Construction Information Sheet 59, within temporary structures. Including:

- A lockable office area suitable for three persons, with lighting, electrical points, heating, chairs, tables (or desks), shelf units, lockable filing cabinet.
- Toilet.

Project Manager/ Principal Contractor responsible

8.3.2 The MOLA site supervisor will ensure that any accommodation or and welfare facilities used by MOLA staff and MOLA sub-contractors is kept clean and tidy and in a fit state to be used.

Site supervisor responsible

8.4 Co-operation with other contractors

8.4.1 The appointed MOLA site supervisor will act as the principal liaison with the Principal Contractor and all other contractors where applicable.

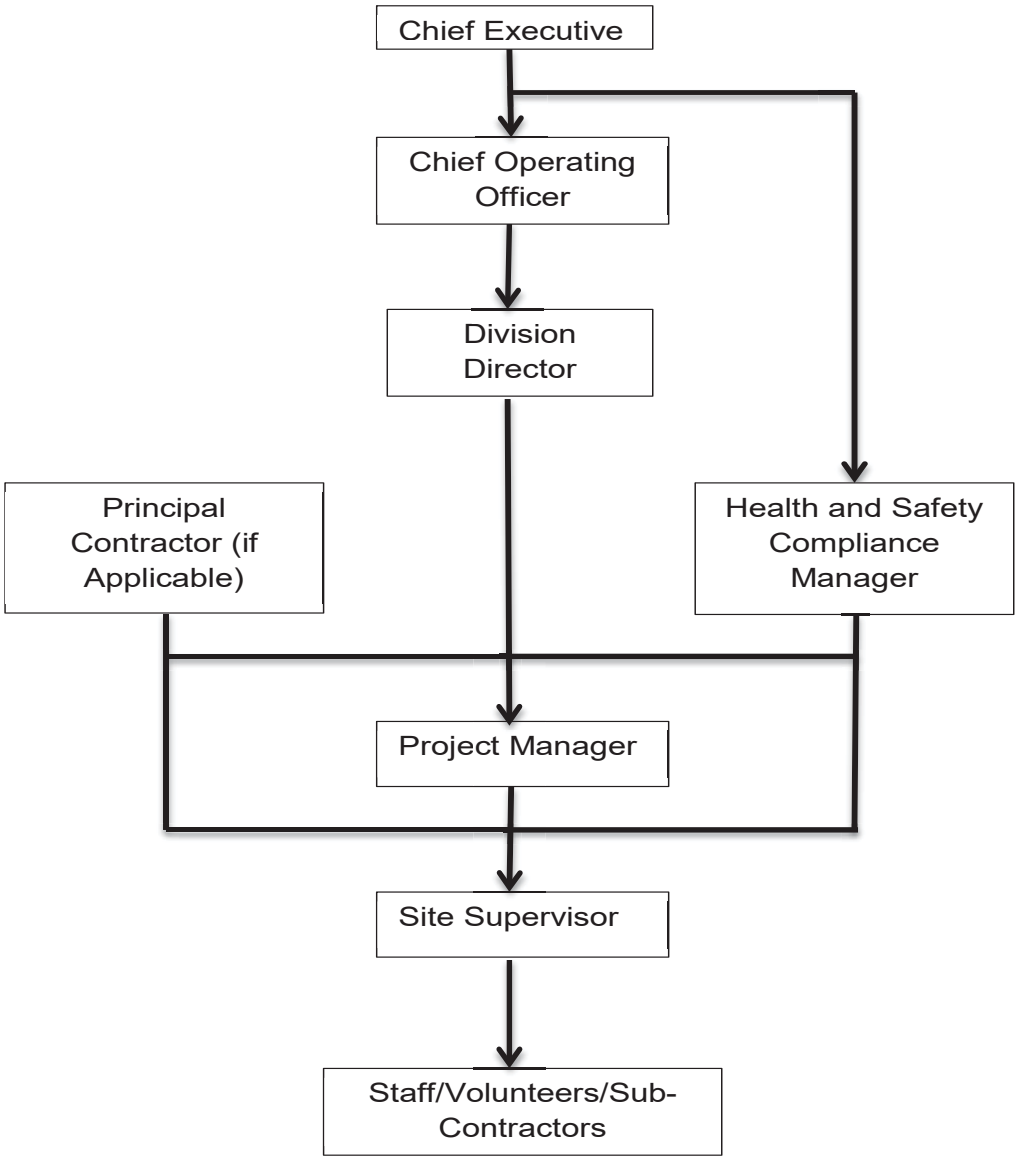
8.4.2 The MOLA Site Supervisor will ensure the liaison is regular and sufficient to guarantee that:

- all contractor works within or immediately adjacent to MOLA works have been risk assessed and the control measures in place adequately protect MOLA staff. This will apply particularly to high risk activities such as plant operations piling and demolition.
- all MOLA works are risk assessed with regard to contractors within or adjacent to MOLA works to ensure that control measures are in place

Site Supervisor responsible

to assure their safety

8.5 MOLA H&S Project Responsibility Flow chart



8.6 Non-site specific MOLA H&S information

Health and Safety Policies

8.6.1 MOLA staff will at all times comply with all existing national legislation regarding Health and Safety at work.

8.6.2 All MOLA staff will adhere to the Health and Safety procedures and rules laid down in the MOLA Health & Safety Policy and MOLA Site Safety Rules. Copies of these documents will be available for inspection on site.

8.6.3 In so far as they do not contradict procedures laid out in our own H&S

All MOLA staff responsible

Policy or current legislation, MOLA staff will also comply with any on-site Health and Safety procedures and instructions provided by the client or their appointed Principal Contractor.

Project Inspection and Audit

8.6.4 MOLA's Health and Safety Compliance Manager (HSCM) will carry out inspections of projects as applicable. In the absence of the HSCM this task may be undertaken by a deputy. The HSCM will issue immediate instructions or recommendations to the MOLA site supervisor and/or Project Manager for any required improvements in on-site health and safety. This will normally be followed within one day by a digital report to the Project Manager and other managers as appropriate for action. This report will be made available to the client and/or Principal Contractor where requested.

HSCM responsible

MOLA H&S accreditation

8.6.5 MOLA is an accredited contractor with the Contractors' Health and Safety Scheme (CHAS) a founder member of Safety Schemes in Procurement (SSIP). MOLA is also accredited with PICS, Construction Line and the Achilles Utilities Vendor Database. These demonstrate compliance with sound H&S management practise.

HSCM responsible

MOLA and Construction Design and Management Regulations CDM 2015

8.6.6 Archaeology as a stand-alone activity and profession is not considered to be part of the construction industry and is specifically exempt from the CDM regulations 2015 where undertaken alone as pre-construction work.

8.6.7 However, where archaeological work is undertaken as part of a construction project, that is during the construction phase, that work must conform to CDM 2015.

8.6.8 MOLA is generally classed as a Contractor under the regulations for a construction project, but may be considered a Designer in certain circumstances.

8.6.9 The HSE does not regard any archaeological contractor as competent to act as Principal Contractor for a construction project. However where the activities on site for a construction phase are predominantly archaeological in scope, MOLA will consider acting as Principal Contractor if it believes the work lies within its competence.

8.6.10 Any request for MOLA to act as a Principal Contractor on a project must be referred by the project manager to their Division Director and/or the Chief Operating Officer for decision acting on the advice of the HSCM.

Project Manager, Division Director, Chief Operating Officer, HSCM responsible

MOLA staff information

8.6.11 MOLA Human Resources department ensures adherence to all UK employment legislation covering the legal right to work in the UK of all staff.

HR responsible

8.6.12 In compliance with the Data Protection Act (1998) and to protect the personal and financial safety of our staff, MOLA will not provide personal data for MOLA staff to clients, Principal Contractors, or other bodies without the written permission of those staff. We will also seek to ensure that such information is being securely held and responsibly used by the organisation seeking it and not provide the information without first obtaining a written assurance to that effect.

Project Manager responsible

Construction Service Certification Scheme (CSCS)

8.6.13 Archaeological contractors are classed as Construction Related Organisations under the Construction Service Certification Scheme. All relevant MOLA staff have or are in the process of obtaining a CRO White Card for Archaeological Technician (Code 5363).

Line Managers, HR and HSCM responsible

Inductions, Task Briefings and Tool Box Talks

8.6.14 All members of MOLA staff are sufficiently fluent in both spoken and written English to understand all verbal and written safety instructions and warnings on site.

HR responsible

8.6.15 All MOLA staff and volunteers receive a full day's Induction, including Health and Safety, on commencement of their first day of work with MOLA

HSCM responsible

8.6.16 The MOLA Site Supervisor is responsible for ensuring that all MOLA staff, volunteers and sub-contractors working on site receive an H&S Induction whether given by MOLA or a Principal Contractor.

8.6.17 Where the site is controlled by MOLA, the MOLA site supervisor will give a health and safety induction to all staff, volunteers and sub-contractors prior to commencement of work on their first day on site.

8.6.18 When given by a MOLA Site Supervisor the H&S Induction will always include all the following: Supervisors; Site layout (work areas, 'no-go' areas, pedestrian routes etc); Fire precautions; First Aid precautions; nearest Accident and Emergency Unit; Accident reporting; Welfare (office, washing, toilets etc); Site Security; Contractor Key Personnel; Significant Hazards.

8.6.19 Where a site is under the control of a Principal Contractor, MOLA staff will attend the site induction given by the Principal Contractor before attending a MOLA site RAMS specific induction given by the site supervisor

8.6.20 The MOLA supervisor will ensure where appropriate that all staff, volunteers and sub-contractors receive daily pre-start briefings for the tasks they are to undertake that day.

8.6.21 Where appropriate e.g. Projects with more than one-two staff and of more than a week's duration, regular toolbox talks will be given by the MOLA Supervisor or other suitable member of staff. As a minimum requirement these talks will occur once a week and be of 10-15 minutes duration.

8.6.22 A signed record of all on site inductions, task briefings and tool-box talks will be maintained by MOLA for inspection

Site Supervisor responsible

Health and Safety Training

8.6.23 It is MOLA policy to ensure that resources are available so that all staff receive adequate and appropriate training and certification to perform their duties safely, and that this training is undertaken as promptly and regularly as is reasonably practicable.

HSCM responsible

8.6.24 MOLA provides Project relevant Health and Safety Training for its staff as follows:

Training	**All Staff**	**'Field staff'**	**Supervisory staff**	**Management staff**
Manual Handling	✓			
Asbestos awareness	✓			

HSCM responsible

Safety in Excavations		✓			
Quarry Passport		✓			
Entry into Confined Spaces with Breathing Apparatus		✓			
UXO Awareness		✓			
IOSH Supervising Safely training or Site Supervisors Safety Training Scheme as appropriate			✓		
First Aid at Work training			✓		
Cable Location training			✓		
Competence in Chainsaw and Related Operations Level 2		✓ (selected)			
IOSH Managing Safely training				✓	
Health and Safety management Seminars				✓	

MOLA Hours of work

8.6.25 MOLA staff will generally work Monday to Friday from 8.0/8.30am until 4.30/5.0pm on site, with suitable breaks conforming to all legal requirements. Where requested and funded by the client any overtime worked will also conform to legal requirements with regard to duration and breaks. MOLA staff contracts permit only voluntary overtime over 40hrs per week.

Project Manager responsible

MOLA staff behaviour on site

8.6.26 Mobile phones, personal CD players, I-pods and similar will not be used by MOLA staff in archaeological trenches or areas of work. Smoking and naked flames are/is not permitted in the trenches or areas of work. Alcohol is not permitted anywhere within the site.

Site Supervisor responsible

8.6.27 MOLA operates a zero tolerance policy towards any form of bullying or harassment (sexual, racial or other) by its staff towards anyone. (A) Any member of MOLA found responsible for such behaviour will be removed from the site immediately and may be subject to further disciplinary action. (B) MOLA further expects that the Principal Contractor will take similar measures with any of its staff, or those of any other contractors on site, who are responsible for such actions towards MOLA staff. All such instances will be formally reported through the MOLA Project Manager to the Principal Contractor. If remedial action is not promptly taken by the Principal Contractor MOLA reserves the right to withdraw its staff temporarily from site. Such withdrawal will constitute a withdrawal for the safety of its staff as per para 9.6.36 and may incur additional costs.

A - Site Supervisor responsible

B Principal Contractor responsible

Personal Protective Equipment (PPE)

Site Supervisor responsible

8.6.28 On field projects all MOLA staff will wear or use the following PPE as a *minimum* unless specified as not required by the site supervisor:

- Safety Helmet (EN397)
- Safety footwear - steel toecap and mid-sole boots or Wellingtons EN345-47
- High-visibility vest or jacket (EN471)

8.6.29 Where required, MOLA staff will be supplied with and wear task specific PPE such as:

- Safety spectacles (EN166)
- Gloves, (nitrile, nitron, 'Grippa' or latex disposable EN374, 388, 420
- Ear Defenders (EN 352-3)
- Goggles (Chemical BSEN 166 Type 3)
- Dust masks valved FFP3 (EN149 2001)
- Half masks and filters (EN140 & A1B1E1K1P3)
- Disposable overalls (Type 5/6 disposable EN340)
- Fall arrest harnesses (EN361) with Lanyards (EN355) and connectors (EN362), winch and tripod.
- Escape Set and Breathing apparatus, full-face respirator (EN136) filter (A1B1E1K1P3), PVC gauntlets, chemical overalls (type 3)

Safety Documents

Site Supervisor responsible

8.6.30 The MOLA site safety documents will be located with the first aid kit in the site office/mess hut/canteen. The safety documents will include:

- Current Health and Safety at Law Poster
- MOLA H&S policy
- MOLA site rules
- Where to get first aid poster
- Accident/Near Miss/Witness statement forms.
- MOLA Insurances summary
- Induction prompt sheet
- CAT procedure
- Safety signs
- Tool box talk registers

Accident reporting

Site Supervisor responsible

8.6.31 All accidents, dangerous occurrences and near misses, including those that do not cause injury, will be reported immediately to the MOLA supervisor for recording, investigation and action to prevent re occurrence where appropriate.

8.6.32 Where the site is controlled by a Principal Contractor the MOLA site supervisor will ensure that all accidents, dangerous occurrences and near misses are reported to the Principal Contractor and that the Principal Contractor's reporting and investigation procedures are followed.

8.6.33 The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR) sets out requirements for the reporting of certain types of accidents and incidents. RIDDOR notifiable accidents and incidents and other serious accidents and incidents that may not be covered by RIDDOR will be reported immediately by the MOLA site supervisor to:

- the MOLA Health and Safety Compliance Manager, who will inform the appropriate enforcing authority, normally the Health and Safety Executive and commence an investigation into the incident as outlined in Section 11 of the current Health and Safety policy document.
- their line manager, the MOLA Project Manager, the Principal

Contractor or the client's representative on site

8.6.34 If necessary and practicable the scene of the accident will be sealed off by MOLA and left undisturbed until the HSE's Inspector and any other interested party have carried out an investigation.

Stoppages

8.6.35 Where MOLA considers a work area unsafe or the safety of MOLA staff is endangered by others, MOLA will inform the client and or Principal Contractor of the unsafe conditions (which will be confirmed in writing if a claim for compensation is to be made). If reasonable steps are not taken within a reasonable timeframe to make the area safe then MOLA reserves the right to withdraw its staff and workforce from that area until it is safe, and the period of time of the withdrawal will be added to any agreed period of work. If MOLA is unable to find suitable work to redeploy such staff financial compensation may also be sought.

Project Manager responsible

8.7 Preliminary Site Risk Assessment

8.7.1 MOLA has undertaken a preliminary risk assessment of the hazards to employees, other contractors, and visitors, to which they may be exposed whilst they are on site.

8.7.2 This preliminary assessment is not intended to, and cannot, replace the need to review and undertake further risk assessments as required once work on site has commenced.

Project Manager responsible

8.7.3 Risk assessments are part of the project RAMS and will be communicated at induction and where relevant thereafter via pre-start briefings to all staff, volunteers and sub-contractors working on the project.

8.7.4 The Site Supervisor will be responsible during the site work for the monitoring and review of the risk assessments and the communication of all modifications and additions to the risk assessments to all relevant parties.

Site Supervisor responsible

Risk Assessment Register

MOLA RISK ASSESSMENT REGISTER

For Site/Task: Merchant's Hall, 46 Essex Road, London, N1 8LN		**Type**: Evaluation	
Persons Affected	No	Classification	No
Employees	2	Experienced	2
Other workers	1	Inexperienced	-
Public	-	Disabled	-

Tick known or suspected hazards on site and complete a risk assessment for each one

1 Access		25 Manual Handling	X	49 COSHH: Petrol	
2 Ladders	X	26 Fumes/Gas		50 Spot Dating	
3 Plant	X	27 Dust		51 Glass Recording	
3a Plant (loading and unloading)	X	28 Noise	X	52 COSHH:Sthil Lubricant	
4 Dumpers		29 Deep Excavations	X	53 COSHH:Sthil two stroke oil	
5 Scaffolding (inc Towers)		30 Power Tools		54 SHARPS (hypodermics)	
6 Excavations	X	31 Vibration		55 Task Lighting (laniro etc)	
7 Work at height		32 Vehicles (Driving)		56 Site Walk Over	
7a Work at Height (Cherry Picker)		32a Vehicles (Site)		57 Processing: Finds washing	
8 Slips, Trips, falls	X	32b Vehicles (load/ unload)		57a Processing: Environ samples	
9 Underground services	X	33 Lifting Equipment		57b Processing: Artefact marking	
10 Overhead Power Lines		34 Plant (lifting)		57c Processing: Manual handling	
11 Electrical		35 Human Remains		57d Processing: Power hose	
12 Fire (inc LPG)		36 Public Safety		57e COSHH: Parafin (Processing)	
13 Confined spaces		37 Violence		58 Office Work	
14 Breaking Out	X	38 Chainsaw		59 DSE (Work Stations)	
15 Hand Tools	X	39 Power Auger (COBRA)		60 Young Person	
16 COSHH: Spray paint	X	39a Power Auger (Comp)		61 Person Specific/Pregnancy	
17 Contaminated Land		39b Power Auger (Electric)		62 Light Duties	
18 Weil's Disease	X	40 Hand Auger		63 Individual Stress	
19 Psittacosis		41 Foreshore/water			
20 Tetanus		42 Adverse Weather			
21 UXO	X	43 Spoil Mounding	X		
22 Asbestos (Buildings)		44 LPG(Butane)			
22a Asbestos (Ground Contam)		45 Waste			
23 Welfare		46 Storage			
24 Lone working		47 Animals			
24a Empty Premises		48 Non-ionising radiation			

General Controls

Project Manager in overall charge of project is: Derek Seeley Tel: 0207 410 2274

Supervisor(s) in daily charge of project is:

Number, training and experience of supervisors will be sufficient for the project

All staff will comply with the: MOLA H&S policy, MOLA and/or principal contractors site rules, the project RAMS, safe systems of work and permits to work.

All staff will have sufficient training and experience for the tasks they undertake or be under close supervision

All staff will hold a CSCS card appropriate to their profession or be in the process of obtaining one where appropriate

All staff will be fit to undertake their work

All staff will be inducted on first day of work and briefed on the project RAMS.

The full site induction will be undertaken by the MOLA supervisor if no principal contractor present.

All staff will sign the induction and RAMS register to confirm that they have received, understood and will comply with both.

Tool box talks/staff briefings will be conducted on the hazards and control measures on a regular basis

Appropriate PPE to be worn for each task.

Minimum site PPE (unless otherwise stated by supervisor): Steel Toe-cap/midsole boots, Safety helmet, high visibility vest or jacket.

First Aid kit on site, First aider/appointed person on site. Nearest accident and emergency unit located and contact numbers obtained

Competent Person(s) appointed to take action:	All Risk Assessments seen by (initials)	
H&S Manager Ian Grainger	PM	Archaeologists
Project Manager Derek Seeley	SA(s)	
?Project officer	Client	
?Senior Archaeologist	Principal Contractor	
?Senior Geoarchaeologist/matician	Other	
?sub-contractor		

8.8 Specific Risk Assessments

MOLA RISK ASSESSMENTS	**SITE:** Merchant's Hall, 46 Essex Road, London, N1 8LN

APPROVAL (Name and Title)		**SIGNATURE**	**DATE**
Prepared by:	**Pat Miller**	**P Miller**	**06.01.2016**
Approved by:	**Ian Grainger**		**28.06.2016**

RA N°	ACTIVITY	Hazards	RISK	Risk Class L/M/H	N° at Risk	Control Measures	Final Risk: I/ L/M/H	Action by
0002	LADDERS	Fall of person from ladder, Fall of material from ladder, Collapse of ladder,	**Personal Injury, Equipment Damage**	M	2	Use correct length and type, not painted. Daily inspection when in use, do not use if damaged. Must project at least 1.50m above stepping off point. Check/Fix securely at top and base. Check/Install at an angle of 75 degree (1:4 ratio over length). Three points of contact: make sure any load can be carried comfortably with one hand free for ladder.	L	Supervisor and staff
0003	PLANT Mechanical excavator for evaluation trench excavation	Persons Struck by Machine Shovel or load dropping Hydraulic fluid spray Overturning of machine Fire/explosion	**Personal Injury, Equipment Damage**	M	2	**MOLA staff will not operate plant**. Check operator trained and certificated and not permit uncertified operators to start work. Operator must inspect plant before work commences and before each shift. Defective plant must not be used. Service and repair by qualified contractor only. Operations supervised by MOLA staff (supervisor or deputy). Plant to be switched off and secured when not in use. Speed restrictions for JCBs. Separate routes and work areas for plant and pedestrians, warning signs to be displayed where practicable. No work with or near plant operator under influence of drugs/alcohol or behaving erratically. Operations to be under supervision of MOLA supervisor or deputy and trained banks person also where applicable. Staff working near machine to ensure that the operator has seen them and that they are at a safe distance. Staff briefed on plant operations and changes to them. High visibility clothing.	L	Supervisor and staff

0003a	PLANT (loading and unloading)	Collision Over turning/ Collapse	Personal injury, Equipment and property Damage	M	2	Operation to be authorised by supervisor. Task briefing. Operation to be supervised. Segregate from public and other site works - Lookouts and physical barriers and warning signs. Minimum of two banksmen/lookouts. Protect Highway and other surfaces from track damage as necessary (timber balks, planking etc) Secure load properly.	L	Drivers, supervisor and staff
0006	EXCAVATION Of 5m x 2m x 2m or greater depth of evaluation trench (at base) – will be stepped in so greater at ground level	Collapse of sides Fall of persons Falls of Plant, equipment, material Flooding	**Personal Injury, Equipment damage**	M	2	Determine the depth for the battering back as outlined in WSI. Netlon fencing or similar will be erected c1m back from trench edge and warning signs displayed. Inspect all excavations before each day/shift and record results. Supervisor will report unsafe excavations Staff will not enter any excavation they consider unsafe until it is made safe. Staff will report unsafe excavation to supervisor. Pumps if required inspected and certified.	L	Supervisor and staff
0008	SLIPS/TRIPS/ FALLS	Falls of persons Dropping of equipment/material	**Personal injury, Equipment damage**	M	2	Assess work in adverse weather and suspend if appropriate. Keep all surfaces level and dry where practicable. Keep all areas free of unnecessary obstruction and debris. Keep all areas well lit. All safe pedestrian routes to be sign posted. Staff to be physically fit for the conditions on site. No running or horseplay. Be cautious moving about site.	L	Supervisor and staff
0009	UNDERGROUND SERVICES (UTILITIES) Electricity, Water, Sewage/foul water Gas. Fibre optic etc .	Electrocution Flooding Asphyxiation Fire/explosion Bacterial infection	**Personal injury, Equipment and environ-mental damage, Annoyance to public**	M	2	Obtain utility plans where available. Obtain utilities companies emergency contact details. Visually inspect site for manholes etc. Redesign works to avoid remaining live utilities where possible. Mark all known live utility routes on ground Where applicable employ trained sub–contractor to hand dig to locate live services in excavation Briefing on live utilities to be given to all staff Competent person will use a cable location scanner calibrated within last 12 months to scan for live electrical services: before initial breaking out; before machine clearance of first level; and each	L	Supervisor and staff

						machining level thereafter. Any utilities remaining live in excavation areas will be clearly demarcated and segregated. - 1m either side zone. Work will stop on discovery of unidentified service and not resume until confirmed/made safe. Inform utilities company or principal contractor of discovery of any unrecorded service. **Inform utilities company or principal contractor immediately of any contact with live utility**.		
0014	BREAKING OUT Breaking out slab or foundations Breaker attached to excavator	Falling/flying objects Striking underground utilities Fire/explosion Collapse of structure Dust Noise	**Personal Injury, Equipment damage**	M	2	**MOLA staff will not undertake demolition or breaking out** MOLA only sites (delete if not applicable) Notify local authority of works, Liaise with any neighbours, minimise noise levels/ duration and restrict times where applicable. Conduct buried Utilities risk assessment. Control dust –damp down, provide ventilation. Demarcate and barrier off work areas -Use warning signs. All sites Maintain safe distance from breaking out. Wear eye protection. Wear P3 dust mask if applicable. Wear correctly rated ear protection.	L	Supervisor and staff
0015	HAND TOOLS Covers use of: Mattock, Shovel, spade, pick axe, trowel, draw hoe, garden fork, hand shovel, brush, lump hammer, sledge hammer, chisel, bolster and similar simple non mechanical tools	Manual handling Impact from tool Impact from flying debris	**Personal injury, property damage**	M	2	All hand tools to be to industry safety standard. Inspect tools on delivery. Discard tool if not fit for purpose. Assess staff fitness to use tools. Task briefing where applicable. Training and supervision for inexperienced staff. Adequate breaks/rest periods	L	Supervisor and staff
0016	COSHH (SPRAY PAINT) For trench marking out etc	inhalation, ingestion, absorption dermal contact	**Personal injury, illness.**	L	2	**Material Safety Data Sheet and** **COSHH assessment to be present on site**. Brief staff on instructions for product Follow safety instructions for use, transport, storage and disposal.	I	Supervisor and staff
0018	WIELS DESEASE (leptospirosis) RATS Identify and deal with any significant rat presence on site prior to commencement	Rat (and Cattle) faeces and urine	**Personal injury Illness**	M	2	Brief staff on hazard. Carry HSE G 406 instruction card Wear gloves. Clean and cover any cuts or abrasions promptly with a waterproof plaster. Wash hands before eating, drinking, smoking. No eating drinking and smoking	L	Supervisor and staff

	of works where possible.					outside designated areas. Keep Welfare facilities dry, tidy and secure. Keep food covered and secure. Basic surveillance of staff for flu like symptoms. Report ill health.		
0021	UNEXPLODED ORDNANCE The London County Council bomb maps for the area show the site sustaining 'general blast damage' (London Topographic Society 2005, map 39).	Explosion Fire	Personal Injury, death, Equipment and property damage, Disruption to locality Public anxiety	L	3	Plan work to avoid known or suspected UXO if possible. Site specific induction to cover the known or suspected UXO risks. Photographs and diagrams of suspected ordnance on site notice boards. Tool box talks to remind staff of hazard Report all discoveries of suspected UXO Vacate and cordon off area immediately Inform Police Inform contract manager, and Hand S Manager Do not re-enter area until given all clear	I	Supervisor and staff
0025	MANUAL HANDLING	Too heavy, big, awkward load, Too prolonged Dropping load	**Personal injury, Equipment damage**	M	2	**General** Remove the need for manual handling where possible. Use mechanical aids where possible. Reduce horizontal and vertical distances. Reduce size and weight of individual load. Ensure team sufficient and fit for task. Ensure that route planned, well lit, obstruction free, and as dry as possible. Liaise with others to keep route safe, use lookouts. Brief and train staff. Rotate staff and/or sufficient breaks for prolonged tasks Use gloves **Personal** Assess weight before lifting, stay comfortably within personal lifting capacity. When picking up load: stand close with feet slightly apart, crouch do not bend at waist, keep head up and maintain natural curvature of spine, thrust/lift through hips, keep object close to body, maintain clear field of vision and do not run. **Use MOLA Manual handling check lists for all significant manual handling tasks 0024a-e:** Planks, ladders and boards Drums/round containers Bags and sacks Finds/irregular shaped objects on site Office work – boxes etc	L	Supervisor and staff
0028	NOISE	Excessive, prolonged noise	**Personal injury – temporary or**	M	2	MOLA only sites (delete if not applicable)	L	Supervisor and staff

	From breaking out	levels, Nuisance to public	**permanent damage to hearing, loss of hearing** **Headache/ nausea**			Use less noisy equipment or process where practical, contain noise levels where possible, ensure equipment is inspected and well maintained to reduce noise levels. Ensure that all mufflers and baffles are fitted correctly and working. Liaise with neighbours: Restrict hours, Minimise duration and frequency of excessively noisy operations where possible and necessary All sites Minimise exposure– rotate staff, plan work to avoid noisy times/work areas if possible. Wear appropriate ear protection. Report unwell symptoms immediately. Vacate area if headaches/nausea etc.		
0029	DEEP EXCAVATIONS Evaluation trench up to 2m or greater in depth	Collapse of sides Fall of persons Falls of Plant, equipment, material Flooding Hazardous atmosphere	**Personal injury, Equipment damage**	M	2	Determine the depth for the battering back as outlined in WSI. Access ladders Where appropriate a fixed hoist to remove spoil rather than a crane or mechanical excavator. Hoist and plant operators will be briefed on MOLA works and operating procedures for deep trenches. The size and shape of the bucket or skip used for spoil disposal will be suitable for the size of trench, other obstructions. Task specific briefing before commencement. Only staff physically fit and suitable. Basic visual health surveillance. report all unwell, symptom immediately. A mechanical pump(s) where necessary. Gas monitoring equipment where appropriate.	L	Supervisor and staff
0043	SPOIL MOUNDING	Plant and materials falling into trench Dust Mudslides Slippery barrow runs Overloaded barrows	**Personal injury, equipment damage**	M	2	Robust barriers around deep excavations. Mound spoil and materials at safe distance from trench, welfare facilities, occupied premises and site perimeter. Supervisor to determine safe distance. Do not block drains, sewers, manholes, water courses, with spoil. Spoil to be mounded - c45 degree slope maximum where applicable. Keep excavation edges clear of loose rubble, spoil, materials etc. Clear and secure barrow runs, staging to be used where possible, fitted with toe boards and guard rails as appropriate.	L	Supervisor and Staff

						Cover or damp down in dry dusty conditions. Large heaps to be closed in heavy rain or snow and monitored for slippages.		
All persons affected by these hazards must be made aware of the contents of this Risk Assessment								

8.9 Health Surveillance

Fitness to Work Declaration

This is to help ensure the fitness to work of MOLA Staff prior to starting on site as per MOLA Health and Safety Policy procedure (section 23.07-8).

All staff must sign at Induction

I confirm that:

I am not aware of any medical condition I have or medication that I am taking that may put me at increased risk of injury while working on this site or undertaking specific tasks (e.g. manual handling, hand digging, work at height, confined spaces)

Or

I have informed my supervisor of a medical condition or medication which may put me at increased risk of injury while working on this site or undertaking specific tasks. I understand that this will be treated confidentially but that the supervisor may need to refer this issue to a more senior manager to ensure my continued safety while working.

And

That I will Inform my supervisor promptly, before putting myself at risk of injury, of any medical condition diagnosed in the future or medication that I am subsequently required to take which may put me at increased risk of injury while working on this site or undertaking specific tasks.

Name	Signature	Date.

8.10 RAMS and Induction Registers

RAMS BRIEFING REGISTER

Date	Name of Inductee	Signature of inductee To: confirm that you have read this Method Statement and understood its contents and you will work in accordance with the method statement.	Confirmation Signature of Supervisor/Manager

INDUCTION REGISTER

Date of Induction	Name of Inductee	Signature of inductee To confirm that you have attended the induction and understood its contents and that you will work in	Confirmation Signature of MOLA inductor

		accordance with the induction content, RAMS and resulting safe systems of work and all legal and reasonable safety requirements and instructions	

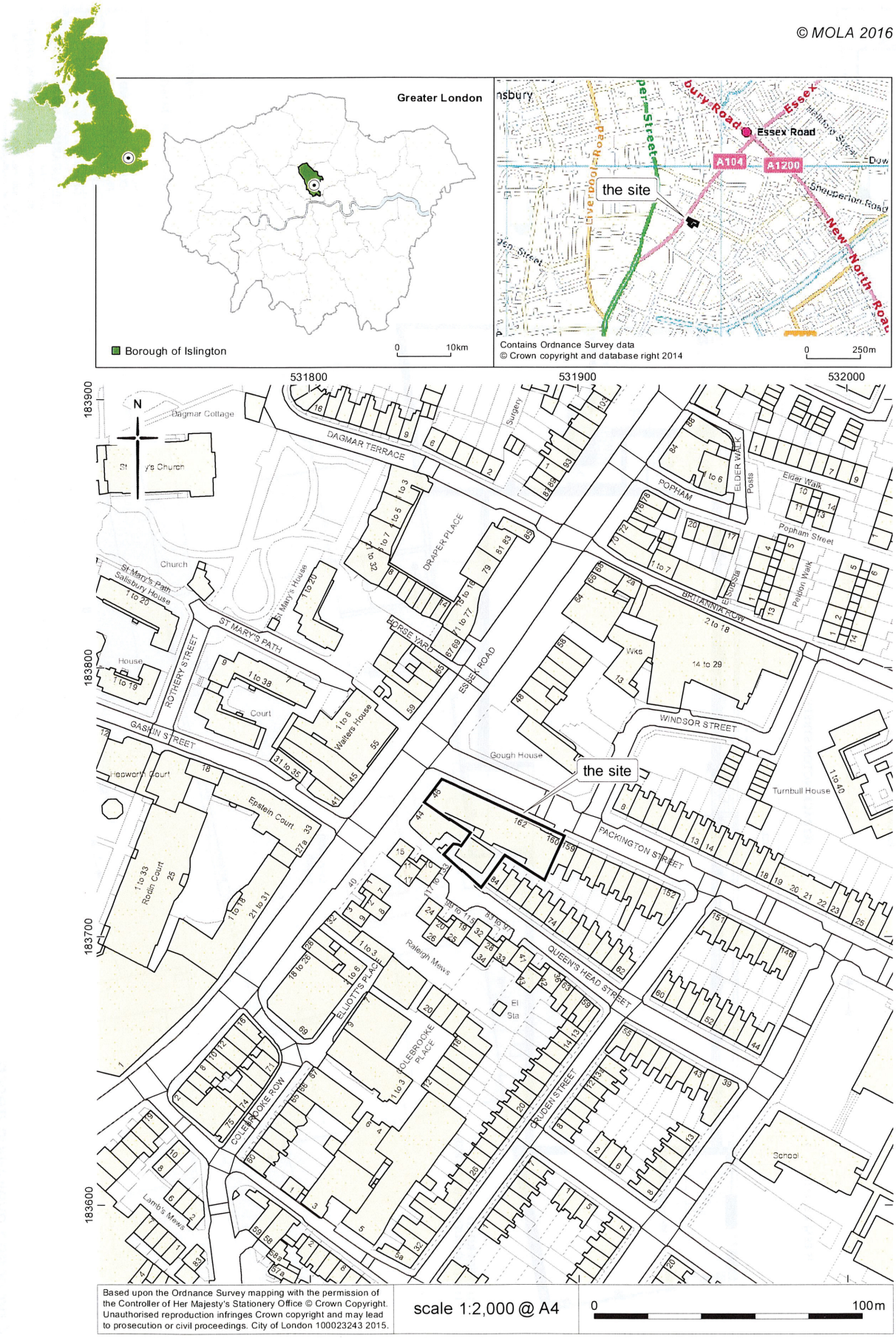


Fig 1 Site location

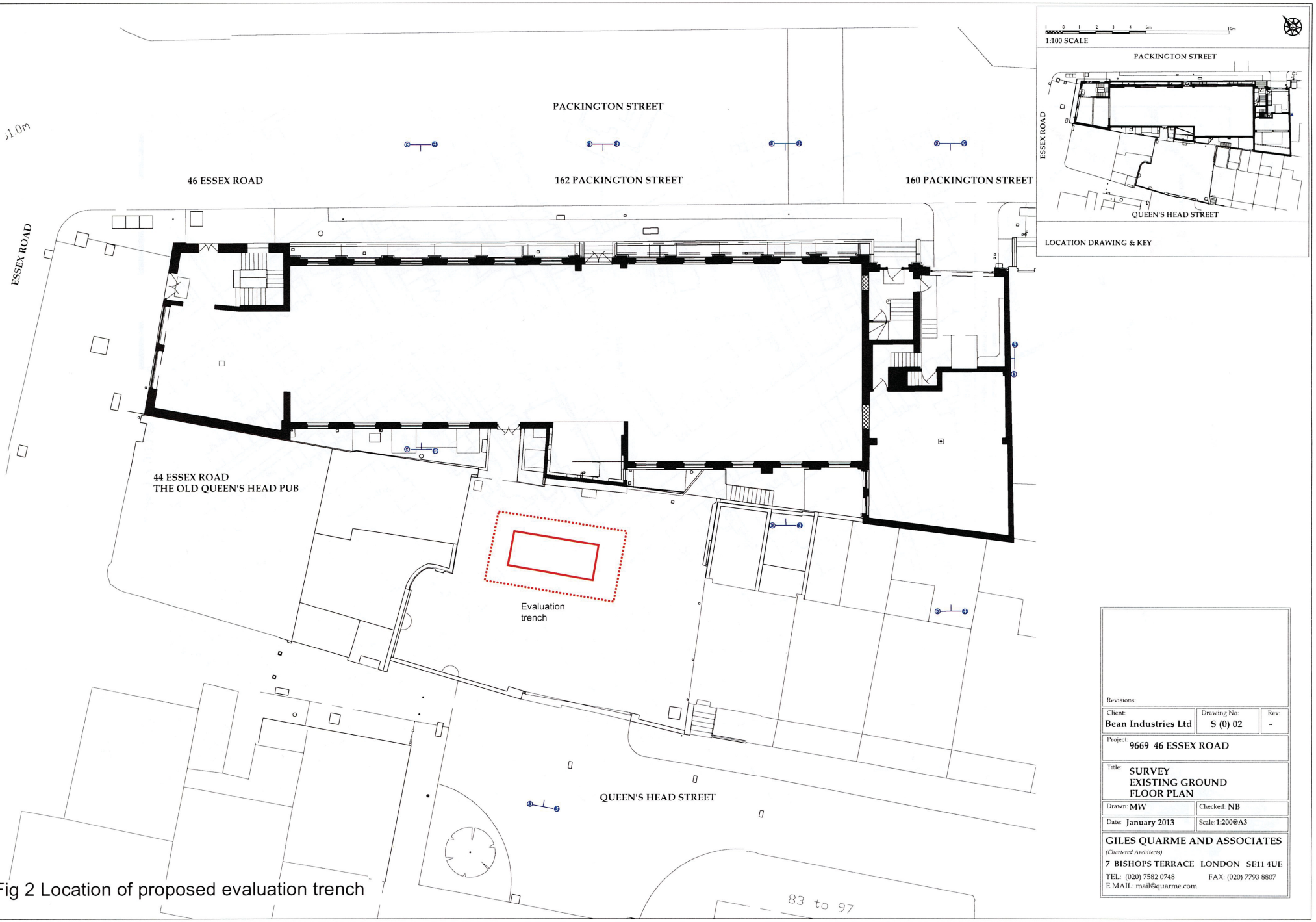


Fig 2 Location of proposed evaluation trench