



UNIVERSITY OF
LEICESTER

Archaeological Services

Written Scheme of Investigation for Archaeological Attendance and Recording during Groundworks

Site: Deeping Fen Farm, Baston Outgang Road, Baston Fen, Spalding, Lincolnshire, PE6 9PU

NGR: TF 15200 16740 (centre)

Client: R.P Watts (Baston Fen) Limited

Planning Authority: South Holland District Council

Planning Ref: H03-08756-18

ULAS Job No: 19-289

Acc No/Site Code: TBC

Filename/Version	Checked by	Date
Draft	Vicki Score	25/1/2019

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Written scheme of investigation for Archaeological Monitoring and Recording

1. Introduction

Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation (WSI) for a programme of archaeological mitigation at Deeping Fen Farm, Baston Outgang Road, Baston Fen, Spalding, Lincolnshire, in accordance with National Planning Policy Framework (NPPF) (Section 16 Enhancing and Conserving the Historic Environment) and the Lincolnshire County Council's (LCC) Archaeology Handbook (LCC 2016). The fieldwork specified below is intended to provide a record of the archaeological remains in mitigation of the impact of the proposed development.
- 1.2 This WSI addresses the requirements from South Holland District Council for a scheme of work comprising archaeological monitoring and recording (a 'Watching Brief') during the groundworks associated with the construction of 32,000 Bird Multi-Tier Free Range Egg Production Unit.
- 1.3 The work has been commissioned by R.P Watts (Baston Fen) Limited.

2. Background

Context of the Project

- 2.1 Planning consent has been granted for the construction of a 32,000 bird multi-tier free range egg production unit at Deeping Fen Farm, Baston Outgang Road, Baston Fen, Spalding, Lincolnshire, PE6 9PU (P/A Ref: H03-08756-18). Condition (8) of the planning consent stated that '*No development shall take place until a written scheme of archaeological investigation has been submitted to and approved in writing by the Local Planning Authority.*'
- 2.2 The LCC Historic Environment advisor (on behalf of the Local Planning Authority) has requested attendance for archaeological monitoring and recording during groundworks for the proposed development, in order to safeguard any archaeological remains that may be present.

Location, Topography and Geology

- 2.4 The site is situated within the parish of Spalding, which lies in the Fen basin of south-eastern Lincolnshire (Figure 1). It is accessed via a farm track that leads north from Deeping Fen Farm. The proposed development area is located within a parcel of agricultural land measuring c.1.8ha in extent that lies at a height of 3-4m OD (Figure 2).
- 2.5 The British Geological Survey website indicates that the underlying geology of the area is Oxford Clay Formation – Mudstone Sedimentary Bedrock formed approximately 157 to 166 million years ago in the Jurassic Period. This is overlain by Tidal Flat Deposits of clay and silt formed up to 3 million years ago.

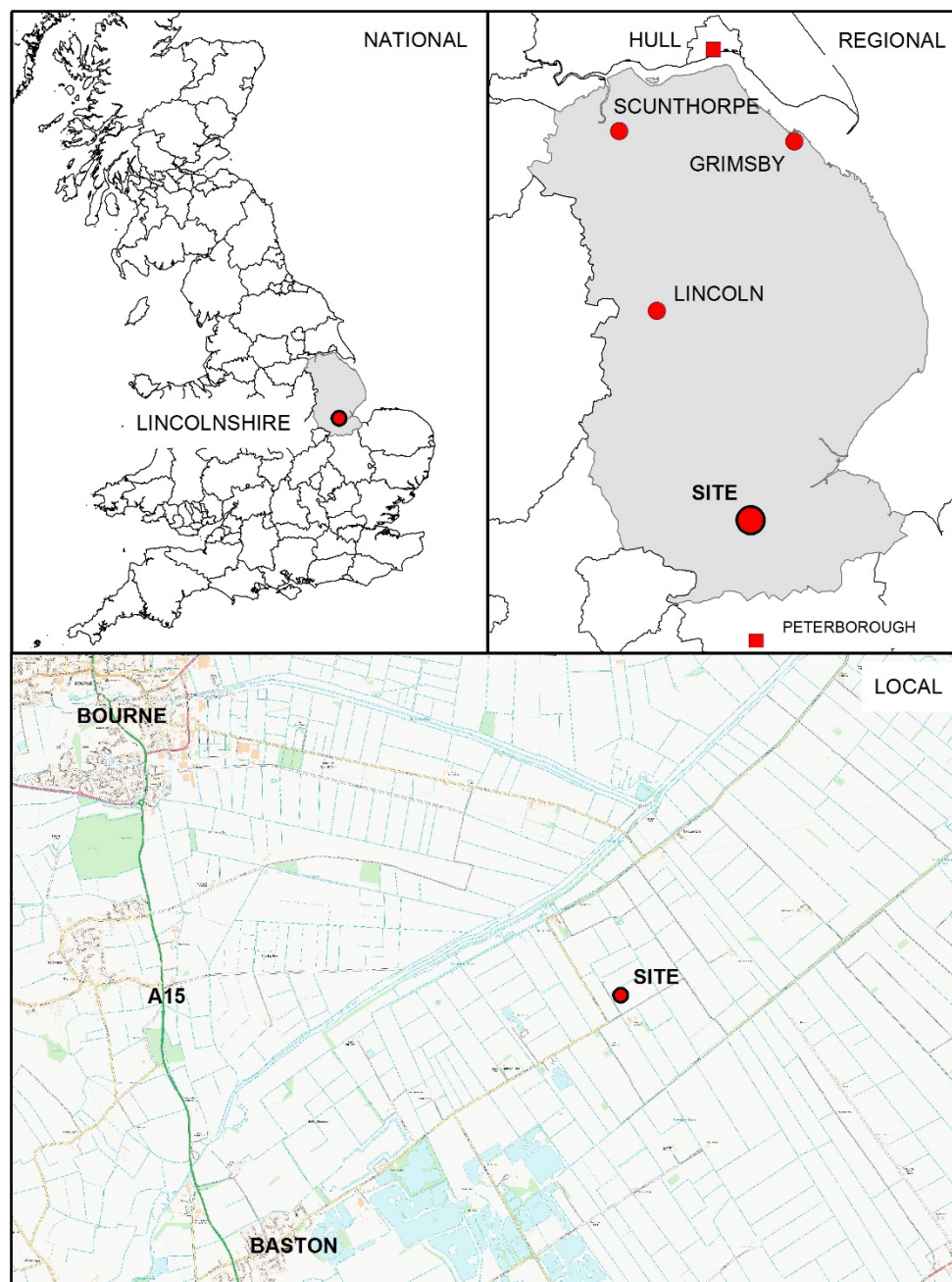


Figure 1: Location plan in its national, regional, and local settings

'Local' plan contains OS open data © Crown copyright and database right (2019)

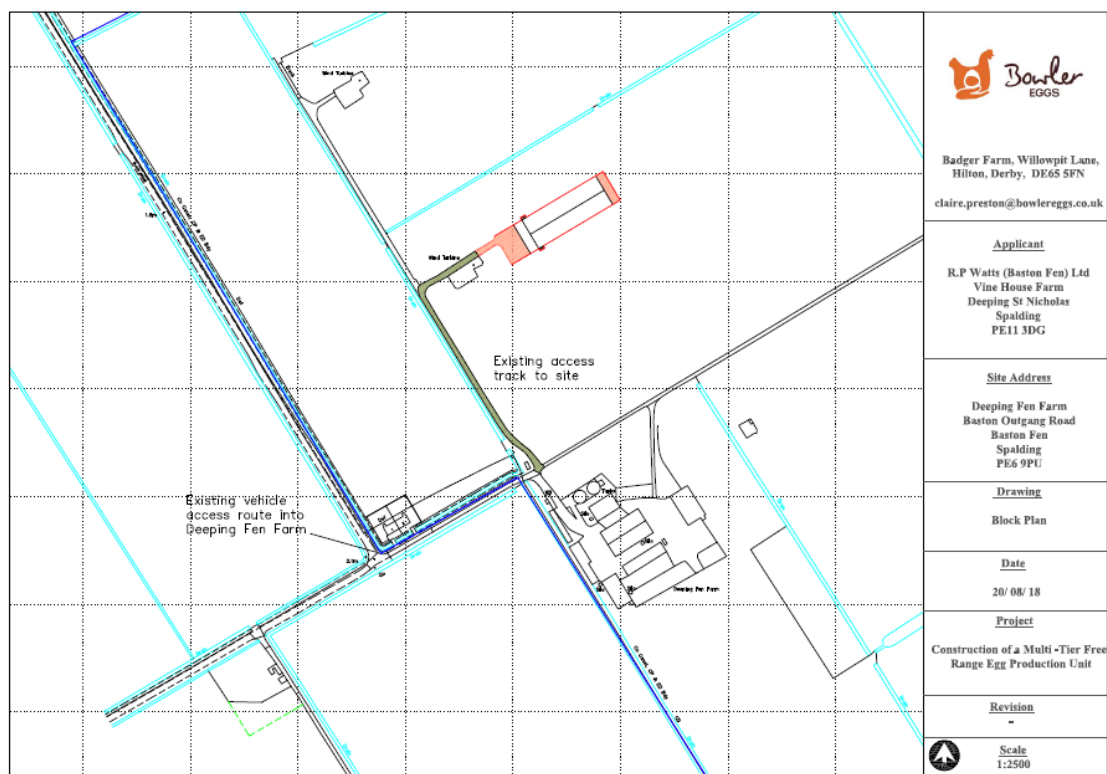


Figure 2: Location plan showing proposed development area
Plan provided by client.

Historical and Archaeological Background

- 2.6 A desk-based assessment previously been compiled by ULAS (Carroll 2018) revealed that no known archaeology is located within proposed development area. A previous intervention (watching brief) during the construction of the adjacent wind turbines also produced mainly negative results, locating two modern linear features (Murray 2013).
- 2.7 The remains of early Bronze Age settlement activity has been recorded adjacent to Cross Drain at Baston Fen Farm (located c. 1km to the south-west) during the construction of a reservoir (**ML134999**). Archaeological features recorded comprised of structural remains, pits, hearths, gullies and a buried soil deposit. Pottery, flint tools, burnt stone and animal bone were found during these excavations and probably date to the middle of the second millennium BC (Herbert 1998, 8). Some of the features also contained wood and peat, suggesting Palaeoenvironmental evidence was therefore likely to survive to a good degree on or near the site (ibid)
- 2.8 The HER also records a Roman road heading towards Spalding, passing c.200m south-east of the proposed development area (**ML122343**).

3. Aims and Objectives

- 3.1 The main objectives of the archaeological work are:

- To identify the presence/absence of any archaeological deposits.
- To establish the character, extent and date range and significance of any surviving archaeological deposits.

- To record any archaeological deposits to be affected by the ground works.
- To establish the ecofactual and environmental potential of any archaeological deposits and features encountered.
- To record any archaeological deposits and produce an archive and report of any results.

3.2 Within the stated project objectives, the principal aim of the recording is to establish the nature, extent, date, depth, and significance of the heritage assets within their local and regional context.

Research Objectives

3.3 The project has the potential to address the following East Midlands Research Agenda Topics (Knight et al 2012 and wiki).
<http://archaeologydataservice.ac.uk/researchframeworks/eastmidlands/wiki/>

Bronze Age

3.4 The site has the potential for further understanding of Early Bronze Age settlement morphology (3.5.3).

3.5 The site has the potential to contribute to understanding of intra-regional variations in the character of sites and artefacts (3.8.1).

3.7 These research aims have been identified based on the current state of knowledge within the area of the scheme. The research aims will be re-assessed and updated during the course of the fieldwork.

4. Constraints

4.1 The client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the archaeological works commence.

5. Methodology

5.1 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Archaeological Watching Briefs* (2014b) and adhere to their *Code of Conduct* (2014a) and Lincolnshire County Council's *Archaeology Handbook* (LCC 2016).

5.2 The accession number and site code will be used to identify all records and artefacts. The museum accession number for the project is confirmed as **LCNCC : 2019.27** and the site code is **BFBO19**.

Watching Brief

5.3 The project will involve the observation groundworks associated with the construction of the Multi-Tier Free Range Egg Production Unit, as agreed with the LCC Historic Environment Advisor. This work will be carried out by experienced professional archaeologists.

- 5.4 The proposed unit measures 89m x 31m. Further areas of hardstanding for cleaning out and parking provision are also detailed at the north-east and south-southwest ends of the proposed unit (Figure 3). Although the construction methods have not been fully detailed, it is anticipated that topsoil stripping will be required in order to construct parking and other hardstanding areas. Deeper excavations for any associated foundations are also likely to be undertaken.

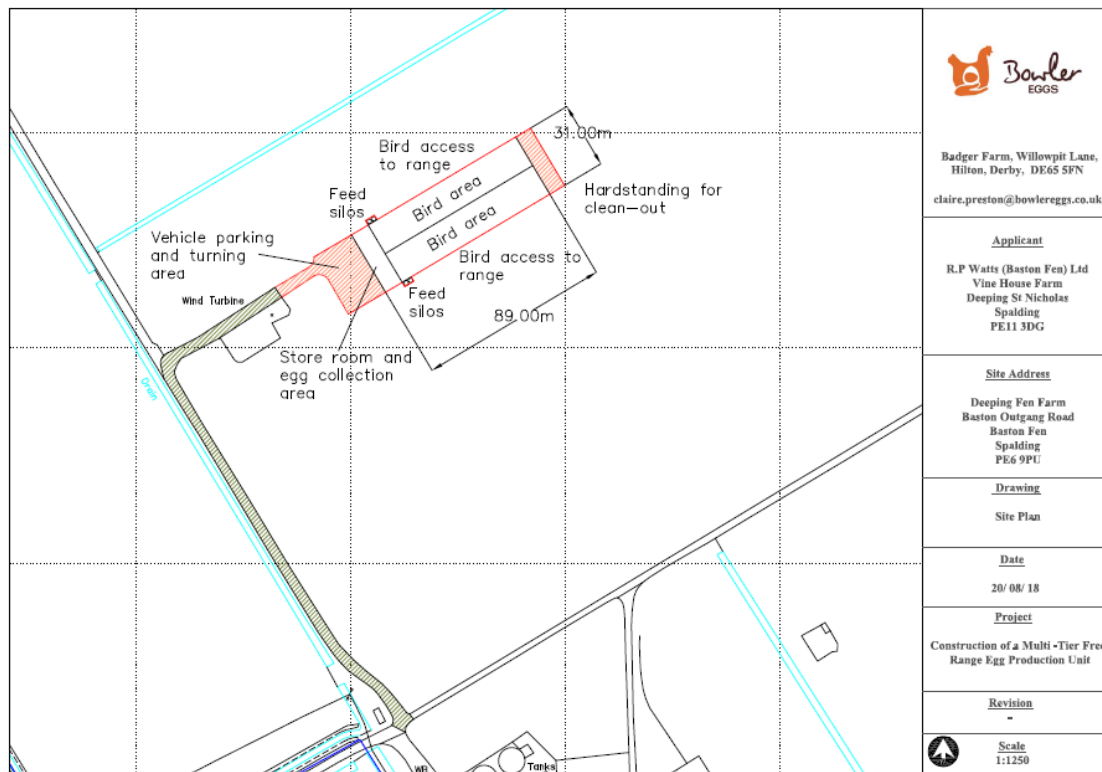


Figure 3: Proposed master plan of development
Supplied by client

- 5.4 Excavation will be carried out by the client's contractor with a machine appropriate for the work. The machine will not track over any surfaces until the archaeologist has inspected and cleared the area.
- 5.5 Any archaeological deposits revealed will be investigated and recorded. Should significant archaeological remains be identified a programme of excavation and recording may be necessary, using additional personnel as necessary.
- 5.6 The archaeologist will co-operate at all times with the contractors on site to ensure the minimum interruption to the work.
- 5.7 Any archaeological deposits encountered will be recorded and excavated using standard ULAS procedures. Sufficient proportions of any archaeological features or deposits will be hand excavated in order to provide the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence.
- 5.8 A record of the full extent in plan of all archaeological deposits encountered will be made using an appropriate system related to the OS grid. Measured drawings of all

archaeological features will be prepared and tied into the overall site plan. Relevant heights will be taken as appropriate and the OD height calculated.

- 5.9 A photographic record of the investigations will be prepared as set out in the LCC *Archaeology Handbook* (2016). This will include photographs illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted.
- 5.10 This record will be compiled and fully checked during the course of the work.

Contingency Provisions

- 5.11 In the event of potentially significant archaeological deposits being found for which the resources allocated are not sufficient or which are of sufficient significance to merit an alternative approach the archaeologist will inform the developer and the planning authority in order for detailed discussion between all relevant parties to take place. Following assessment of the archaeological remains ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

Monitoring

- 5.12 Notification of the start of the site works will be made to the Historic Environment Advisor prior to commencement of the recording work in order that monitoring arrangements can be made. All monitoring shall be carried out in accordance with the CIfA Standard and Guidance for Archaeological Field Evaluation (2014b).
- 5.13 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning Authority and the Client, if required.
- 5.14 Unlimited access to monitor the project will be available to the Client and his representatives, the planning authority, the Historic Environment Advisor and LCC, subject to the health and safety requirements of the site.

6. Finds

- 6.1 All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with CIfA Guidelines for Finds Work (2014).
- 6.2 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Archaeological Advisor.
- 6.3 All objects or remains of archaeological interest, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client other than articles subject to the Treasure Act, shall be deemed to be the property of ULAS provided that ULAS after due examination shall transfer ownership of all

Archaeological Discoveries unconditionally to the appropriate authority for storage in perpetuity.

Treasure

- 6.4 In the event of discovery of artefacts that might constitute Treasure under the definition of The Treasure Act 1996 and its revisions (Treasure (Designation) Order 2002), these will be excavated and removed to a safe place. The client, Coroner, the Historic Environment Advisor and the Finds Liaison Officer (FLO) will be informed immediately. A treasure receipt will be completed and submitted to the Coroner's Office and the FLO within 14 days.

Human Remains

- 6.5 If human remains are encountered they will be left in situ. ULAS will inform the client and the Historic Environment Advisor immediately. If excavation of human remains is required ULAS will obtain a Ministry of Justice Licence (Section 25 of the Burial Act 1857). All excavation and post-excavation will also be in accordance with the standards set out in CIfA Technical Paper 13: Excavation and Post-excavation Treatment of Cremated and Inhumed Remains (McKinley and Roberts 1993). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice License.

7. Environmental Samples

- 7.1 Although the environmental potential of the site is uncertain, if significant archaeological features are sample excavated, the following environmental sampling strategy will be adopted, following consultation with the ULAS Environmental Officer.
- A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well-sealed and with little intrusive or residual material.
 - Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
 - Spot samples will be taken where concentrations of environmental remains are located.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
- 7.2 All collected samples will be labelled with context and sequential sample numbers.
- 7.3 Appropriate contexts (i.e. datable) will be bulk sampled (50 litres or the whole context depending on size) for the recovery of carbonised plant remains and insects.
- 7.4 Recovery of small animal bones, bird bone and large molluscs will normally be achieved through processing other bulk samples or 50 litre samples may be taken specifically to sample particularly rich deposits.
- 7.5 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue >0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of >0.5-4mm. The coarse fractions will be sorted for finds. The

fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.

- 7.6 Where evidence of industrial processes are present (e.g. indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g. hammer scale).

Scientific Dating

- 7.7 Due care will be taken to identify deposits and structures which may have potential for scientific dating. Suitable samples for radiocarbon dating will be subsampled from the processed and identified plant remains in the bulk samples and monolith sample (if taken) as deemed appropriate. Consideration will also be given to the use of Dendrochronology, Archaeomagnetic dating, Thermoluminescence and Optical Luminescence Dating (TL and OSL). Specialists will be consulted in this regard and where deemed appropriate to provide advice and where necessary supervise sampling, take readings and undertake post-excavation reporting.

8. Timetable and Personnel

- 8.1 No start date has yet been set for the work, although it is hoped to start as soon as possible following the approval of the WSI.
- 8.2 This project will be under the management of Vicki Score MCifA, Deputy Director, ULAS. The Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility will rest with the Site Supervisor who will be on-site throughout the project.
- 8.3 The site supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.
- 8.4 ULAS uses in-house specialists for the majority of post-excavation work as follows

Environmental analysis and reporting:	Rachel Small BSc Luis Huscroft, Angela Monckton BSc. MifA
Lithics:	Lynden Cooper BA, MifA
Prehistoric and Roman Pottery:	Nicholas Cooper BSc, Dip post-ex, FSA, MifA Elizabeth Johnson BSc MA (Roman pottery) member SGRP
Post-Roman Pottery:	Deborah Sawday BA, PGCE (Post Roman pottery) member MPRG
Animal bone	Jennifer Browning BA, MA, MifA (Animal Bone) Rachel Small BSc
Human bone	Jennifer Browning BA, MA, MifA Rachel Small BSc
Small Finds	Nicholas Cooper BSc, Dip post-ex, FSA, MifA
Wood/Geoarchaeology	Matthew Beamish, BA, Man MiFA

9. Post Excavation Analysis and Reporting

- 9.1 Following completion of fieldwork, all artefacts and samples will be processed, assessed, conserved and packaged in accordance with ClfA 2014 and ULAS procedures and the relevant Museums guidelines for transferring archaeological archives (LCC 2016).
- 9.2 A draft report in will usually follow within four weeks. The report will include:
- A non-technical summary.
 - The aims and methods adopted in the course of the evaluation.
 - A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during groundworks.
 - The anticipated degree of survival of archaeological deposits.
 - The anticipated archaeological impact of the current proposals.
 - Appropriate illustrative material including maps, plans, sections, drawings and photographs.
 - A summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
 - An index of the contents and location of the archive.
 - Bibliography.
- 9.3 A draft digital version of the report will be provided for the client and the Local Planning Authority for approval. Once approved it will be deposited with the Historic Environment Record on the understanding that it will become a public document after an appropriate period of time.
- 9.4 An indexed site archive will be prepared and deposited with The Collection and Usher Gallery (Lincoln) in accordance with Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation (Archaeological Archives Forum 2007) and the relevant museum guidelines. It is planned to deposit this archive by October 2019 (subject to the result of the fieldwork).

Publication and dissemination of results

- 9.5 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.
- 9.6 Arrangements will be made for an appropriate level of academic publication of the results of the excavations. A summary report will be published in the local journal where available. Where wider dissemination is appropriate and the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication in relevant academic journals.
- 9.7 ULAS supports the Online Access to the Index of Archaeological Investigations (OASIS) project. An online OASIS form will be completed detailing the results of the project. Once a report has become a public document following its incorporation into the HER it will be uploaded onto the web-site.

10. Public Engagement and Publicity

- 10.1 The work is small scale and not anticipated to be suitable for public involvement or participation during the course of the fieldwork. However, the results will be made available via the ADS website, publication and if significant archaeological deposits are found talks and presentations to the local population can be provided.
- 10.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

11. Health and Safety

- 11.1 All work will be conducted in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, University of Leicester Statement Of Safety Policy Health and Safety and Environmental policies as well as any Principal Contractor's policies or procedures. A site specific Risk Assessment and Method Statement will be formulated prior to commencement of fieldwork (Appendix 1). This will be monitored on site and updated as necessary.
- 11.2 The safety of ULAS staff will take priority over the desire to record archaeological deposits.

12. Insurance

- 12.1 All ULAS work is covered by the University of Leicester's Public Liability, Professional Indemnity and Employers Liability Insurance as documented in the RAMS attached to this WSI.

13. Quality Assurance

- 13.1 ULAS is a Registered Organisation (RO) with the Chartered Institute for Archaeologists and endorses the Code of Conduct (CifA 2014) and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (CifA 2014). All ULAS Project Managers hold either full Member or Associate status within the CifA and all ULAS Projects are overseen by the Project Manager who is responsible for the quality of the project.

14. Staff Training and CPD

- 14.1 All ULAS staff are subject to University of Leicester's Personal Development Discussion (PDD) strategy which reviews personal performance, identifies targets and areas for improvement and identified the need for appropriate. All members of staff are required to maintain a Personal Development Plan and log.

15. Bibliography

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24/01/2019

Appendix 1: Archaeological Attendance and Recording method statement & risk assessment

Site Name		Job No	PM	Contact
Deeping Fen Farm, Spalding		19-289	TBC	0116 252 2848
Site Director	Site Contacts		Team (Nos)	
TBC	TBC		TBC	

SITE WORKS & METHOD STATEMENT

The work will involve the supervision and observation of groundworks across the area as detailed in the specification followed by hand excavation of archaeological deposits.

Method Statement

Access and parking will be gained via authorised routes to be arranged with the land owner/tenant.

All staff will be inducted by the site director prior to starting work on site (Annex 3).

Services:

Areas will not be excavated within 15m of known water mains or sewers or in the vicinity of other underground services or electrical cables without a separate SSOW. Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored.

No work will be undertaken beneath overhead cables. If a tracked machine is required to pass below an overhead cable a separate SSOW will be followed.

Watching Brief:

All excavation with plant will be done by the contractor. ULAS will adhere to the Health & Safety requirements of the contractor.

Any lone working on site will be undertaken according to ULAS SSOW2 (Annex 1).

A first aid kit and a site phone will be available on site at all times.

Equipment

ULAS vehicles or personal cars will be used (all appropriately insured and maintained).

Besides the plant, equipment will include a variety of hand tools (e.g. shovels, mattocks, trowels), recording materials (e.g. photographic equipment, computers, levels etc.), survey equipment (e.g. EDM, DGPS) CAT scanners and metal detectors may be used.

Personnel

The site director will be responsible for the day to day running of the site. Specialists and visitors may be invited to visit the site during fieldwork. It is expected to hire plant and operators from a reputable local company.

All personnel are experienced in working with plant and in the excavation of trenches. All site staff hold CSCS cards and many also hold a SPA quarry passport. All site supervisors have some first aid training.

Normal working hours are 7 hours a day between 8am and 6pm Monday to Friday.

Monitoring and communications

ULAS management and site staff details are as above.

Work will be monitored internally by the ULAS Project Manager and/or Health & Safety Co-ordinators.

ULAS method statements are prepared following standard guidelines and after consultation with the University Safety Services Department. Communication of the contents of the method statement to site staff is the responsibility of the Site Director. The risk assessment will be updated weekly or when conditions change.

Accident Reporting

All accidents will be logged using ULAS accident forms and report to the ULAS Main Office (0116 252 2848) and if necessary to the University of Leicester Safety Services Dept (Annex 2).



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30th July 2018

Our Ref: 11017548

TO WHOM IT MAY CONCERN

University of Leicester

We act as Insurance Brokers and Consultants to University of Leicester and hereby certify that the following described insurance is in force at this date.

Type of Insurance:	EMPLOYERS LIABILITY
Limit of Indemnity:	£10,000,000 any one occurrence
Insurers:	Allianz Insurance plc
Policy Number:	SZ/21696148
Period of Insurance	1 st August 2018 to 31 st July 2019

This Letter is provided for you as a matter of information only. The issuing of this document does not make the person or organisation to which it has been issued an additional Insured, nor does it modify in any manner the Contracts of Insurance between the Insured and Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsements attached thereto.

Should the above-mentioned Contract of Insurance be cancelled, assigned or changed during the above policy period in such a manner as to affect this document, no obligation to inform the holder of the Document is required by Arthur J. Gallagher (UK).

If you have any further queries regarding our client's insurance cover, please do not hesitate to contact the undersigned.

Yours sincerely

Timothy Phillips
Client Advisor

Arthur J. Gallagher (UK) is a trading name of Heath Lambert Limited, which is authorised and regulated by the Financial Conduct Authority. Registered Office: The Watbrook Building, 25 Watbrook, London, EC4N 8AW. Registered No 1199129 England and Wales



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30th July 2018

Our Ref: 11017548

TO WHOM IT MAY CONCERN

University of Leicester

We act as Insurance Brokers and Consultants to University of Leicester and hereby certify that the following described insurance is in force at this date.

Type of Insurance:	PUBLIC & PRODUCTS LIABILITY
Sums Insured:	£10,000,000 any one claim / in the aggregate for Products Liability
Insurers:	Allianz Insurance plc
Policy Number:	SZ/21696148
Period of Insurance	1 st August 2018 to 31 st July 2019

This Letter is provided for you as a matter of information only. The issuing of this document does not make the person or organisation to which it has been issued an additional Insured, nor does it modify in any manner the Contracts of Insurance between the Insured and Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsements attached thereto.

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If you have any further queries regarding our client's insurance cover, please do not hesitate to contact the undersigned.

Yours sincerely

Timothy Phillips
Client Advisor

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30th July 2018

TO WHOM IT MAY CONCERN

We, the undersigned Insurance Brokers, hereby certify that the following described insurance:

VERIFICATION OF INSURANCE

Unique Market Reference: B1262 FI0675318

Type: Professional Indemnity Insurance

Insured: University of Leicester and/or subsidiaries

Period: From: 1st August 2018
To: 31st July 2019 Both days inclusive at Local Standard Time.

Interest: This Policy will indemnify/cover the Insured in respect of their Legal Liabilities arising out of the Insured's activities and as more fully disclosed within the Policy Wording.

Limit of Indemnity: GBP 10,000,000 Any One Claim and GBP 10,000,000 in the Aggregate, including costs and expenses

Excess: GBP 10,000 Each and Every Claim, including costs and expenses, other than United States of America jurisdiction where USD 25,000 each and every claim shall apply

Underwriter: 100.0000% Newline Syndicate 1218

This document is for information only and does not make the person or organisation to whom it is issued an additional Insured, nor does it modify in any manner the Contract of Insurance between the Insured and the Insurers. Any amendment, change or extension to such Contract can only be affected by specific endorsement attached thereto.

Should the above mentioned Contract of Insurance be cancelled, assigned or changed during the above policy period in such manners as to affect this document, no obligation to inform the holder of this document is accepted by the undersigned or by the Insurers. The information provided is correct at the date of signature.

Authorised Signatory
Arthur J Gallagher



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30th July 2018

Our Ref: 11017548

TO WHOM IT MAY CONCERN

University of Leicester

We act as Insurance Brokers and Consultants to University of Leicester and hereby certify that the following described insurance is in force at this date.

Type of Insurance: CONTRACTOR'S PLANT

Insurers: Allianz Engineering

Policy Number: NJ/16603815

Period of Insurance: 1st August 2018 to 31st July 2019

Insured Property: Hired in Plant – Tools, tackle, plant and equipment, site huts and other temporary accommodation hired by the Insured and for which they are responsible under the terms of their hiring agreement or other wise but not plant on hire purchase or subject to a lease agreement or on free loan.

Limit of Indemnity: £500,000

Excess: £500 each and every loss

Territorial Limits: Great Britain, Northern Ireland, the Isle of Man and the Channel Islands.

This Letter is provided for you as a matter of information only. The issuing of this document does not make the person or organisation to which it has been issued an additional Insured, nor does it modify in any manner the Contracts of Insurance between the Insured and Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsements attached thereto.

Should the above-mentioned Contract of Insurance be cancelled, assigned or changed during the above policy period in such a manner as to affect this document, no obligation to inform the holder of the Document is required by Arthur J. Gallagher (UK).

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EMERGENCY NOS IN AN EMERGENCY DIAL 999

Local Police: 01162 222222

Gas: Gas Emergency Contact Number: **0800 111 999**

Electricity:

- Electric emergencies number: **105**
- EDF: **0333 200 5100**
- Central Networks Eastern Region: **0800 056 8090**
- Npower: **0845 331 331**
- Yorkshire Electricity DL: **0800 375 675**

Water:

- Anglian Water: **0345 145145**
- Severn Trent Water
Water services and emergencies (including Leakline): **0800 783 4444**

RISK ASSESSMENT

Possible Outcomes based on levels of Estimated Risks

	Likely	Probable	Possible	Remote	Improbable
Fatal	Intolerable	Intolerable	Substantial	Substantial	Significant to Moderate
Major Injury/ Permanent Disability	Intolerable	Substantial	Significant	Moderate to Acceptable	Acceptable
Minor Injury	Moderate	Moderate	Acceptable	Trivial	Trivial
No injury					

Risk Levels/Actions

RISK LEVEL	ACTION AND TIME-SCALE
TRIVIAL	No action is required to deal with trivial risks, and no documentary records need to be kept
ACCEPTABLE	No further preventive action is necessary, but consideration should be given to more cost-effective solutions, or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
SIGNIFICANT	If an extremely harmful situation may arise, even if highly unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be closely monitored until the risk has been significantly reduced. This reduction in risk should be achieved within a short time period.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves critical work in progress, the problem should be remedied as soon as reasonably practicable but within one to three months, depending on the number of people exposed to the hazard.
INTOLERABLE	Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not be begun, or must remain prohibited.

Derived from BS8800

Likely – Occurs repeatedly/to be expected; **Probable** – will occur several times/not surprising; **Possible** – could occur sometimes; **Remote** – unlikely though conceivable; **Improbable** – freak event, so unlikely that probability is close

Site Name: Deeping Fen Farm, Spalding Activity: Watching Brief	Completed by: Date: 24/01/2019		
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
<i>Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss</i>	<i>Likelihood x Severity = Risk</i>	<i>A short summary of the control measure and standards/guidance.</i>	<i>Likelihood x Severity = Risk</i>
Site Access/Egress Entering/Leaving site and parking vehicles	Substantial	1. Only use designated access onto site. 2. Only park in designated areas on site parking facilities. 3. Hi Vis clothing to be worn. Roads only to be crossed at safe locations. 4. Be aware of obvious hazards and take care when entering/exiting gateways.	Moderate
Driving Tiredness driving to and from site	Substantial	1. Have 2 drivers where possible. 2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	Moderate
Existing Services Contact with service - electrocution, fire, explosion Damage to service	Substantial	1. All services to be located before excavation using plans and CAT scanner 2. Move trenches to avoid services where known. 3. Be aware of changes in the soil that may indicate services	Moderate
Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	Moderate	1. Agreed and supervised visitors only allowed on site. 2. Trenched area to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing etc.)	Acceptable
Excavations Deep/unstable trenches - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	Substantial	1. All trenches regardless of depth will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. 2. All sections to be checked every day by supervisor and after bad weather for potential problems. 3. Backfilling to be done as soon as possible. 4. Fencing and warning signs to be used as required 5. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Spoil Unmanaged spoil heaps - collapse or falling into trenches	Significant	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. ULAS SSOW3: <i>Safe working with Trenches</i> to be followed.	Moderate
Plant & Machinery Collisions with plant, persons Contact with moving parts Over turning of machines	Substantial	1. Use certificated personnel for machine operations. 2. A competent banksman to be used during excavations. 3. ULAS SSOW 01: <i>Working with plant</i> to be followed	Moderate
Hand Tools Incorrect Use, Strains and muscle injuries	Significant	1. All tools to be used correctly and broken tools replaced. 2. Store tools carefully when not in use.	Acceptable
Slips, Trips & Falls Untidy site Hidden obstacles	Moderate	1. Visual awareness on site 2. Site to be kept tidy – particularly around trenches 3. Agreed access to trenches to be used 4. Suitable PPE	Acceptable
Manual Handling Musculoskeletal injuries Falling/tripping Trapping toes/fingers	Substantial	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting. 3. Be aware of heavy loads when shovelling 4. ULAS Manual Handling Assessment 1 to be followed	Acceptable
Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	Substantial	1. Use Ear protection when ever the excavator is running. 2. Ear plugs to be available at all times .	Moderate

Infection & Disease From contact with soil, water etc. and minor cuts and scrapes.	Significant	1. Adequate washing and toilet facilities available. 2. First aid kit and first aider on site 3. PPE available if needed	Acceptable
Working Close to Water Potential flooding due to high water table, proximity of rivers etc., bad weather. Falling into water, drowning, infection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess safety and act accordingly - fence, backfill if necessary 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	Acceptable
Weather Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	Moderate	1. Suitable clothing to be worn for conditions. 2. PPE available if required. 3. Drinking water to be available 4. Personnel to be aware of tetanus, leptospirosis etc.	Acceptable
Human / Animal Remains Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	Substantial	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any animal remains 4. Be aware of Leptospirosis	Acceptable
Waste Management Damage to health through contact Damage to the environment	Acceptable	1. Place all waste in appropriate waste containers. Do not litter.	Acceptable
Lone Working Risk of illness, accidents, assault	Substantial	1. No Lone working on site unless approved 2. ULAS SSOW:02 Lone working to be followed 3. Mobile phones to be carried & buddy system to be set up.	Acceptable
SITE SPECIFIC RISK ASSESSMENT			

This form is to be checked and kept up to date during time on site.

Form checked by:

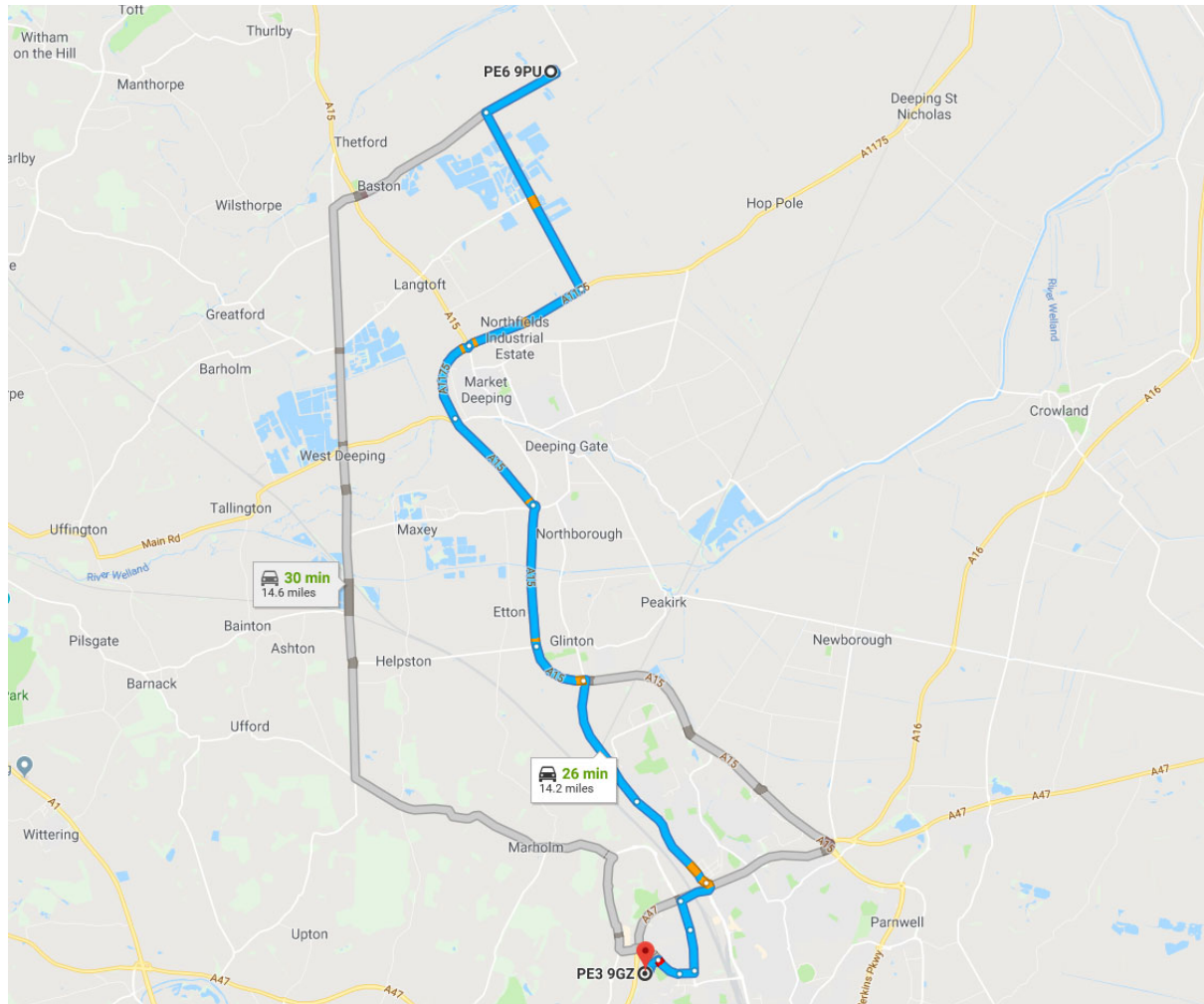
Date:

Amended by:

Date:

HOSPITAL LOCATION

The closest hospital is Peterborough City Hospital, Edith Cavell Campus, Bretton Gate, Bretton Peterborough, Cambridgeshire, PE3 9GZ. Telephone: 01733 678000. The hospital is located c. 15 miles south (26 minutes)



- Follow Baston Outgang Rd and Cross Rd to A1175
6 min (3.2 mi)
- Follow A1175 and A15 to Soke Pkwy in Peterborough
14 min (9.0 mi)
- Continue on Soke Pkwy to your destination
6 min (2.0 mi)

ANNEX 1: Safe Systems of Work (SSOW)

ULAS – SSOW1-Working with plant and heavy machinery

Guidance Used: FAME Manual Section 4.1 – 4.3

1. All machine operators must be competent in their operation and must have correct certification for the work.
2. PPE must be worn by all persons while machinery is working on site. Minimum PPE includes, high visibility clothing, hard hats and suitable footwear. Ear protection should be available if required. Note – ear plugs are better at noise reduction than ear defenders.
3. Plant should not be left running where exhaust gases can build up.

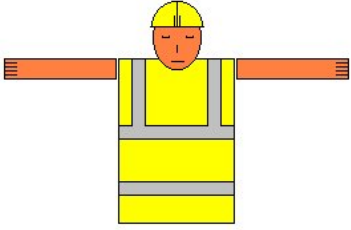
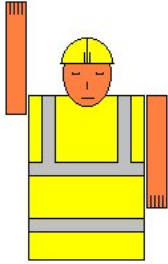
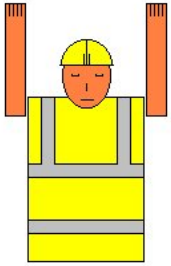
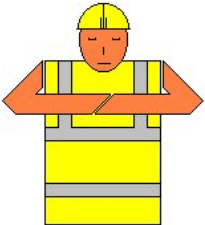
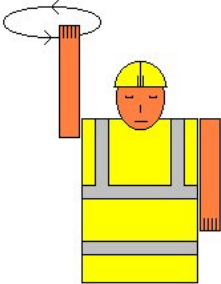
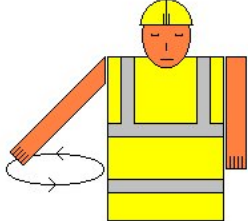
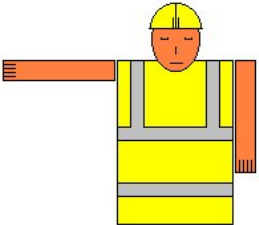
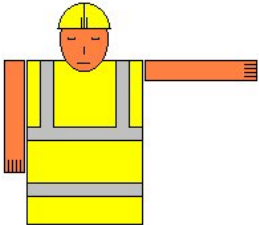
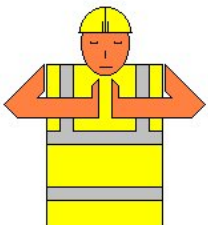
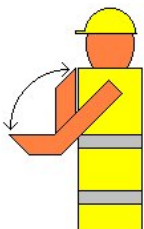
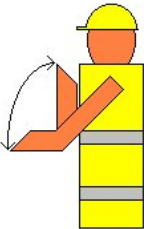
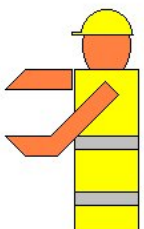
Excavators

4. At least one member of staff should act as a banksman to supervise the machine during all archaeological work. All other staff should keep away from the working area.
5. Members of staff working with the machine should stand at a safe vantage point, away from the radius of the bucket arm and in full view of the driver. They should make sure that the driver has fully stopped the machine and is aware of their intentions before inspecting the stripped ground.
6. Basic signals should be agreed with the driver before work commences (See below).
7. Passengers are not allowed on the machine at any time unless on a seat or safe riding position.
8. Do not approach machinery particularly from behind unless you are sure that the driver has seen you.
9. Banksman should be particularly aware of the dangers involving the changing of buckets/breakers. The machine operator should confirm the bucket/breaker has been attached properly by crowning (lifting) the attachment away from other people before work re-commences (see ULAS safety alert 10/04/06)
10. Members of staff should be aware that the weight of machinery can affect the stability of the sides of an excavation.
11. Members of staff should also be aware of the possibility of unforeseen hazards in the ground (such as services) or any overhead hazards (as for example power cables, telephone wires etc).

Dumper trucks

12. Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.
13. Loading should be even and the load should not obscure the driver's vision.
14. Loads must not be tipped while the machine is in motion. During loading/unloading, the handbrake must be applied and the gears put in neutral. Adequate means of preventing an overrun should be provided on all edges.
15. Dumpers require more room to manoeuvre than is often realised. The driver should be aware of local gradients, obstructions and ground conditions and reduce speed when necessary.

BANKING: AN INTRODUCTION TO COMMONLY USED SIGNALS

 <p>START</p>	 <p>STOP</p>	 <p>DANGER</p>
 <p>END</p>	 <p>RAISE</p>	 <p>LOWER</p>
 <p>MOVE TO THE LEFT</p>	 <p>MOVE TO THE RIGHT</p>	 <p>HORIZONTAL DISTANCE</p>
 <p>MOVE FORWARD</p>	 <p>MOVE BACKWARDS</p>	 <p>VERTICAL DISTANCE</p>

ULAS SSOW2- Working alone in Safety

Guidance used: HSE Leaflet INDG73 (rev). Working alone in Safety

Definition

Lone workers are those who work by themselves without direct supervision. Examples of this type of work include

- Site visits
- Site/building recording
- Walkover surveys
- Some watching briefs
- Office work out of hours
- Starting early/finishing late on site without the team or other contractors.

Procedures for lone working on site

16. No personnel are to work alone on site without their line manager being aware of it.
17. Pregnant women should not work alone.
18. A mobile phone and personal first aid kit should be carried at all times on site (not buried in the site vehicle parked miles away!).
19. Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.
20. A risk assessment should be carried out prior to work taking place and hazards identified that might pose a risk to lone workers. Special consideration should be given to
 - the use of any substances, goods and heavy objects.
 - the risk of violence
 - risks to young or female members of staff
 - medical conditions of the staff involved
 - what training has been given
21. All lone workers should be assigned to a 'buddy'. Depending on the circumstances, a system needs to be set up to ensure adequate communication. At the very least this should involve
 - knowing when the lone worker is on site (e.g. phone call or text to let the buddy know they are on/off site)
 - A failsafe means of regular contact (e.g mobile phone/radio)
 - An emergency procedure for the buddy to follow should the lone worker not make contact at the appropriate time.
 - Checks that the lone worker has returned home or to base after completion of the work.

The procedures set up MUST be documented either in the risk assessment or as an attachment to the risk assessment.

Procedures for lone working in the office

1. Anyone working in the office outside normal hours (7:30am – 6:00pm), should sign the Out of Hours book located at Reception in the Front Lobby.
2. A mobile phone or land line should be available when working alone.

ULAS SSOW3- Safe Trenches and Excavations

Guidance used: HSE Construction Information Sheet No 8 (Revision 1)

Fame Section 3

Before any trenches are excavated or entered you should always plan:

- A preferred entrance/exit.
- Any measures needed to support the sides or excavate the trench safely (e.g. steps or battering).
- Weather or localised conditions (e.g. flooding) that might compromise the trench sides.
- Where machinery will be positioned to excavate further.
- Where spoil is going to be stored.
- The location of any services/building or other constraints.
- How you would get out if there was an emergency.
- Whether the trench is accessible to members of the public.

Procedures for trenches

1. Access – the ends of each trench will be battered to a safe angle. One end will be designated as the entrance/exit/

2. Trench depth - For any trenches over 1m deep or in unstable soil/overburden consideration should be given to the need for shoring/ battering / stepping.

Any trenches over 2m deep should be protected by substantial barriers e.g. toe boards and guard rails. Deep trenches in unstable ground may require a separate method statement.

3. Vehicles - should be kept well away from any excavations once they are open.

Exhaust fumes can be dangerous. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of an excavation.

4. Working in excavations - even work in shallow trenches can be dangerous.

Consideration should be given to whether trenches should be supported or hard hats worn. All staff should be aware of how best to exit the trench in an emergency.

Consideration should also be given to the best method of removing spoil from the trenches.

5. Spoil - Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.

Spoil should be stored safely and managed regularly to avoid collapse. No one should climb on spoil heaps.

6. Public –Fence off all excavations in public places or where the public has access.

7. Inspections - A competent person must inspect excavations at the start of each shift before work begins, after any event likely to have affected the strength or stability of the excavation and - after any accidental fall of other material and sign the inspection sheet.



UNIVERSITY OF
LEICESTER

REPORT OF A
HEALTH AND SAFETY INCIDENT
Safety Services Office 0116 252 2426

Office use only
Incident Number

/

A: TYPE OF REPORT BEING MADE

Type of incident

Other injury or exposure	Illness	Violence	Fatality	Near miss	Unsafe act	Damage only

If the incident is serious and requires the involvement of emergency services, please report the incident to Security immediately on the EMERGENCY NUMBER 888 (0116 252 2888)

[Information on accident/incident reporting on the Safety Services Website](#)

B: WHERE THE INCIDENT OCCURRED

Date:

Time:

Place where incident occurred

Location of incident

Onsite_within_building	Onsite_grounds or between buildings	Offsite

Department where incident occurred (if known)

Department

Area/floor/room/ full description if offsite or onsite grounds or between buildings

Building

C: DETAILS OF THE INCIDENT

Please give relevant details of what was happening leading up to, during and after the incident. Please feel free to supply photos, a diagram or sketch as additional documents if this will help.

D: ABOUT THE INJURED PARTY

Forename Surname Email
 Age Gender
 Job title/Student Status
 Home Address
 Street Line 2
 Town/City Post Code
 Telephone

Briefly describe any injury or injuries, and the affected part(s) of the body. eg 'Cut to index finger, right hand' or 'strain of lower back' etc

Was First Aid treatment needed?

What first aid treatment was given?

Who gave the first aid treatment?

	Yes	no
Did the injured party continue working following the accident?	<input type="text"/>	<input type="text"/>
Did the injured party go direct to hospital (eg. the A&E at the LRI)?	<input type="text"/>	<input type="text"/>
Has any information about how to access emotional support been given to those affected e.g. Counselling & Wellbeing?	<input type="text"/>	<input type="text"/>
Following the accident, was the injured party sent home from work, likely to be off work, or unable to do their normal work.	<input type="text"/>	<input type="text"/>

Please give duration of absence if known (days)

The Safety Services Office must be kept informed of developments and the date of the party's return to work

NOTE: Follow up and advise Safety Services if an injury causes subsequent time off work, even if the injured party originally returned to, or carried on working immediately following the accident.

Trade Union appointed safety representatives have a legal right under the Safety Representatives and Safety Committees Regulations 1977 to see all accident reports.
 If the injured party is happy for their personal details on this form to be provided to Trade Union appointed representatives then please indicate below

Yes	<input type="text"/>	No	<input type="text"/>	Not consented	<input type="text"/>	Date	<input type="text"/>
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E: Witnesses

Please provide witness details where applicable

Name	Department	Email	Telephone Number

F: Subsequent Action

In the case of an incident - whether involving physical injury or not - please summarise any action taken and/or planned to prevent a recurrence

G: Details of the person making the report.

Where possible, the person completing this section should be the Departmental Safety Officer, Supervisor or other Manager **NOT** the injured party. They should also be the person responsible for taking action to make the location/activity safe.

Forename Surname Position

Department Date

Telephone Email Signature

Please state who in management you have sent this incident report to for review

Name

Annex 3: Site Briefing Register

By signing the your name in the table below you confirm that you have been briefed by the Site Director/Supervisor, are aware of the proposed safe system of working and the hazards associated with the site and the planned works.

NAME (print)	Signature	Date
---------------------	------------------	-------------

Briefing Given by:

--	--	--

Briefing Received by:
