



THE
ENVIRONMENT
PARTNERSHIP



ARCHAEOLOGICAL INVESTIGATION AND RECORDING LAND AT MANCHESTER ROAD, HEYWOOD ARCHAEOLOGICAL WRITTEN SCHEME OF INVESTIGATION

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APPENDICES

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1.0 Introduction

- 1.1 This Written Scheme of Investigation (WSI) has been commissioned by Bellway Homes Ltd as part of a programme of archaeological works required in order to discharge Condition 17 of approved Planning Application 16/01399/HYBR for a mixed-use development at Land Bound By Manchester Road, Hareshill Road And Pilsworth Road West Of Junction 19 Of The M62 Rochdale. This planning condition states that;

"No development shall take place on any phase of development until the applicant or their agents or successors in title has secured the implementation of a programme of archaeological works for that particular phase. The works are to be undertaken in accordance with a Written Scheme of Investigation (WSI) submitted to and approved in writing by the Local Planning Authority. The WSI shall cover the following:

- a). A phased programme and methodology of investigation and recording to include:
- a historic building survey - archaeological evaluation - informed by the above, more detailed targeted excavation (subject of a new WSI)*
- b). A programme for post investigation assessment to include: - analysis of the site investigation records and finds - production of a final report on the significance of the archaeological and historical interest represented.*
- c). Dissemination of the results commensurate with their significance. d). Provision for archive deposition of the report and records of the site investigation.*
- e). Nomination of a competent person or persons/organisation to undertake the works set out within the approved WSI.*

Reason: To record and advance understanding of heritage assets impacted on by the development and to make information about the archaeological heritage interest publicly accessible in accordance with the requirements of Core Strategy Policy P2 and the National Planning Policy Framework. Reason for pre-commencement condition: To ensure the opportunity for archaeological investigation is undertaken as part of pre-commencement works on site in the public interests of recording and advancing understanding of the archaeological heritage of the site."

- 1.2 Development at the site is to be taken forward in phases, and this WSI deals with South Heywood Phase 1, which covers an area of approximately 5.5 ha to the west of Manchester Road, at NGR SD 85392 08724. This is referred to throughout this WSI as the 'development site'.
- 1.3 The local planning authority is the Rochdale Borough Council. The advisors to Rochdale Council on archaeological matters are the Greater Manchester Archaeological Advisory Service (GMAAS).
- 1.4 There are no historic buildings within the Phase 1 development site, therefore this WSI does not cover historic building recording.

- 1.5 This Written Scheme of Investigation follows and supersedes a previously approved WSI by TEP (document ref 8866.001) and provides a methodology for amended works following logistical issues at the development site and has been produced following consultation with the Heritage Management Director (Archaeology) at Greater Manchester Archaeological Advisory Service (GMAAS). A previous scheme of trial trench evaluation was aimed at assessing the site's potential to include prehistoric and Romano-British archaeological and the trenches in the Phase 1 site were targeted to evaluate topographic high points indicated by the OS 6" first edition map contours as well as a trackway shown on that map (figure 1). Due to site conditions parts of trenches 1 and 2 identified in 8866.001 were excavated however it was not possible to complete the evaluation works set out in the approved WSI.
- 1.6 The proposed archaeological works presented in this document comprise the excavation of three trenches measuring up to 20m in length, an area of watching brief targeting the proposed site of drainage manholes, and two areas measuring 5mx5m and 8mx8m which will be hand-cleaned and subject to archaeological investigation and recording. These areas and the approach to their investigation have been identified and confirmed through consultation with the Heritage Management Director following a site monitoring meeting.
- 1.7 This document has been prepared by TEP, a Registered Organisation with the Chartered Institute for Archaeologists (CIfA). It has been authored by a full Member of the CIfA. The archaeological works will be undertaken by appropriately qualified archaeologists at Oxford Archaeology North.



Figure 1: OS County Series Lancashire and Furness 1851 1:10,560. Showing raised elevation and earlier trackway across the centre of the development site. © National Library of Scotland

Aims and Objectives

- 1.8 The aim of the works will be to mitigate the impact of development and to gather sufficient information to establish the extent, condition, character and date (as far as circumstances permit) of the archaeological features and deposits within the areas of interest.
- 1.9 The programme of work is designed in accordance with paragraphs 189 and 199 of the National Planning Policy Framework (NPPF).
- 1.10 The research objectives of the programme of work will be determined by what archaeological remains are present within the development site. However, subsequent assessment and analysis will be in accordance with relevant objectives outlined in the updated North West Archaeological Research Framework (2006). Relevant objectives from the Prehistory and Roman Agendas may include:
- PH23: How can we identify previously unknown prehistoric sites?
 - PH26: What was the changing nature of the relationships between people and their environment during the prehistoric period?
 - PH30: What can incidental, residual lithics tell us about Mesolithic activity and settlement locations?
 - PH32: How can targeted survey and excavation address the issue of sparsity of Neolithic settlement in the North West?
 - R20: How can we identify regional types and patterns of distribution, despite low levels of material culture across the region?
 - R27: How can the analysis of the origin of stone for buildings, funerary structures and querns help to determine patterns of resource exploitation and trade?

2.0 Policy, Standards and Guidance

- 2.1 Section 16 of The National Planning Policy Framework (NPPF), revised February 2019, describes the provisions specifically relating to conserving and enhancing the historic environment.
- 2.2 Paragraph 189 advises local planning authorities to require an applicant to describe the significance of any heritage assets affected by their proposal, including any contribution made by their setting, including *"where a site on which development is proposed includes, or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation"*. It states that *"the level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance"*.
- 2.3 Paragraph 199 states that *"local planning authorities ... should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible"*. The request for pre-determination works attached to the planning application, and this corresponding WSI, are in accordance with this policy provision of the NPPF.

Guidance

- 2.4 The guidance most relevant to this WSI is provided in:
- Chartered Institute for Archaeologists 2020, Standard and Guidance for an archaeological watching brief;
 - Chartered Institute for Archaeologists 2020, Standard and Guidance for archaeological excavation;
 - Chartered Institute for Archaeologists 2020, Standard and Guidance for field evaluation;
 - Chartered Institute for Archaeologists 2020, Standard and Guidance for the collection, documentation, conservation and research of archaeological materials;
 - Chartered Institute for Archaeologists 2020, Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives; and
 - Historic England, 2015 Management of Research Projects in the Historic Environment (MoRPHE).

Monitoring

- 2.5 The implementation of the works outlined in this WSI will be monitored by the Heritage Management Director at Greater Manchester Archaeological Advisory Service (GMAAS) on behalf of the local planning authority (LPA). GMAAS will be kept up to date with progress during all phases of the archaeological works.
- 2.6 All archaeological fieldwork will be undertaken by a suitably qualified archaeologist, working under the direction of a full Member of the Chartered Institute for Archaeologists, or equivalently qualified project director.

3.0 Background

Geology and Topography

- 3.1 The solid geology is recorded by the British Geological Survey as Pennine Lower Coal Measures Formation, Mudstone, Siltstone and Sandstone. In the east this is overlain by Devensian Till, which is recorded as Diamicton, indicative of former ice age conditions, with deposits left by meltwater. In the centre raised area of the site, the overlying deposits are Glaciofluvial Ice Contact Deposits, Devensian - Sand and Gravel, which are also set down by glacial meltwater action. To the west, the overlying deposits are Lacustrine Deposits - Sand and Gravel, which are indicative of a past local environment previously dominated by lakes. It is noted that the presence of Lacustrine Deposits adjacent to the higher elevation in the centre of the site may indicate archaeological potential for prehistoric lakeside activity in the area. The historic course of the Whittle Brook is also depicted on historic mapping as closer to the east of the development site in the 19th century before its later diversion.
- 3.2 The soils on the site are categorised as Soilscape 10: Freely draining slightly acid sandy soils, which may limit the potential for recovery of any human or animal bone which may be associated with the archaeological remains of a settlement site, but it could also preserve other organic materials and ceramics. The development site is at 119m above Ordnance Datum in the west, rising to 122m to its highest point in the centre and drops down to 120m in the south-east and east towards Manchester Road.
- 3.3 As noted in the North West Archaeological Research Framework, and 2018 consultation comments from GMAAS, the topographic and geological conditions of the development site, which comprise an elevated area of land on free draining sandy soils close to watercourses and former mossland also indicates archaeological potential for prehistoric activity in the area.

Archaeological and Historic Background

Historic map evidence

- 3.4 Available historic mapping shows that the study area which includes the development site comprised open moorland in post medieval period until enclosure in the late-19th century. The character has endured until the present day.

Prehistoric

- 3.5 North West England has a number of recorded sites which provide evidence of changes in climate, relative sea level, and past vegetation in the early prehistoric period (North West Archaeological Research Framework 2006). This environmental evidence also provides a background to understanding the movement of people during this time, as a reaction to changes in the environment and this can be used to aid interpretation of the regions' early prehistoric sites. The main areas which retain direct evidence of human activity in the Palaeolithic period however are still cave sites, and there is still little evidence of settlement activities in this period within the study area.

- 3.6 Mesolithic settlement activity has been recorded across the region in a variety of settings and environments and these sites have demonstrated several phases of occupation. However, the primary evidence from this period in the study area tends to be in the form of lithic scatters recorded during field walking or incidentally during large scale excavations. Within the wider study area, Mesolithic flints have been recovered, and environmental evidence of woodland clearance has also been recorded. The climate appears to have supported hunter gatherer populations in Lancashire at this time, however settlement may have been seasonal, following the movement of game animals between the lowlands and Pennine hills.
- 3.7 Into the Neolithic period the Lancashire climate appears to have shifted to a cooler and wetter environment. This, along with woodland clearance and the creation of grazing land for animals, contributed to the formation of large areas of moss (blanket bog) across the region. The development site appears to be located within the former site of Siddal Moor (as evidenced on the 1786 map of Lancashire by Yates), which was likely an area of mossland and evidence of peat is known within the vicinity, although it has not been recorded yet within the site itself. These cooler waterlogged conditions are suggested to be the cause of limited settlement activity in the area during the Neolithic period, and only one burial monument, comprising a cairn dating to the Neolithic to Bronze Age period, is recorded in the north-east of the study area.
- 3.8 This wet climate in the study area is thought to continue into the Bronze Age with the abandonment of some formerly occupied sites, and this state of use continues into the Iron Age period. In the wider region there has been evidence of settlement and farming activity, as well as funerary sites on the Pennine fringes and also in lowland areas. In the study area, the Bronze Age is represented by a find spot of a Bronze Age stone axe in Heywood to the north, and two were also found to the north-east of the development site adjacent to the Whittle Brook. These may represent votive deposits.
- 3.9 Recent archaeological investigations in the region have recorded that the typically Iron Age hillforts in North West England have their origins in the Late Bronze Age. The Iron Age period appears to develop upon field systems established elsewhere in the Bronze Age and farming activity intensified, which may have been a result of population pressures. In the south of the region, earlier settlement sites developed further in the later Iron Age and the number of lowland rural settlements also increased at this time. To the south-west of the study area a possible Iron Age settlement was recorded at Rhodes Green, and to the north-east at Calderbook, a beaded torque was found by workman in 1832. To the south-west at Salford along the Salteye Brook, a similar site in character to that of the development site, located on a natural low promontory with free draining sandy soils, revealed the remains of prehistoric and Late Pre-Roman Iron Age to Romano-British occupation/settlement in this area, during an evaluation by UMAU in 2008. This settlement included the remains of postholes/pits and linear gullies and the archaeologists also recovered late Mesolithic worked flint, a quern fragment and fire cracked pebbles (University of Manchester Archaeological Unit 2008). Another similar site in topography and location, was partly excavated near Cadishead, close to Chat Moss, provided comparable results, but also included an enclosure with the remains of a number of hut circles.

Roman

- 3.10 It is thought that prior to the arrival of Roman troops into North West England, the area would have been part of the large northern territory belonging to the Brigantes tribe. This area stretched across northern Britain and was primarily focussed around Yorkshire, with its administrative centre east in what is now Aldborough, first recorded by its Latin name *Isurium Brigantum*. By 70 AD sometime after the initial Roman invasion, the region eventually became the northern frontier of Roman Britain and soon after a number of Roman forts were established in Manchester, Lancaster, Ribchester and Castleshaw, located 15km east of the development site. Continuing excavations at Castleshaw have revealed more about the life and functions of this site from 79 AD, including five Roman roads, gated entranceways, timber workshop buildings, industrial waste pits and also some Mesolithic flint finds, to indicate that the site has been in use almost continually since the prehistoric period. A local Roman road is thought to cross through Rochdale, north of Heywood and across to Bury, some way from the development site's location.

Early Medieval

- 3.11 After the departure of the Roman legions in the 5th century AD, the region eventually became part of the Kingdom of Northumbria, whose border with Mercia is thought to be to the east of the study area along the River Tame. Æthelfrith, the king of Northumbria in the 7th century is thought to have crossed through the study area with his troops on the way to Battle of Chester, which is recorded as taking place at some time between 605 and 616, by a number of sources including Bede.
- 3.12 Heywood is not recorded in the Domesday survey of 1086, however its name is derived from the Old English for 'High (or chief) wood' (Mills 2011), therefore it is likely that there may have been some small woodland settlement in the study area by the time of the Norman Conquest in 1066 - 1075. Hopwood to the north of the development site is recorded in the Anglo-Saxon Chronicles as 'Hopwode', its place name meaning a 'wood in a small enclosed valley' and Rochdale was recorded in the Domesday Book later in 1086 as 'Recedham', from the Old Norse meaning 'Valley of the River Roch' (Mills 2011) and included 9.5 leagues of woodland. Together this indicates that the study area was initially well wooded in the early medieval period, and would have been cleared later in the early medieval and medieval period for agriculture and settlement expansion. To the north at Heywood, at the site of Gristlehurst Hall, excavations in 2014 revealed a clay-lined pit with a stone foundation, which opened onto an area that included a soot- and charcoal-filled hollow. The dating evidence for the charcoal found in the kiln structure indicated a date of 987-1045 AD for this feature.

Medieval

- 3.13 The place name 'Heghwode' was first recorded in 1246 and would have been in the parish of Hopwood at this time. The development site was likely within Siddal Moor, then part of Whittle, which was a detached portion of Bury Parish. The development site was located north-east of the small settlement of Birch, however a number of medieval features relating to agriculture are recorded within and adjacent to the including field systems, terracing and ridge and furrow cultivation remains. Prior to the 14th century the climate had improved, making more land available for agriculture and the free draining sandy soil would have been useful for both arable and pasture farming. The watercourses of the area such as the Whittle Brook would have provided access to water for livestock, and would have been able to supply the water for a possible homestead moat site at New Gap Farm to the south of the development site. Many moated homesteads were constructed in the 13th and 14th centuries, possibly in response to increasing pressure on food supplies due to a change in climate to wetter, cooler conditions and also a rise in taxes and consequently civil unrest, from which landowners sought security and protection from within their moated sites. To the south-west of the development site, the site of the medieval settlement of Meadowcroft survives as earthwork and cropmark remains, and excavation and field walking revealed an industrial site with iron working and smelting activities.

Post Medieval

- 3.14 Further industrial activity in the study area in the late medieval to post medieval period was recorded in a lease dated 1587 between Edmund Hopwood and Isabella Schoharie which referred to a 'Coleyfylde' at Siddal. This demonstrates that the potential for coal mining in the vicinity was known from at least the late-16th century, and if it was carried out, would have been in the form of bell pits and shallow workings. In the 16th century woodland traditionally used for fuel was in short supply, so it is likely that the early medieval woodland of the study area would have been cleared by this time and mining for coal as an alternative source of fuel began to increase in popularity. Within the western end of the development site and to the east of Manchester Road, some post medieval features associated with coal mining are recorded in the Greater Manchester HER.
- 3.15 Siddal Moor was recorded in a 1570 survey of the lands of Edward Hopwood, and was described as comprising 500 acres with the right to turbary, therefore the peat on Siddal Moor was subject to cutting for fuel. A small area of peat is recorded with in the Greater Manchester HER adjacent to the southern boundary of the development site. The southern boundary of Sidall Moor can still be traced along Dr Fold Lane to the south, and partially along remaining hedgerow to the west and Mercers Road in the north. The 18th century farmsteads of Siddal Moor Farm, to the north, and New Gap Farm, to the south are recorded on historic mapping before the time of the Sidall Moor Enclosure of 1815, following an Act of Parliament in 1812. Following the tithe awards in 1838 and 1840, the former moorland was also exploited for compost manufacturing due to peat's natural abilities to hold water and nutrients for use in gardening. Coal mining on the moor was also continued in this time by the Hopwood family, and some of the straight hedgerow boundaries from the 1815 moor enclosure remain extant on the development site to the present day.

4.0 Programme of Archaeological Works

- 4.1 The development site comprises three fields of rough pasture demarcated by the remains of straight hedgerow boundaries.
- 4.2 The archaeological works will comprise the excavation of three evaluation trenches measuring up to 20m which will be located in agreed positions along the northern site boundary and adjacent to the site compound. A watching brief will be carried out during works associated with the installation of drainage at the northern extent of the site. Two areas have been identified for hand-cleaning and investigation and will comprise areas measuring 5mx5m and 8mx8m. The location of these works is shown on Appendix A. The position of the archaeological trenches and working areas will be set out by the site engineers.
- 4.3 The locations of the evaluation trenches and other areas of investigation and recording have been confirmed in consultation with the Heritage Management Director for GMAAS.
- 4.4 All field work will be carried out by Oxford Archaeology North working under the direction of a full Member of the Chartered Institute for Archaeologists.

Method of Excavation

- 4.5 The trial trenches will be mechanically excavated using a machine fitted with a toothless ditching bucket. Under instruction the topsoil and overburden removed down to the first significant archaeological horizon in successive level spits of a maximum 0.1m thickness.
- 4.6 The watching brief will comprise the continuous observation of groundworks by a supervising archaeologist. The two areas identified for investigation and recording will be hand-cleaned to expose any archaeological features or deposits, which will be appropriately investigated and recorded in accordance with the methodology set out in this WSI.
- 4.7 All machine work will be carried out under direct archaeological supervision and the machine will be halted if archaeological deposits or features are encountered. The top of the first significant archaeological horizon can be exposed by the machine, but will then be cleaned by hand and inspected for features and then hand excavated. At each soil horizon change, the supervising archaeologist will indicate to the machine driver that each stratum should be stored separately.
- 4.8 The archaeological works will provide an accurate record of any archaeological and paleo-environmental finds, features, artefacts or ecofacts identified.
- 4.9 Excavations will be undertaken by hand. Any archaeological surfaces that are present will be cleaned sufficiently to enhance any features, site levels will be related to the Ordnance Survey National Grid and Datum. The general site plans will be hand drawn at a scale of 1:50 or 1:100.

Method of Recording

- 4.10 Discrete features will be half-sectioned, or fully excavated if features are part of recognisable structures, contain deposits or artefacts of particular value, or likely to hold significant artefact or environmental assemblages. Intersections will be investigated to establish strategic relationships. Representative sections of linear and curvilinear features will be sample excavated away from intersections or other features or deposits, to obtain unmixed samples of material. Sections will be drawn at a scale of 1:10 or 1:20, as appropriate. Environmental bulk samples (usually 40 litres) will be taken where the deposit is likely to contain significant environmental assemblage. All records will be undertaken using pro form record sheets.
- 4.11 Sampling strategies will be in accordance with the archaeological sub-contractor fieldwork manual and described in their method statement as well as be the requirements of GMAAS.
- 4.12 The archaeological contractor will make appropriate pre-and post-excavation site records. All finds and features will be accurately located and planned accurately at appropriate scales. All site photographs will be taken using a digital SLR camera with a sensor of a minimum of 12 megapixels. All photography will be undertaken in accordance with Historic England guidance, Digital Image Capture and File Storage: Guidelines for Best Practice, 2015.

Unexpectedly Significant or Complex Discoveries

- 4.13 Should the works encounter unexpectedly significant or complex discoveries made that warrant, in the professional judgement of the archaeologist on site, more detailed recording than is appropriate within the terms of the WSI, then TEP will contact the GMAAS with the relevant information to enable them to resolve the matter with the client.
- 4.14 Should remains or features of possible national archaeological importance be observed, fieldwork will cease on the relevant part of the site until these remains have been inspected by GMAAS (as advisors to the Local Planning Authority) and the appropriate Historic England Inspector of Ancient Monuments.

General

Finds

- 4.15 All finds or environmental samples recovered during the archaeological works will be assessed and reported on by internal and external specialists of the archaeological contractor. A list of specialists for the project will be provided in a method statement from the appointed archaeological contractor prior to works commencing.
- 4.16 All finds will be treated in accordance with current best practice as set out in Chartered Institute for Archaeologists and Historic England guidance.

Human Remains

- 4.17 If human remains are encountered during the excavation, they will be left in situ and GMAAS and the coroner notified. If it is deemed appropriate to excavate human remains, this will be done in accordance with appropriate Historic England and Chartered Institute for Archaeologists guidance (e.g. ClfA Technical Paper 14 Excavation and Post-excavation Treatment of Cremated and Inhumed Remains). Excavation, removal from site, analysis and final placing will all be subject to the requirements of the appropriate Ministry of Justice licence and any local environmental health regulations.

Treasure

- 4.18 If any artefacts are encountered that would constitute 'treasure' as defined by The Treasure Act, 1996 and the Treasure (Designation) Order 2002, they will be reported to the local Coroner and relevant Finds Liaison Officer. Any artefacts deemed to be Treasure should be excavated on the day they are discovered and removed to a secure site. If this is impractical then appropriate security provided until full excavation and removal can occur.

Paleo-environmental sampling and analysis

- 4.19 The paleo-environmental assessment aims to identify areas within the development footprint where conditions are such that deposits suitable for the study of past environments are preserved. These most commonly occur in the form of subsurface peat layers, but are also taken to include all waterlogged deposits. The identification of any suitable areas will take place during the archaeological evaluation.
- 4.20 Should any such deposits exist within the area of impact, samples will be taken by a suitably qualified specialist sub-contractor.
- 4.21 The samples would be assessed for their potential by internal or external specialists of the archaeological contractor, and suitable techniques applied to sub-sample from select cores to determine the preservation and taxonomic diversity within the samples. This is likely to include assessing for one or more of the following:
- Pollen (focussing on organic units)
 - Diatoms (focussing upon lithological transitions within and at the base of the Holocene sediment stack)
 - Foraminifera (focussing on mineral strata and in particular on transitions)
 - Plant macro-remains (focussing on organic units)
- 4.22 Having assessed the potential for analysis a project design will be produced that will provide a detailed proposal for analysis (including, for example, C14 dating, loss-on-ignition to measure organic carbon content, humification and mass specific magnetic susceptibility) of any present selected samples.
- 4.23 If necessary and appropriate the advice of the Historic England Science Advisor for the North West will be sought.

Programme

- 4.24 It is anticipated that the works will happen in accordance with the following programme:
- 23rd September 2022 - submit WSI for approval by GMAAS
 - 27th to 29th September 2022 undertake archaeological works
 - +4 weeks - report
 - +8 weeks - deposit archive

Organisation and Key Personnel

- 4.25 TEP is a Registered Organisation with the Chartered Institute for Archaeologists (CIfA). The heritage team is under overall management of **Jason Clarke BSc MA MCIfA, Associate Director, Historic Environment (TEP)**.
- 4.26 The archaeological works will be undertaken by appropriate qualified archaeologists from Oxford Archaeology North (OAN) and will be managed by **Paul Dunn BA (Hons), equivalently qualified project director, Senior Project Manager (OAN)**.

5.0 Reporting

- 5.1 In accordance with the principles of Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2015) and the Management of Archaeological Projects, 2nd Ed (MAP2) (English Heritage 1991), a programme of assessment and reporting will be undertaken, following completion of the archaeological evaluation fieldwork.
- 5.2 In the event of negative, or non-complex findings, a report will be produced detailing the results of the fieldwork within four weeks of the end of the fieldwork and archived within six months. If archaeology is revealed within the development site that requires further work, the results of the evaluation will be utilised to produce a project design for a mitigation strategy. The evaluation report will include;
- a front cover to include the NGR, and HER reference number
 - a concise, non-technical summary of the results,
 - the circumstances of the project and the dates on which the fieldwork was undertaken,
 - description of the methodology, including the sources consulted,
 - a very brief summary of the historical background of the study area,
 - a statement, where appropriate, of the archaeological implications of the impact,
 - a copy of this project design, and indications of any agreed departure from that design,
 - the report will also include a complete bibliography of sources from which data has been derived, and a list of any further sources identified but not consulted,
 - a site location plan related to the national grid,
 - appropriate plans showing the location and position of features or sites located,
 - plans and sections showing the positions of deposits and finds,
 - illustrative photographs as appropriate,
 - coordinates (latitude/longitude) of relevant sites if archaeological remains have been discovered.
- 5.3 In the event of archaeologically significant finds, the results of fieldwork combined with subsequent archaeological evaluation and mitigation will also be published in a relevant and appropriate journal, or other publically disseminated publication, as appropriate.
- 5.4 Pottery reports will refer to the appropriate type series.

6.0 Archive

- 6.1 A copy of the report provided as a PDF on disk, and as hard copies, will be submitted to the Greater Manchester Historic Environment Record.
- 6.2 An archive of the results of the archaeological work will be produced, in accordance with current English Heritage guidelines (Management of Archaeological Projects, Appendix 3, 2nd edition, 1991) and Chartered Institute for Archaeologists Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA 2020). The archive will contain any site matrices, and summary reports of the artefact record, context records, and any other records or materials recovered.
- 6.3 Greater Manchester HER will be informed of fieldwork commencing and of the arrangements made for deposition of the project archive.
- 6.4 The original record archive of projects (paper, magnetic and plastic media), and a full copy of the record archive (microform or microfiche), together with the material archive (artefacts, ecofacts, and samples) will be deposited with the relevant local archive.
- 6.5 Any relevant archive generated will be deposited with an appropriate regional depository, it is understood that a charge may be made for this and that the depository will need to be contacted to agree to the deposition of any archive in advance.
- 6.6 Details of the work will be entered on the OASIS database at <http://ads.ahds.ac.uk/projects/oasis>.

7.0 Health and Safety

- 7.1 The archaeologists on site will naturally operate with due regard for Health and Safety regulations. Where archaeological work is carried out at the same time as the work of other contractors, regard should also be taken of any reasonable additional constraints that these contractors may impose.
- 7.2 All work on site would be undertaken strictly in accordance with the project health and safety plan and task specific risk assessments. All companies working on the project will adhere to the client's required quality, health, safety and environment controls.
- 7.3 Access routes to working areas would be specified by the client and access would only be permitted to those routes and the area of the fieldwork.
- 7.4 All site staff, including subcontractors and visitors, will prove that they have attended a site induction and have the necessary competencies (e.g. CITB training for machine operators and CSCS cards) and any other necessary health and safety qualifications.
- 7.5 The archaeologists will maintain a record of site attendance for each day that they attend site for the archaeological works.
- 7.6 All site staff personnel will wear PPE consisting of gloves, goggles, hardhat, steel toe-capped boots with mid-sole protection and high visibility vest or jacket at all times. All equipment must be 'fit for purpose' and be maintained in a sound working condition that complies with all relevant Health and Safety regulations and recommendations, including;
 - Coronavirus (COVID-19) Government Guidance for Working Safely;
 - Health & Safety at Work Act 1974; and
 - Management of Health & Safety at Work Regulations 1999.
- 7.7 The Archaeological Contractor will have their own Health and Safety policies compiled using national guidelines, which conform to all relevant Health and Safety legislation and best practice. The RAMS provided by the Archaeological Contractor will include a specific section covering Coronavirus (COVID-19) for working safely.

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The North West England Regional Research Framework, 2006
<https://researchframeworks.org/nwrf/>

Websites

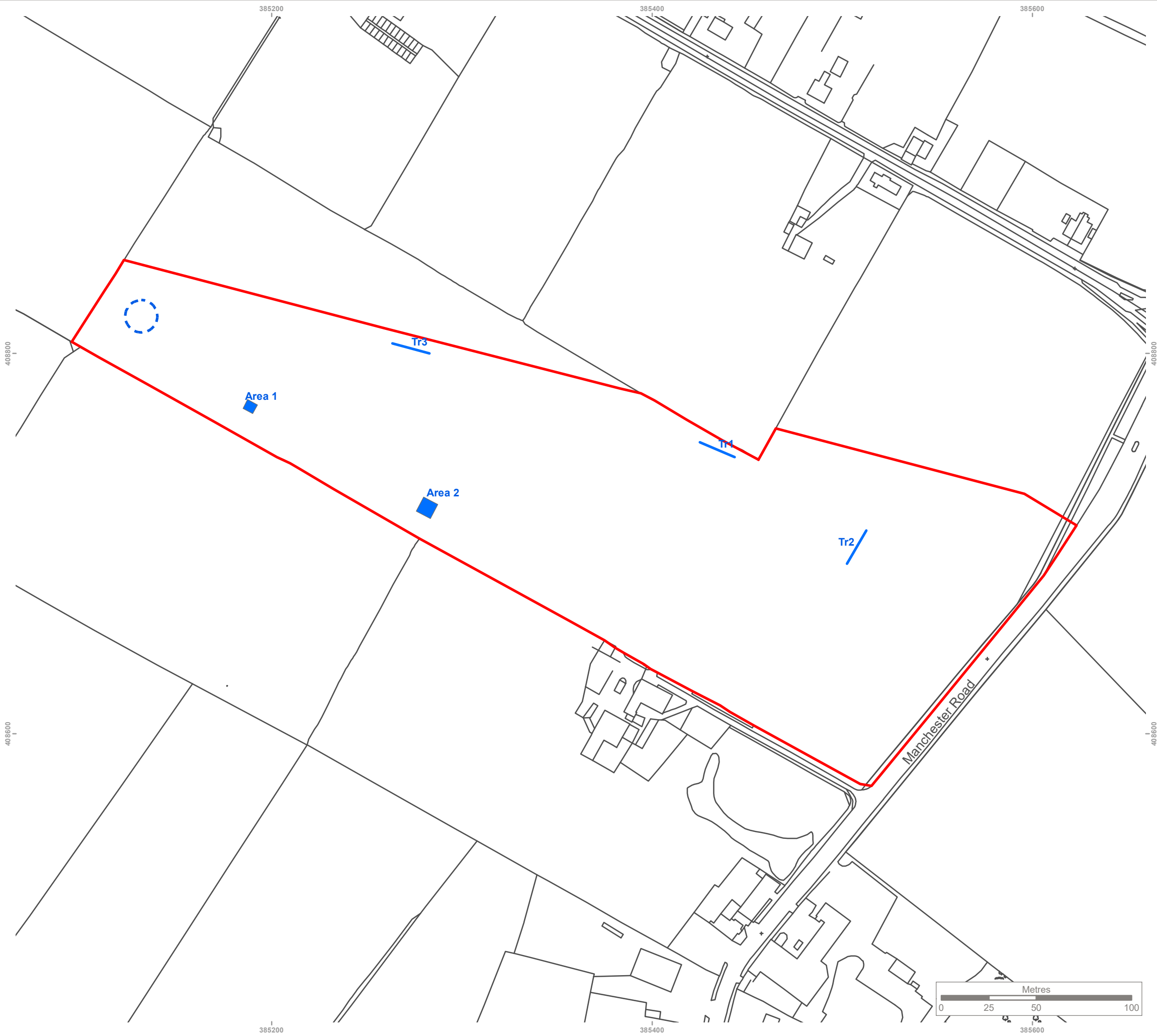
Heritagegateway.org.uk

Old-maps.co.uk

www.british-history.ac.uk

www.pastscape.co.uk

APPENDIX A: Plan of Proposed Archaeological Works



KEY

- Site boundary
- Archaeological trial trenches
- Investigation areas
- Watching brief area

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Rev	Description	Drawn	Approved	Date

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Project
Manchester Road, Heywood

Title
Plan of Proposed Archaeological Works

Drawing Number
G8866.002

Drawn	Checked	Approved	Scale	Date
AB	-	JC	1:2,000 @ A3	23/09/2022

APPENDIX B: Risk Assessment Method Statement

Oxford Archaeology Method Statement and Risk Assessment for an Archaeological Evaluation at Manchester Road, Heywood, Rochdale, Greater Manchester

Method Statement and Risk Assessment (RAMS)

Archaeological Evaluation at Manchester Road, Heywood, Rochdale, Greater Manchester

Invoice Code: L11371

OA Document File Location: X:\Paul\Projects\L11371_Manchester_Road_Heywood\H&S
Issue No: V. 1
Date: June 2021
Prepared by: Paul Dunn (Senior Project Manager)
Checked by: Paul Dunn (Senior Project Manager)
Reviewed and Approved for: Alan Lupton (Operations Manager)
Issue by:
Signature:

Template Issue No: 3.3

Date: May 2021

Updated by: D Poore CBO

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Introduction

This document is a combined Method Statement and Risk Assessment that sets out the proposed methods by which the fieldwork will be carried out, with details of supervision arrangements and the approach to management of key risks, based on a detailed assessment of the site's hazards. It comprises:

- A project/task overview presenting the key information;
- A description of the methodologies and procedures to be followed;
- The Risk Assessment.

It should be implemented and read in conjunction with the OA **Site Safety Procedures Manual and the addendum for the Site Specific COVID 19 measures, included within this document.**

All staff will be briefed on the safe system of work for the site as defined by this Method Statement and Risk Assessment, by means of initial Project Inductions, weekly briefings, task specific briefing and toolbox talks. The Project Officer/Supervisor will adhere to the OA Site Safety Procedures Manual at all times.

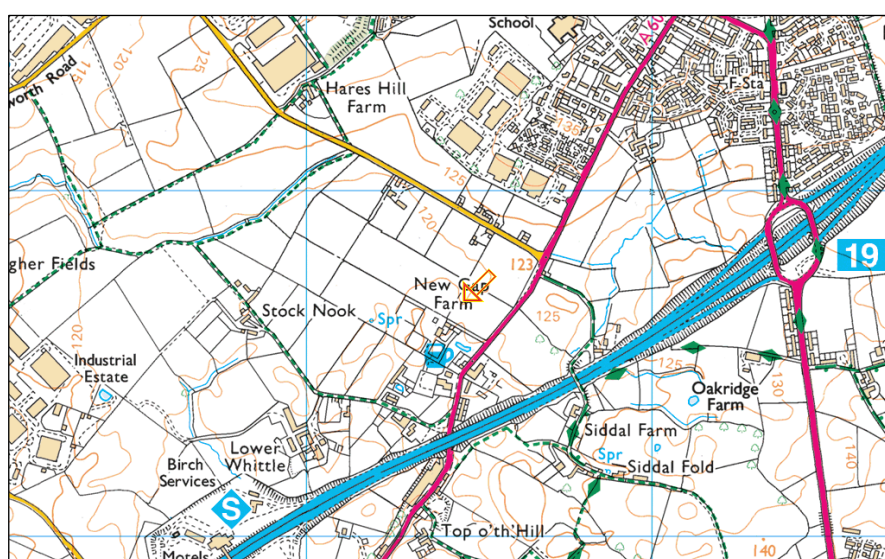
Project/Task Overview

Site Location (NGR)	SD 85362 08730
Address	Manchester Road, Heywood, Rochdale, Greater Manchester, OL10 2TD
What3Words reference square (see https://what3words.com); this will usually be the site's emergency assembly point	rft.even.saying
Date and Duration of work	Late July/Early August; 2 days
Oxford Archaeology Contacts	Project Manager, Paul Dunn, Phone no: 07584 501 570
	Project Officer/Supervisor, TBC, Phone no
Client Contacts	TEP, Senior Historic Environment Consultant, Sarah Hannon-Bland, Phone no: 07703 107 909
Subcontractor Contacts	
Other Contacts	

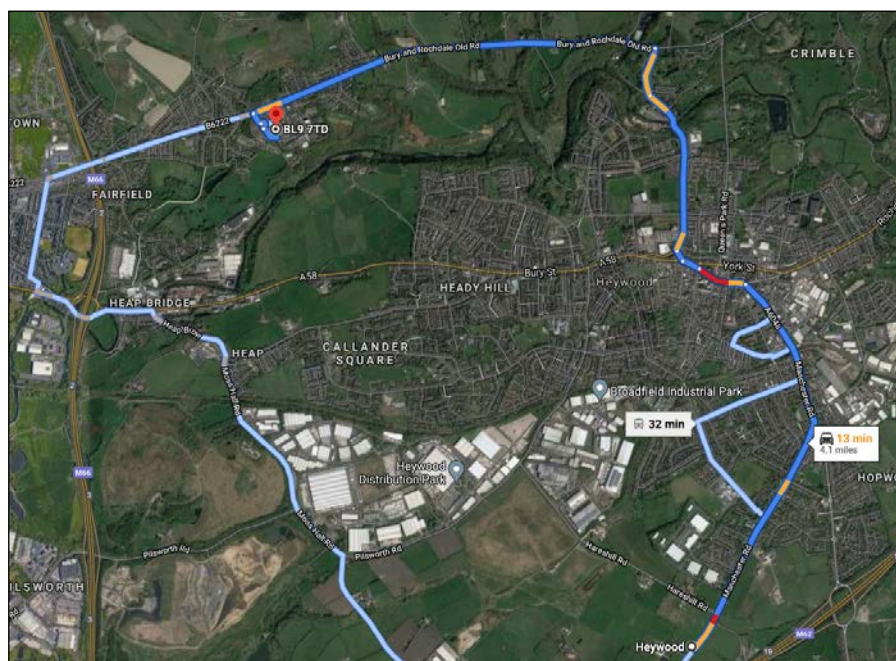
Briefing of Project Officer/Supervisor in charge of the Work	I confirm that I have read and understand the requirements of this Method Statement and associated Risk Assessments and will ensure their communication to all operatives under my control and to those who may be affected by its requirements Print name: Signed: Date:
---	---

Emergency Procedure	Evacuation Procedure
1) Give first aid 2) Dial 999 provide site address 3) Direct emergency vehicles (using WhatThreeWords reference) 4) Inform all relevant parties	1) Sound the alarm 2) Evacuate safely to assembly point 3) Take register 4) Follow emergency control instructions

Nearest Hospital: Fairfield General Hospital, Rochdale Old Road, Bury, Lancashire, BL9 7TD (401 miles from site). Tel no.: 0161 624 0420



Site Location



Hospital Location

Project Description and Duration	Four trenches, each measuring 50m x 2m, will be excavated across the site at pre-determined positions (see Written Scheme of Investigation). Initial archaeological work in each case will consist of the removal of the existing grass surface within the area of the trenches and any underlying deposits until the natural geology or the first significant archaeological horizon is identified, whichever is encountered first. Exposed archaeological features will be investigated by hand, as per the methodology outlined in the Written Scheme of Investigation, in order to achieve the aims of the evaluation. Should trench depths exceed 1m and if archaeological remains are present and access is required, trenches will be stepped to allow safe access for personnel to work within the trench. Work is likely to take 2 days on site. Working hours will be: 8.00 to 16.00, Monday to Friday, with breaks as follows: 10am and 1pm
---	---

Personnel, Plant and Equipment

Personnel	Required Competence		
	<i>Minimum Training (note – all staff will have a CSCS card as standard, and will have received introductory H and S Training as part of their OA Day 1 Induction)</i>	<i>Experience in commercial archaeology (durations are indicative – will also be dependent on aptitude)</i>	
Project Manager	SMSTS	10 years	
Project Officer	SSSTS, 1st Aid at Work, CAT and Genny, Drivotech Driver Assessment, Asbestos Awareness	6 years	
Supervisor	SSSTS, 1st Aid at Work, CAT and Genny, Drivotech Driver Assessment, Asbestos Awareness	3 years	
Plant Marshal	NPORS N133 Plant Marshal or CITB General Awareness when working with Construction Plant	2 years	
CAT Scanner	Cat and Genny	2 years	
Assistant Supervisor	All H and S elements of the OA ‘Archaeologist to Assistant Supervisor’ training course (or equivalent)	2 years	
Archaeologist	All H and S elements of the OA Graduate Trainee scheme (or equivalent)	6 months	
Trainee archaeologist	CSCS card (CITB H and S test)	n/a	
Welfare arrangements			
OA to provide welfare in the form of a portaloo, hired from Sunbelt Rentals A sanitary waste bin supplied by BinnyBins is provided. Emergency Period Packs are provided and each contain an information and contents list, a variety of pads and tampons, hand and surface wipes, tissues and moist toilet wipes, disposal bags and hand sanitiser.			
Plant			
Item	Type	Specific Requirements	Certificates Viewed?
Mechanical Excavator (1x)	13 tonne 360 tracked	None	To be provided by Clive Hurt Plant Hire prior to deployment

Equipment and Materials			
Item	Type	Specific Requirements	Competent Operator?
Cable Detection Tool	Cat & Genny	GPS logging	Yes
DGPS	Leica G07	N/A	
PPE			
Item		Activity	
Hi-vis (vest)		All	
Hi-vis waterproofs		All	
Hard hats		All	
Safety boots		All	
Gloves		Dynamic Risk Assessment	
Protective eyewear		Dynamic Risk Assessment	
Ear protection		Dynamic Risk Assessment	
FFP3 facemasks (fitted) and overalls		Designated contamination zones	
Protection and Exclusion			
Safe System of Work/Procedure		Additional information (also see Methodology and Procedure, below)	
Plant/pedestrian routes defined		Follow methodology below	
Various environmental constraints		None known	
Contamination zones		None known	

Tasks and Sequence of Work

Order	Task	Description
1	Induction	All staff and plant operators to be briefed in this RAMS document. All to sign to say they have read and understood
2	Briefing	Brief plant operators – establish protocols and signals
3	Set-out	Survey and demarcate trench locations
4	Initial and continual buried services CAT scan	Trained and experienced CAT and Genny operator to scan all trench locations and mark up any identified services. Trenches to be moved if required to avoid services
5	Mechanical trench excavation	Excavator to remove spoil under constant archaeological supervision, topsoil will be bunded on one side of the trench, whilst subsoil will be bunded on the opposite side. Mechanical excavation will proceed to the first significant archaeological horizon, natural geology or a safe working depth of 1m, whichever is encountered first
6	Hand excavation	Hand excavation and recording according to archaeological methodology
7	Reinstatement	Once the trenches have been signed off, they will be backfilled by the mechanical excavator
8	Demobilisation	Report to Manager and client and advise them of the status of the site and that OA are demobilising. Return archive and equipment to OA.

Site Information:

The following list sets out key information which must be requested from the Client and used when assessing risk, and in advance of mobilisation to site. Please record which of these (and any other specific Site Information) have been requested, which have been supplied, and how this information (or the lack of it) has been used.

Services Plans (buried and overhead):	Requested Yes	Received No	Measures taken – to be provided by the client prior to the commencement of the fieldwork
Contamination Information/Survey, including Asbestos:	Requested Yes	Received No	Measures taken – to be provided by the client prior to the commencement of the fieldwork
Access Arrangements inc Landowner/Tenant details:	Requested Yes	Received No	Measures taken – to be arranged by the client prior to the commencement of the fieldwork
Arrangements for Preventing Unauthorised Access to Site:	Requested Yes	Received Yes	Measures taken – rural site with a gated access
Environmental constraints, e.g. newts, nesting birds, badger setts, invasive species	Requested Yes	Received No	Measures taken – no known environmental constraints, however, the
Client/PC procedures for control of spread of COVID 19	Requested Yes	Received Yes	Measures taken – OA will be the lead contractor on site, as such, the COVID measures set out in the attached addendum will be followed by all staff and visitors

Methodology and Procedure

Supervision Arrangements	OA is the Lead Contractor, and will control all aspects of the Safe System of Work for the site. This RAMS document covers all risks associated with OA's activities on site. It should also consider hazards posed by the activities of other contractors on site, where those hazards might pose a risk to OA employees. Dan Poore, Chief Business Officer, is the OA Director with responsibility for Health and Safety. He is advised by OA's Health and Safety Advisors (Ken Welsh (OAS), Anthony Haskins (OAE), Fraser Brown (OAN) and Becky Peacock (OAS)). Paul Dunn, OA Project Manager (who will be based in the Lancaster office), has produced (or overseen the production of, and approved) this RAMS, and will monitor its implementation; he will note any changes of circumstances which may affect health and safety, and amend the RAMS if necessary. The Project Manager will ensure that the following information is displayed/available on the site: copy of the HSE poster 'Health and Safety Law - What You
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	should Know', Construction Phase Plan (if applicable), the RAMS, the Site Safety Procedures Manual, Emergency Information Sheet giving details of nearest hospital etc. Day-to-day Site Supervision will be by TBC, OA Project Officer/Supervisor, who will be based on site full-time, and who will implement the requirements of this RAMS, under the overall direction of the Project Manager. If TBC is not on site they will delegate this responsibility to another member of the site team or other replacement (an Assistant Supervisor or above) who will be fully briefed in their responsibilities.
Monitoring Systems	Monitoring will be undertaken by an OA Health and Safety Adviser, or a member of the Senior Management Team at OA, using the Site Safety Inspection proforma contained within the OA Site Safety Procedures Manual (SSPM - copy available on request). During these inspections the SSPM Safety Checklist will be examined to ensure full compliance with the OA Safe System of Work. The Project Manager will also undertake and record regular H and S Monitoring visits.
Operational Sequence	<u>Prior to Excavation</u> The OA surveyor will set out each agreed trench locations using a GPS. Once the trenches have been set out, the OA Supervisor will check the surveyed trench locations against service plans provided and ensure that a full CAT scan is carried out before the ground is broken and at regular depth intervals thereafter, in order to avoid any services not located on the service plan. Trenches may be relocated, if necessary, to avoid services. Any services, either buried or overhead, will be marked out (with a clear visible marker such as a line of cones and rope) to indicate buffer zones that plant must not enter. Crossing points will be set out using goalposts. Trench locations will be suitably demarcated/secured with Netlon fencing prior to any excavation. The fencing will be wide enough to accommodate spoil from the trench, which will be stored at least 1.5m from the trench edge. Excavation of the trench will take place inside the fenced area, separating the working area from the general public. Excavation warning signs will be prominently displayed on the fencing. <u>Trench excavation</u> The OA Supervisor will ensure the plant operator has a valid CPCS/NPORS ticket. Careful mechanical excavation of the trench will take place in horizontal spits of 200mm or less. Topsoil and sub-soil will be stored in separate stockpiles, topsoil will be on one side of the trench and subsoil on the other. Excavation will continue until the first significant archaeological horizon or natural geology is encountered, whichever is higher. Team members will not attempt manual access to trenches in excess of 1m in depth without stepping trench sides. If stepping of trenches is necessary, the step will be no more than 1m high and at least 1m wide. Where an excavation does not need to be entered a step may not be required and recording can be undertaking from the top following an assessment of the stability of the trench edge and implementation of measures such as boards or edge protection if needed. Deep excavations must be provided with a safe means of access and egress. Ladders, where used, must be securely anchored and tied off.

	<u>Hand excavation and recording</u> Archaeological features within the trench will be sampled by hand excavation and recorded according to the procedure set out in the Written Scheme of Investigation and in accordance with the OA Field Recording Manual and OA Crib Sheets. If safe to do so, trenches will be left open until GMAAS have viewed the trenches and/or given his permission for the trenches to be backfilled. <u>Backfilling and reinstatement</u> Trenches will be backfilled with the arisings from the trench in reverse order of excavation. The spoil will be compacted using the mechanical excavators bucket and by the weight of the machine tracking across the excavation. No specialist reinstatement will take place. Trench locations will be left as neat and tidy, and as level as practicable.
Plant	Mechanical excavator: The mechanical excavator and qualified operator will be provided by Clive Hurt Plant Hire. The operator will be responsible for the safe maintenance of the machine – certificates will be requested at point of hire. The on-site Supervisor or the person he delegates to supervise the machine excavator (the Machine Supervisor) will satisfy her/himself that the operator possesses an adequate level of skill. If the operator cannot control the machine in a reasonably smooth and careful manner, a replacement operator should be requested. The specific responsibilities of the Machine Supervisor will be to: - brief the machine operator as to what is required, indicate where work is to begin, and walk over this area with the machine operator. - make sure that the area around the machine is clear of personnel and of any obstructions before indicating to the machine operator to start work. - take up a position in front of the machine where she/he is clearly visible to the operator, and out of the swinging radius of the machine. - communicate with the machine operator by hand signals as follows: - clear downward pointing action = start work (usually accompanied by an indication of the depth of soil to be removed, eg 1 finger = approx. 1 inch). - both hands held up with palms towards driver = stop (the operator should lift the bucket out of the trench and rest it on the spoil heap). - one hand moved away from the body with palm pointing downwards = clear loose spoil from excavated area but no further excavation. The machine supervisor must make absolutely sure that the operator understands these signals, and must not enter the swinging radius of the machine until the machine bucket has been rested outside the trench, and when she/he is certain that the machine has ceased to work. The specific responsibilities of the Machine Operator will be to: - Follow the site rules and instructions given during induction - Follow the instructions of the Machine Supervisor - Help ensure that the Machine Operator is working safely by stopping work if they observe unsafe behaviour (e.g. entering the swinging radius of the boom when the excavator is working), and reporting such behaviour to the Project Officer/Supervisor.

	Members of the project team present on site while a mechanical excavator is working must keep well clear of the excavator. They must not work within the swinging radius of the bucket arm except as defined below. They must wear hard hats and high-visibility vests at all times. Members of the project team who need to approach the area where the mechanical excavator is working will approach so as to be visible to the operator and the Machine Supervisor. They should make their presence known to the Machine Supervisor and should not signal to the machine operator. When the mechanical excavator is working, members of the project team may only enter into, and work in, the part of the trench behind the machine supervisor (i.e. the machine supervisor must be between them and the machine) – or a safe distance to the rear or side of the mechanical excavator – at least 20 metres. For guidance, please see two Balfour Beatty ‘Plant Interface Zone’ diagrams, for a 360° Excavator and an Articulated Dumper, at the end of this document.
Traffic Management	Plant and Pedestrian routes will be segregated by fencing as far as is reasonably practicable, and the hazards associated with plant movement will be clearly explained at induction and through regular briefings. The Traffic Management Plan <u>Loading / unloading</u> Deliveries or collections of plant to and from the site must be planned and managed with care. Delivery vehicles (e.g. Low loaders or ‘beavertails’) must be ensured adequate parking and turning space without risk to other road users, so wherever practicable a loading area must be available off the public road i.e. within the site or in a safe layby or similar. If this isn’t possible consideration must be given to traffic management inc. warning signs and in some cases a Traffic Management Plan with traffic light control. OA staff must be in attendance when plant deliveries/collections are made to ensure they are undertaken safely and as per the requirements of the Traffic Management Plan. <u>Plant movements</u> All mechanical excavator movements will be undertaken under the supervision of a banksman, who will ensure that pedestrians are fully aware of the plant and kept to a safe distance. When working (i.e. excavating or backfilling trenches) the plant will be under the control of the Plant Supervisor, who will again ensure that plant /pedestrian interfaces are arranged safely. Other staff will not normally work in a trench that is being excavated; if they do, they must be at least 10 m from the front of the machine, with the Machine Supervisor between them and the excavator.
Lifting	Lifting operations are often necessary during delivery and removal of equipment from sites – e.g. welfare cabins, portable toilets, fencing etc. OA will use qualified sub-contractors for these lifting operations and will obtain evidence that the lifts have been planned properly, and will be undertaken and supervised by competent operatives, and in a safe manner.

	OA staff will be briefed by the Project Officer/Supervisor and will maintain a safe distance from all lifting operations.
Access	The main point(s) of access is via Manchester Road (please also refer to Traffic Management, above). Access to trenches will be confined to OA staff and their sub-contracted staff only. Unauthorised access to the excavations will be prevented by means of Netlon Fencing. The fencing will be erected around the trench prior to any excavation taking place and will be wide enough to surround the spoil removed from the trench.
Services	OA staff will be briefed to assume all services are live, and in the correct procedure in the event of location of services. Service location plans will be provided by the client and trenches will be located to avoid these known services. The utilities service provider has been consulted about work proposed in the vicinity of their services. Trench locations will be scanned with a cable avoidance tool prior to excavation and relocated if necessary. Known services (both buried and overhead) will be marked out as appropriate, with exclusion zones set out (e.g. using ropes and cones) to ensure that plant does not access or operate within those zones. Crossing points will be set up using goalposts.
Hazardous Substances	<u>Ground contamination</u> : No information on Ground Contamination is currently available, this will be provided prior to the commencement of the fieldwork, but the Risk Assessment below details our default approach to contaminated ground.
Accidents and Incidents	Details of OA's accident and incident procedures can be found in OA's Site Safety Procedures Manual which forms part of the on-site Health and Safety file. <u>First Aid</u>: The regulations require that your risk assessment considers the appropriate level of 1st Aid cover necessary for each site. You must consider the size of the team, the nature of the hazards present (e.g. plant on site, working in deep excavations), the remoteness from the emergency services and whether the site is shared with other contractors engaged in hazardous activities. If you feel that a first aider is required for your site, please advise the Head of Fieldwork (or regional equivalent). If you are unclear about 1st Aid provision, please ask a Health and Safety Advisor for guidance. If you do not need a First Aider, you will need as a minimum an 'Appointed Person', whose responsibility is to take charge when someone is injured or fall ill, and who calls an ambulance if necessary. The appointed person also looks after and re-stocks the 1st Aid box. There will be at least one first aider on the OA team as far as practicable. They will maintain a full 1st Aid kit on site at all times, and all staff will be briefed as to its location and the identity of the 1st aider, during their induction. An accident book will also be on site at all times. Number of First Aiders required: 1 Name(s) of First Aiders/Appointed Persons: TBC <u>Covid 19 Specific Measures for 1st Aid</u> If you do need to provide assistance to an individual who is symptomatic and identified as a possible case, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.

	Type IIR surgical masks will be issued (one to each site and office). These masks are to be used for 1st Aid if someone with COVID-19 symptoms requires 1st aid and the 2m rule cannot be complied with. The mask should be worn by the person providing the first aid. (The masks are not to be used simply when someone has symptoms – normal social distancing measures and hygiene are considered sufficient for these situations.) If CPR (cardiopulmonary resuscitation) is required for an individual, do NOT perform rescue breaths. If the person develops symptoms at work then they will need to go home (assuming they do not have severe symptoms, in which case NHS 111 or 999 if it is a medical emergency). If they cannot make their own way home it will be necessary to assist them. Staff should assess the risk of driving people to their home, as public transport may not be an option. The largest available vehicle should be used to ensure them maximum gap between the ill person and the driver, and with the windows open (weather permitting). After assisting a person with symptoms, wash hands carefully and wash down any surfaces that the person has been in contact with. Contact a member of the OA Management Team of an H and S advisor, who will record the incident and also inform the person's next of kin that they have been taken ill and sent home.
Fire	In the event of a fire on site or in the welfare facility the emergency procedure will be followed – please see above in the Project/Task Overview section. In accordance with Fire safety in construction (HSG168, 2010) all welfare facilities (or 'temporary accommodation units') will be equipped with fire extinguishers. Staff will be briefed using the OA Tool Box Talk on Fire.
Environmental Issues	Spill kits: Spill (oil or diesel oil) kits are provided for all sites. Additional plant nappies are also provided for portable generators. An OA Tool Box Talk document explains what to do in the case of accidental spillage of oil or diesel fuel. POs/Supervisors must inform the Environmental Officer in case of any spillage on site, using the OA H and S and Environmental Incident Reporting Form. Waste Management: The field staff received detailed instruction how to handle site waste. All waste (general, recycling or hazardous) produced on site must be returned to the offices and placed into the appropriate disposal containers. Appropriate PPE and collection equipment will be provided to handle any type of waste. OA are registered with the Environment Agency as a 'Lower Tier Waste Carrier'. OA's Environmental Policy provides further information about waste management on site. Sanitary waste bins (from BinnyBins) are for biohazard waste. Once they are full, or every 4 weeks, they should be replaced and disposed of with the general site waste. Environmental Incident Report System: All environmental incidents or near-misses must be report to the Environmental Officer using the OA H and S and Environmental Incident Reporting Form, available on the OA Cloud or in

	the Site Health, Safety and Environmental folder. All reported incidents or near-misses will be investigated by the Environmental Officer.
UXO	Consultation of the Zetica bomb risk map (www.zetica.com) suggests that there is a LOW risk of WWII related unexploded ordnance at the site. Although there is a low risk of UXO, all staff will be alerted to OA's Suspicious Object procedure during induction.
COVID-19 (coronavirus)	COVID-19 is a potentially fatal respiratory illness and all reasonably practicable measures must be taken to avoid infection. Please see OA's advice on the OA Forum at https://discuss.oacloud.org/t/coronavirus-information-and-advice/521/15 Please also see the addendum (below) for the Site Specific COVID 19 measures, included within this document for measures designed to reduce the spread of the virus while working on site. Regular information and updates relating to COVID-19 will be provided through site briefings and toolbox talks. The information is based on current UK Government medical advice, and can be found on the OA Forum (https://discuss.oacloud.org/t/coronavirus-information-and-advice/521/15), speak to your Line Manager, Supervisor/Project Officer/Project Manager, or Regional H and S Advisors or a Prospect Union H and S Rep.

Risk Assessment

The following is a list of common risks, and suitable controls. Please review carefully, decide whether they apply to your project and complete Column 4. If Yes, add any further site-specific controls that might be necessary (in Column 5), beyond those already detailed, or follow the instructions given. If No, delete or strike-through the contents of Columns 5 to 7. If there are risks on your project that are not detailed below please add them, and appropriate controls, to the Additional Risk Assessment table below.

Guide to the risk levels:

Insignificant: No action required and no documentary records need to be kept.

Low: No further preventative action. Monitoring required to ensure that controls in place are properly maintained

Medium: Work shall not be started or continued until the risk has been reduced.

High: Work shall not be started or continued until the risk level has been reduced. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk, which means that if it is not possible to reduce the risk even with unlimited resources, then the work shall not be started or shall remain prohibited

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Lack of understanding of the site and its hazards	Personal injury	Medium	Yes	All staff to receive and sign for an induction based on this risk assessment and the WSI.	Fieldwork Director (<u>i.e. Project Officer or Supervisor</u>)	Low
Lack of understanding of the site and its hazards	Personal injury	Medium	Yes	Weekly Health and Safety briefings, including a toolbox talk, will be delivered by the Project Manager or their nominated representative (normally the Project Officer or Supervisor) and attended by all site staff, including sub-contractors. A record of attendance will be maintained using the form provided in the Site Safety Procedures Manual.	Project Manager	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Work-related Stress	Mental and Physical Ill-health	High	Yes	Please refer to the Oxford Archaeology Stress Risk Assessment (https://files.oxfordarchaeology.com/nextcloud/index.php/f/718695) when undertaking the Risk Assessment for this project or activity. Please consult one of the Regional H and S Advisors, or an OA Mental Health First Aider, for more advice or support. Common causes of work-related stress can include long working days, working away from home for prolonged periods and particularly complex or repetitive tasks. Covid 19 Specific Measure: Mental health of site team: Uncertainty generated by the situation can cause increased stress and anxiety, particularly over periods of 2 weeks or more. Follow controls for Work-related Stress. Take particular note of any team member who has a change in their outlook, personality or general demeanour. If you are concerned, speak to an OA Mental Health First Aider.	Project Manager	Low
Vehicle movement	Personal injury	Medium	Yes	Authorized, assessed drivers only to drive OA vehicles (owned or hired). Banksman must be present for all reversing of vans, minibuses or any vehicle with restricted rear view. PPE: Hi-vis vests	Fieldwork Director	Low
Vehicle security	Unauthorised use of vehicles/ vandalism	Low	Yes	Contractor to immobilise plant. Park in designated areas. Tools to be kept in locked OA vehicle.	Fieldwork Director/ Driver	Low
Driving to and from site	Road traffic accident	High	Yes	All OA drivers, either of OA owned or hired vehicles, must be qualified and competent to drive. Each driver must have their licence checked, and have their driving ability assessed by means of a DriveTech 'Real World in Vehicle' assessment. Each driver must sign up to the OA Driver's Code of Conduct, which details their rights and responsibilities as a driver. On long journeys it is particularly	Project Manager/ Supervisor	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				important that drivers take breaks, or that driving is shared by more than one driver. The Project Manager is responsible for the safety of the site team once they have left the regional office, although this does not affect the legal responsibilities that drivers assume each time they drive for OA - see separate 'Drivers Risk Assessment'		
Driving on site	Injury to staff and members of the public	Medium	Yes	All vehicle movements around sites should be subject to a 15 mph speed limit, and should take account of footpaths and access routes. Please refer to the Traffic Management Plan , in the Method Statement above. Reversing of vans and all vehicles with restricted rear view must only be undertaken with the assistance of a banksman Wheels should be checked for excess mud before driving on the public highway.	Fieldwork Director/Drivers	Low
Safe storage of equipment in vehicles and good housekeeping	Personal injury, traffic accident	Medium	Yes	Before driving, check to ensure that all tools, equipment, materials, files, and possessions are stored safely. Nothing should be able to move or break free and interfere with the operation of the vehicle. Vehicle interiors should be kept as clean as possible; mud and dust should not be allowed to build up and any litter tidied up. Tools and heavy equipment should be stored separately from passengers, segregated by e.g. a fixed bulkhead. Particular care should be taken when transporting fuel, other flammable liquids or aerosols. Fuels should not be transported in the vehicle cab and should be transported in accordance with the law and in appropriate containers (i.e. plastic jerry cans <10l and metal jerry cans <20l; max. 40l). Aerosols (such as spray paint)	Fieldwork Director/Drivers/Passengers	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				should not be transported in the cab and should be stowed safely, so that they cannot roll around or be pierced or damaged. The vehicle first aid kit, should be regularly checked and restocked and should be visible, readily available and always stored in the same place.		
Equipment in general	Personal injury	Medium	Yes	No OA staff to use equipment not owned or hired by OA.	Fieldwork Director	Low
Fire	Personal injury	Medium	Yes	All site facilities to be kept tidy and waste to be removed from site regularly. Electrical equipment to be PAT tested and regularly inspected. Fire extinguishers (water and CO ²) to be provided. Staff will be briefed on the risks of fire using the OA Fire Tool-Box Talk.	Fieldwork Director	Low
Damaged/ defective equipment	Personal injury	Medium	Yes	Daily inspection of equipment. Replace defective equipment where necessary, and ensure that Logistics Dept. are aware that defective equipment has been returned.	Fieldwork Director	Low
Slips, trips and falls	Personal injury	Medium	Yes	All access and egress routes to be clearly defined and kept as dry and free from mud as practicable (daily inspections must be undertaken to ensure this). Tools and other equipment to be kept tidy and away from defined access routes. Only manageable loads to be carried. Edge protection to be installed as necessary.	Fieldwork Director	Low
Falls or falling objects	Personal injury	High	Yes	Fencing will be used to protect any edge in excess of 1m high. Visible barrier fencing (Netlon) may be suitable for protecting edges in areas away from working areas or access routes, although the depth of the excavation will be a consideration. Excavation edges will be kept clear of materials or object to minimise the risk of materials falling into the excavations.	Fieldwork Director	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Unauthorised access	Injury to members of the public	Medium	Yes	Where necessary signage and fencing (Netlon) around locally deeper trenches will be utilised.	Fieldwork Director	Low
Mechanical excavator	Personal injury	High	Yes	Authorised and competent driver. Driver's ability/attitude regarding safe working should be monitored, and action taken if necessary. Competent OA excavation marshal (machine watcher) to be used for mechanical excavation on site. Plant marshal to be used for plant movements around site Minimum marshal PPE: hard hat, hi-vis vest, safety boots. DRIVER'S CPCS OR NPORS CARD NEEDS TO BE CHECKED AND PHOTOGRAPHED BEFORE WORK COMMENCES: Ensure card is the right one for the machine being used and has not expired – refer to OA Safety Advisors if you are in doubt. In both cases the card should be blue (not red, which is a trainee card) and should have a CSCS logo on it. For evaluations, plant movements around site and between trenches must be supervised by a plant marshal at all times. For excavations, plant movements may not require supervision by a plant marshal where access routes have been established and these are segregated from pedestrian routes.		Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				All plant movements in and around higher risk areas, including but not limited to overhead cable crossing points, service exclusion zones and public footpaths, or where properly segregated access routes have not been established, must be supervised by a plant marshal at all times. NB supervision requires the plant marshal to escort the plant on foot or in a vehicle. Except as defined below, never enter the working arc of the machine. Working under a machine bucket is a common cause of accidents, many of them fatal. If the excavation marshal wishes to investigate possible archaeology, to speak to the driver, or approach the machine for any reason, she/he must give the signal to stop (one or two hands raised, palm(s) towards the driver) and then signal that she/he is going to approach (one hand placed on chest, then point where you are going). Make sure the signals have been understood, and only approach when the driver has moved the excavator arm to one side and rested the bucket on the ground.		
Quick Hitch mechanism on mechanical excavator	Crush or strike injury if bucket becomes detached	High	Yes	A quick hitch (QH) is the system that allows the driver to quickly change between buckets/breaker or other equipment. To be legal the QH must have a locking pin, whether this is locked automatically from the cab, or manually by the driver getting out of the cab to put a pin in place. To be safe, the locking pin must always be used and the driver must know how to operate it.	Banksman / signaller	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				Before starting, ask the driver to confirm which of these systems is in place, and to confirm that the system will be used. Only proceed if the driver clearly states which type he will be using. If you are present when the bucket is being changed on a manual type, watch that the pin is put in place.		
Working in deep excavations	Trench collapse, falling objects, falling into trench. Personal injury.	High	Yes	Deep excavations can be considered as any excavation which creates the potential for a significant fall or collapse of material. This can apply to excavations as shallow as 0.5 m deep. An assessment of the stability of soils for all excavations >500 mm deep MUST be made, and recorded in the additional rows below. If in doubt, do not enter, or step/batter/shore. Edge protection, to prevent falls, must also be installed. Deep excavations may require a Method Statement (MS) to accompany the detailed Risk Assessment (to be added above) - detailed guidance is available from the OA H and S Advisors. Deep excavations may also constitute Confined Spaces - this issue must be addressed in the detailed MS.	Project Manager	Low
Underground Services	Risk of electrocution, explosion or flooding.	Medium	Yes	Undertake Services check through statutory bodies/clients drawings wherever possible, the client will provide service plans prior to the commencement of the fieldwork. Perimeter of site (walls, hedgelines etc.) to be checked for markers indicating buried services prior to CAT scanning and excavation. Competent person (defined by the HSE as someone who has received, as a minimum, training from a qualified operative) to check for unknown underground services prior to machining using a Cable Avoidance Tool and Signal Generator ("CAT and Genny"). Hand excavate in areas of suspected live services to locate and isolate from interference from mechanical excavation. Notify statutory bodies/clients if suspected live services are found. ALWAYS ASSUME THAT ALL SERVICES ARE LIVE.	Fieldwork Director	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Overhead cables	Risk of electrocution, fire, death	High	No	Undertake Services check through statutory bodies/clients drawings wherever possible. Visual inspection of entire site prior to any work starting. If overhead cables present, specific risk assessment to be undertaken and entered in section below: <u>as a minimum, the electricity provider for the region must be consulted for all plant movements under or work near cables</u>, and their advice followed; a safe working distance of 15 m is usually recommended. If necessary, use UK power networks 24h hour helpline. Call 105 (0800 31 63 105) to establish owner, seek advice e.g. on exclusion zones (air pocket) and in the event of a cable strike. Follow Look Up, Look Out when arrive on site. Be aware: cables and supporting structures can blend with surroundings and may not have been identified on service plans. Be aware that many cables running across fields have not been designed to allow ANY vehicles to pass under and advice must be sought from the service provider. Ensure plant operators know emergency procedures in event of cable strike. If a vehicle inadvertently comes into contact with an overhead power line and the machine is not operable or cannot be driven clear of the line: • The operator should stay in the cab • Phone the electricity network operator using the 105 number • Instruct everyone outside the vehicle not to approach it • Do not exit the cab until given confirmation by the electricity network operator that it is safe to do so If the machine is inoperable or cannot be driven free and there is risk of fire or other immediate hazard: • If you must get off then you must jump clear making leaping strides so that one foot is off the ground at all times until you are at least 5 metres away	Project Manager/ Fieldwork Director	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				- Do not return to the vehicle unless told by the electricity network operator it is safe - Keep others away from the vehicle. Touching it or even getting too close could kill them If the driver is incapacitated e.g. through electric shock dial 999. Do not approach if he//she is still in contact with or directly adjacent to the machine. All personnel to be briefed, especially with regard to use of surveying staff and erection of any towers.		
Weather	Cold/ wet weather: hypothermia/ Ice Hot weather: heatstroke/ dehydration Electrocution	Low	Yes	Re-arrange fieldwork if practicable. Staff will be issued with suitable clothing and footwear. Additional breaks to be taken in the event of very hot weather. Work on site to be suspended in the event of prolonged heavy rain, or when site becomes too slippery to be safely worked. Weather forecasts should be monitored and precautions taken in the event of predictions of dangerous weather e.g. high winds - shelter in a cabin or vehicle; electrical storms – do not use survey equipment or polecams, i.e. anything that could increase the chance of a lightning strike. If necessary, shelter in a vehicle.	Project Manager	Low
Soil or groundwater contamination	Ingestion/cont act with contaminated soils or groundwater, leading to ill-health	Medium	Yes	Any previous site investigations should be consulted for evidence of soil or groundwater contamination prior to excavation starting. Should evidence of contamination be found (by odour or appearance) excavation to cease and suitable advice to be sought. <u>If contaminants are known or suspected prior to work starting, or discovered during site work, specific COSHH assessment must be undertaken and included in the 'Additional Risk Assessment' section (below).</u> Relevant departments should be	Fieldwork Director/ Project Manager	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				notified of the risk (logistics, environmental, finds, archives depts). All material (e.g. finds, records and equipment) returning from contaminated sites should be as clean as possible in order to minimise the risk of contaminants being brought back to the office or stores. Finds labels indicating possible or known contamination (white with yellow dots – available from OA stores) should be used, marked in red ink rather than the usual black. Where no contamination is known best practice is to treat as suspected anyway, by adopting a good hygiene regime. Wash face and hands (hot water and soap) before each break and at end of day. No smoking or eating on site except in designated areas.		
Asbestos	Asbestosis, plueral damage and lung cancer/mesothelioma	Medium	No	Asbestos is a naturally occurring mineral that can be found in a very diverse range of materials (asbestos containing materials or ACMs) utilised prior to 2000; most commonly between the 1950s and 1980s. It cannot be definitively identified visibly through fabric, texture or colour. The risk will be higher if working on a brownfield site, in an area containing building debris or within buildings constructed or refurbished before 2000. Sites with made ground and/or with evidence of dumping episodes may also contain building debris comprising ACMs. Risk will be lower in areas of rural landscape. The risk to health is through inhalation of asbestos fibres. Prior to the commencement of a project the ground investigation report should be reviewed for any evidence or risk of asbestos, and its recommendations followed. Additional risk assessment should be undertaken using that report, and recorded below. In the absence of such a report: if any suspect material is encountered immediately report to the OA Project Manager before proceeding with any work. <u>As a general precaution, if working in dry conditions on urban or brownfield sites, masks (FFP3 type) should be worn during machine excavation.</u> Removal of any ACMs should be undertaken by suitably qualified professionals only.	Fieldwork director/staff	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Livestock	Personal injury, or injury to livestock	Medium	No	Prior to starting on site the Project Manager should establish that no fields are to have any work undertaken within them where there is a risk that livestock will be present. Cattle in particular can be very inquisitive and injuries to personnel are not uncommon. Livestock can also be injured by falling into open trenches.	Project Manager	Low
Zoonotic hazards, e.g. Psittacosis, Leptospirosis (Weil's Disease), Tetanus	Contraction of serious disease	Medium	Yes	Induction. Issue information cards. High standard of hygiene (controls as for contaminated ground).	Fieldwork Director	Low
Noise	Hearing damage; tinnitus	Medium	Yes	Hearing protection in the form of ear plugs, or preferably ear defenders compatible with hard hats, must be available for sites where noise is likely to be a hazard. As a general rule of thumb, if you are having to raise your voice to make yourself heard by someone less than 2 m away, the noise level is likely to be higher than 80 decibels. At this level it is advisable although not compulsory to wear ear defenders or ear plugs. This advice must be passed on to all staff by the person responsible for monitoring sound levels (usually the Supervisor or Project Officer). If you have to shout to be heard, the level is likely to be in excess of 85dB. At this level the wearing of ear defenders or plugs is mandatory, and must be enforced by the Supervisor or Project Officer. Hearing protection zones must be established on sites where noise is a problem, and appropriate PPE worn within them. In most case this zone will be the area around a working mechanical excavator	Fieldwork Director	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Use of portable music devices and mobile phones	Impaired hearing and alertness leading to accidents	Medium	Yes	The use of a portable media device (MP3 player, mobile phone, headphones, ear buds etc.) whether playing music, podcasts or anything else will impair a worker's ability to hear surrounding sounds and compromise the user's general alertness and concentration. This is especially hazardous if the user is working around moving equipment or in circumstances where a worker must be able to hear warning sounds. The use of such portable devices is therefore banned on all OA sites, other than in welfare facilities. Using a mobile phone will also compromise the user's alertness and so all calls must be made in a safe place, away from site operations, usually the site office or welfare facility.	Fieldwork Director/ all staff	Low
Sharp objects	Injury or disease	Medium	Yes	Great care to be taken when clearing areas, moving rubbish etc where there is the potential for presence of needles/any materials associated with drug use. If found, to be left in place, area cordoned off and advice sought from Local Authority Environmental Health Officer (EHO). As a last resort, needle may be moved by person wearing gloves and using a shovel. Place in a bucket and cover with a layer of soil. Report to EHO.	Fieldwork Director/ all staff	Low
Unexploded ordnance	Explosion	High	No	All new sites will be evaluated for the risk of there being unexploded ordnance present. There is a LOW risk of encountering UXO on the site. Consideration should be given to a site's past use, preferably at desk-based assessment stage but certainly prior to mobilisation to site. The site specific risk assessment will identify sites located in areas where ordnance was produced, or sites which may have been a target for wartime bombing raids. Where sites are identified as having the risk of unexploded ordnance the risk assessment will define a specific procedure for	Project Manager	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				dealing with 'suspicious objects'. This procedure will be brought to the attention of everyone on site by means of induction and prominently displayed information sheets.		
Manual handling	Risk of strain injuries from incorrect or excessive manual handling	Medium	Yes	A considerable amount of manual handling will be involved in the archaeological work. This will include loading and unloading equipment, lifting wheelbarrows and buckets, shovelling, lifting soil samples. Consideration must always be given to whether the load in question can be lifted by other means, e.g. the mechanical excavator can be used for large quantities of spoil unless archaeological circumstances dictate otherwise. Members of the excavation team will not be asked to lift loads beyond their capabilities. Manual lifting will be carried out carefully, and in a manner calculated not to cause injury to the lifter. In general, for the type of loads predicted, this means a lift carried out with the load close to the body. The back of the lifter should be kept upright so that the legs rather than the back provide the lifting force. Staff will be rotated so that they do not perform very repetitive tasks (eg hand cleaning with trowels) for very long periods. Buckets will be filled to take account of the abilities of the user, and the distance/gradient to be travelled. Shovels and spades will be used from a firm, stable standing position which uses the legs rather than the back to lift the weight. The surrounding area is to be free of obstructions and other personnel. When using a pick or mattock, the user's feet must be placed apart to obtain a firm footing, and the pick wielded so that the point of contact is within easy reach, but not too close to the feet. The surrounding area, including overhead, is to be free of obstructions and other personnel.	Fieldwork Director	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
				Care is required when carrying trowels, and when putting high manual pressure on the trowel when pulling towards the body. In the latter situation the trowel may slip or jump against the user. Wheelbarrows will be loaded only to the lifting and pushing capabilities of the pusher, taking account of the weight and bulk of the material, and of the route to be travelled. Plank runs will be installed if the ground conditions require them, and will be kept clean and as dry as is practicable. Where the run goes uphill, planks with treads will be installed on either side of the central plank.		
Lone working	Operatives may be untended for a significant period of time if they become suddenly unwell or have an accident	High	Yes	Loneworking situations can develop at any point, either as a result of deployment of single operatives to sites, or where members of teams become isolated from the main team. Some issues to consider: Sickness – people with some health problems may be unsuitable choices for lone working. Choose accordingly. Accidents – it is axiomatic that all risks will have been assessed for the area of work, and mitigation measures put in place, but it must be remembered that accidents, particularly slips and falls, can occur in the safest environments, so concentrate on length of time untended, and good communication. Length of time untended – supervisor to visit regularly (matter of good practice, not just for safety reasons) – no-one to be left uncontacted for longer than the time between one break and the next. Communication – should have mobile phone and relevant numbers Training – must be called in to attend safety briefings. Emergencies – e.g. if site to be evacuated, what are arrangements for informing lone worker.	Project Manager	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Allergenic substances esp. Latex	Severe Allergic reaction	High	Yes	No latex containing products (e.g. protective gloves) to be purchased by OA or used on any OA site. Individuals with severe allergies must notify the Project Officer/Supervisor during induction and explain any relevant treatments that they might carry e.g. an epi-pen. All menstrual care products provided in the Emergency Period Packs are plastic and latex free.	Project Manager/Supervisor/OA Staff	Low
Harassment	Stress, personal injury	Medium	Yes	No harassment or bullying of any type (be it physical, verbal, sexual, racial etc) will be tolerated on any OA project – please refer to our Dignity at Work Policy. Should any member of staff encounter bullying or harassment or feel threatened by the actions of another (within or external to OA), they <i>must</i> report it to the Site PO/Supervisor who in turn will report it to the appropriate authority and make a record of the harassment and any actions taken. If harassment persists, OA staff will remove themselves from the site. Please refer to the Oxford Archaeology Stress Risk Assessment for further guidance	Project Manager/Supervisor/OA Staff	Low
Spillage of fuel	Contamination /pollution of environment	Medium	Yes	Spill kits will be issued to all sites where re-fuelling of plant or equipment is required. All spillages will be reported as soon as practicable. Please refer to the Tool Box Talk: <u>Action in case of Welfare Unit/Portable Toilet Waste Container, Fuel (Diesel) or Motor Oil Spillage on Site</u> .	Project Officer/Supervisor	Low
Dust	Dust contamination, both windborne and as silt	Medium	Yes	Movement of construction traffic around the area to be kept to a minimum. Daily assessment will be made of the dust conditions, and if required the dust will be dampened down with water. The works are anticipated to be completed within 2 days, as such, it is unlikely that the spoil from the trenches will dry out sufficiently to pose a risk of dust.	Project Officer/Supervisor	Low

1 HAZARD	2 RISK	3 RISK RATING (High, Medium or Low)	4 Applies to this project? (Yes/No)	5 CONTROLS	6 ACTION BY?	7 RESIDUAL RISK RATING (High, Medium, Low or Insignificant)
Waste	Litter, attracting wildlife, insects etc. Bio-hazards such as salmonella, pollutant run-off into drains, contamination of soils and watercourses.	Medium	Yes	Anticipated waste sources are litter and plastic from site welfare facilities All waste generated on site will be disposed of in a responsible manner in accordance with Site Rules and Procedures which will be displayed in the welfare cabin. All materials produced as a by-product of the works will be managed in accordance with the OA Tool Box Talk on Waste Management. Waste management and minimisation will be included in the site inductions and work practice.	Project Officer/Supervisor	Low
Discharge of ground or flood water to active watercourse	Contamination of the watercourse, water table and the surrounding area	Medium	Yes	There will be no intentional disturbance of groundwater during the course of the works. All machine work will be intensively monitored. All staff will be inducted on the risk. If trenches become flooded. No pumping will be allowed until a permit to pump is put in place. Pumping will ideally be onto undisturbed ground where it can percolate through the natural vegetation. It may be required to pump the water into a bowser to settle before discharge.	Project Officer/Supervisor	Low
Dust/water run-off from contaminated spoil	Contamination/pollution of environment	Medium	Yes	If the spoil generated during OA excavation is known or suspected to contain contaminants, measures should be taken to minimise dust or water run-off from the spoilheap. These include: sheeting or damping down; good maintenance of the spoil heaps.	Project Officer/Supervisor	Low

The following table is for the assessment of Additional Risks during the course of the works or when arriving at the site for the first time. It is imperative that a constant review and assessment of the risks is undertaken, and the findings/required actions are recorded below.
Some risks will only become apparent once you are on site.

HAZARD	RISK	RISK RATING (High Medium Low)	CONTROLS, and DATE RISK IDENTIFIED	ACTION BY?	RESIDUAL RISK RATING (High Medium Low Insignificant)	TOOL BOX TALK GIVEN ?

HAZARD	RISK	RISK RATING (High Medium Low)	CONTROLS, and DATE RISK IDENTIFIED	ACTION BY?	RESIDUAL RISK RATING (High Medium Low Insignificant)	TOOL BOX TALK GIVEN ?

COVID-19 Measures – addendum to the OA RAMS Template

General Principles

COVID-19 is a potentially fatal respiratory illness and all reasonably practicable measures must be taken to avoid the spread of infection.

The 2m rule (where reasonably practicable – see below), and personal, tools, equipment and vehicle hygiene requirements and work practices, as outlined below, are the key measures required to keep everyone as safe as possible.

In addition to OA's duty of care, each individual employee has a legal duty under H and S legislation to observe these rules. Please let your Supervisor/Project Officer/Project Manager know immediately if any circumstances arise while you are at work that make it impossible to follow these rules, and please do not continue with your work if this happens. In line with established OA policy, no one will be penalised if they have reasonable justification for refusing to carry on working in situations where OA's defined safe systems are not being implemented properly.

Update on 7th January 2021

In response to the new variant of the virus, the resultant surge in cases and the latest Govt. lockdown, the OA/Prospect Working Group have agreed new measures and guidance, and this addendum has been updated to reflect these.

The government guidance relating to social distancing has remained largely unchanged, with a 2m rule and relaxation to 1m+ with sufficient control measures. However, OA has reviewed the policy and suspended the vast majority of 1m+ situations. This document has been revised to reflect this.

Method Statement

Covid-19 symptoms and self-isolation	Staff must not come to work if required to self-isolate and must follow the sickness reporting procedure and inform the Site Supervisor. The Site Supervisor will check that staff are free of symptoms at the start of each day, usually as part of the morning briefing. Self-isolation is required if a member of staff: • has any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • has tested positive for coronavirus – this means they have coronavirus • lives with someone who has symptoms or has tested positive • someone in your support bubble has symptoms or has tested positive • you're told by NHS Test and Trace to Self Isolate If staff develop the specific COVID-19 symptoms while at work, OA will make arrangements for them to get home. Site Supervisors should consult with Regional H&S Advisors if this happens.
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	Staff who have been in close contact with symptomatic staff in the 48 hours before they developed will be required to self-isolate until a negative Covid test is provided, or the required self-isolation period is completed. (For more information, including who are contacts, please see the Covid TBT 'Managing Positive Covid Cases'). Further information is available in the Covid-19 Toolbox Talks, on the OA Forum and Intranet pages.
Social distancing	Keeping a distance of AT LEAST 2m is one of the best ways to reduce the risk of spreading Covid 19. OA staff should observe the 2m rule wherever practicable. The 2m rule particularly applies at work-stations (excavation area, desk or equivalent), when seated in a welfare or break area and when travelling in a non-shielded vehicle including coaches. There are limited times when it is not possible (see below) but these should be very limited circumstances. Appoint a 2m marshal to help remind staff about social distancing while at work if there are areas where this is difficult to maintain.
Travelling to, from and around site	Staff will travel to, from and around sites in vehicles which allow 2m distancing. Vehicles will be measured to assess how many people can travel in them while observing the 2m rule. Personal vehicles will be used as necessary and drivers reimbursed as per the OA driving expenses policy. For coach travel, see additional RAMS (using the Windy Harbour RAMS as a template) Public transport will be used as a last resort if the other options are not possible.
Vehicles	Mitigation measures for travelling in vehicles for work will include: • The wearing of face coverings (until further notice these will be re-usable, cotton and with ear loops, as provided by OA) by all occupants of the vehicles at all times. The coverings should be worn by all passengers and drivers in shared vehicles with and without screens, even when there is 2m distancing. The only exception to this is when vehicles are used at break times, and sufficient ventilation can be achieved by having a door/window open. • Good ventilation whenever the weather and design of the vehicle allows for it • Consideration of the risks to vulnerable individuals i.e. those with medical conditions that make them more susceptible to the effects of COVID-19 • Training of staff to ensure that occupants face away from each other during the journey • Continued high standards of hygiene • Controlled access to and egress from vehicles • Vehicles to be shared by the same individuals whenever possible

	Staff will always sit in the same seats if possible, to minimise the number of people who may be in 'close contact' with an individual who becomes ill, or is asymptomatic, with COVID-19 These rules may be relaxed when people from the same household e.g. couples or housemates are travelling together.
Face coverings	Staff should wear a company issue face covering at all times <u>unless</u> - at a workstation (excavation area, desk or equivalent), or - when seated in a welfare or break area This measure is designed to give further protection when staff are moving around and the risk of fleeting contact is increased. Face coverings should also be worn when talking in person to colleagues, e.g. during daily briefings, or site tours. They should also be worn when travelling in non-shielded vehicles or when visiting areas where it is a legal requirement (such as shops or on public transport). Social distancing must be maintained as before; the use of face coverings <u>must not</u> lead to any relaxation of the social distancing rules. <u>If in doubt – wear a face covering</u>
Cabins/welfare/site offices	The 2m principal (or the 1m+ rule in certain circumstances - see below) will be applied at all times. Cabins will be measured to allow a calculation of the number of people who can be present at any one time and all staff will be made aware of this. If necessary, additional welfare cabins will be provided or vehicles will be used to provide extra capacity to keep people separated at breaktimes. On sites where the capacity of the welfare facilities is insufficient to accommodate all staff at once - even with staggered breaks - whilst still maintaining social distancing, staff may be required to take breaks in vehicles instead; this should only be considered as a last resort. Where site facilities are being provided by the Client/Principal Contractor, and/or being shared with other contractors, the OA PM will ensure that these measures can be achieved, and that social distancing and hygiene is being rigorously enforced at all times. OA staff will not be required to work on sites where this cannot be consistently achieved. Face coverings to be worn while moving around within the cabin/welfare/site office (see 1m+ rule below).
Poor weather	Where this is unavoidable, consideration should be given to the issues caused by poor weather, specifically wet PPE. It may be necessary to consider additional drying facilities in these circumstances. If this is not possible, other measures may be required such as the provision of a second set of waterproofs i.e. jacket and trousers to allow a change during the day. Wherever possible existing stock of cleaned secondhand PPE will be used but new sets will be purchased if needed. Consideration should be given to welfare capacity for shelter or office-based tasks in poor weather.

1m+ rule	There may be <u>very limited</u> occasions where the 1m+ rule (with appropriate mitigation) needs to be applied to ensure safe movement around site, offices and welfare facilities whilst maximising capacity. Passing at a distance of 1m+ from a colleague on site, in an office/cabin is acceptable if: • face coverings, issued by OA, are worn at all times • there is no other route, or way to rearrange the workplace • the minimum 1m distance is always maintained • both individuals are facing away from each other • the time taken is negligible (no stopping to talk), and • you are moving between areas where 2m distancing can be reliably maintained (by other means: separate desks, physical markings and 1 way systems/mirrors).
Site visitors	Any site visitors (i.e. client, consultant, toilet cleaner, fuel deliverers), will be instructed by the Project Manager to phone the OA Supervisor ahead of time to arrange a visit. All visitors will be inducted from a safe distance, ideally outdoors, with special emphasis on the COVID-19 Measures, including the wearing of face coverings.
Deployment, including watching briefs	Movement of staff between sites will be limited as far as practicable, and staff will be deployed as near to home as practicable. Staff attending watching briefs may be attending more than one site over a few weeks and this may bring them in to contact with more contractors. Staff and managers should raise this during induction and alternative arrangements may need to be made, wherever practicable.
Overnight accommodation	The details of the accommodation type and COVID measures in place will be set out in the RAMS. Self-catered accommodation will be provided wherever possible. Where self-catering facilities are provided, social distancing and hygiene controls will be in place to ensure that staff are not in close contact and that there is no mixing between individuals (unless they are couples). Controls to achieve this are:- • Bathrooms are not to be shared between households, unless a strict rota and cleaning regime is in place and staff have been consulted; • Kitchens should operate on a rota basis, with a strict cleaning regime; • no shared equipment (common items should be provided to each user). • Maximum of 6 staff to share the accommodation, however practicalities of maintaining the above controls with the higher number of staff will need to be considered If self-catering is not available, hotels or B and B style accommodation, will be provided with consideration given to catering arrangements for meals especially evening meals. Duration of project, size of teams and dietary needs of the team will be taken into consideration. Project Managers (or others e.g. Denise Price in Oxford) will check cleaning arrangements for B

	and Bs etc., and if these are not sufficient we will move people to alternative accommodation.
Handwashing and individual hygiene	Hand washing will be enforced through supervision, and the 20 second rule will be observed. Hands must be washed:- • before entering an OA vehicle, • after arriving on site, • before entering the welfare cabin(s) – whether at break time or not, • after using the toilet. Sufficient stocks of soap, water, handtowels and cleaning products will be maintained; moisturiser will also be provided. Additional time to prepare and pack-up from work will be allowed for limits on use of wash and drying room facilities. All staff will have their own cups/cutlery/crockery and will take them home to wash at the end of each day. As far as practicable, food and drink (other than the water, milk, tea and coffee provided) should be brought from home to avoid the need to visit shops during the working day. There must be no sharing of food or drinks, and drinks must not be made for others. If possible, arrangements should be made so that the kettle should only be poured by one person to avoid potential contamination of the handle by multiple users – while at the same time maintaining social distancing.
Hygiene controls and cleaning regime	Cabins/welfare/site offices/vehicles will all be cleaned first thing in the morning and before each break. A rota will be drawn up and prominently displayed and communicated to the site team. Hired vehicles will have been deep cleaned before being delivered to OA for the first time. Surfaces, door handles, light switches, kettles, microwave buttons/handles all need to be included in this cleaning regime. All shared tea, coffee, water, milk etc containers will be included in the cleaning regime.
Shared equipment	Shared equipment such as cameras, survey kit, CAT and genny, metal detectors etc, will be:- • allocated to only one member of the site team, or, • cleaned after each use, or, • shared as little as possible. A rota may be required to achieve this.

	Ideally only one person per site will be responsible for dealing with paper archives where sharing is normally necessary, such as taking out numbers from registers. Folders should be cleaned regularly. Wherever possible, digital recording systems should be used. Equipment such as tools, pens, pencils, clipboards and PPE to be allocated to each staff member and not shared. Labelling may be necessary. Mobile phones are not to be shared, and laptop/tablets to be cleaned before use, if sharing is required.
Emergency procedures	A Type IIR surgical face mask for emergency 1st Aid use only must be present on site before work commences, and the First Aiders briefed on its use (advice will be given remotely by one of OA's trained staff) and on the measures to be taken if colleagues develop symptoms on site. PO/Supervisors will take advice from an OA H and S advisor before trying to take symptomatic colleagues' home. For further details, see method statement in main RAMS document.
Mental health	OA's approach to Mental Health and Stress Management will apply and individuals who are having difficulties should ask for help and guidance, in line with our Stress Management Policy, as required. The Policy is here: https://files.oxfordarchaeology.com/nextcloud/index.php/f/178125 See Risk Assessment in main RAMS document.
Cover arrangements	Consideration will be given to the need for staff cover in the event that a key person on site (PO/Supervisor/Surveyor) develops symptoms – deputies will be nominated as far as practicable, and will be consulted and briefed in advance to ensure that they are happy to accept additional responsibilities. The OA Site Supervisor will be in touch with the Project Manager a minimum of twice a day to ensure that their health can be monitored.
Pumps, generators and manual handling	Manual handling requiring more than one person to lift an object safely, can currently only be carried out by staff who are in a household (ie in a couple or support bubble outside of work). If this is not possible, a separate risk assessment will need to be submitted for approval.
Site staff leaving or returning to main offices	The controls in the main office RAMS should be followed. These include:- • wearing a face covering while moving around the office environment where fleeting interactions may occur (see the 1m+ rule above) • only 1 person from a site or team to enter the office areas and to keep the time of the visit to a minimum • follow the quarantining procedures for finds, paper archives and equipment, etc, set out in the RAMS • to inform the office if need to enter main office building, other than to collect/drop off keys or materials. • At busy times, adhere to any one way systems in place around buildings

Watching Briefs and other short duration work	Staff deployed to watching briefs and other short duration projects or ones with multiple visits to be briefed by Project Managers to ensure that once staff member on site to check that they are happy with the Covid 19 measures in place on that site. As outlined above and In line with all other OA H&S Policy, if staff have reasonable justification for refusing to carry on working in an unsafe situation they will not be penalised.
People with underlying health conditions, pregnant and other vulnerable people. CEV (clinically extremely vulnerable) eg, those that have been asked to shield	The control measures in place to control the spread of Covid-19 across all of OA's operations ensures that staff who are more vulnerable can continue to go to work. The exception to this is if staff are in the CEV (ie shielding) group of people. They should not go to work and other arrangements will be made. For further advice, contact a regional H&S Advisor or Line Manager.

Site Specific Arrangements

This will be approved before work starts and then reviewed and updated as the project progresses.

Situation	Controls
Social distancing	Appoint a 2m marshal to help remind staff about social distancing while at work.
Travelling to site	Travel arrangements : Staff will travel to and around sites in vehicles which allow 2m distancing. Personal vehicles will be used as necessary and drivers reimbursed as per the OA driving expenses policy. Public transport will be used as a last resort if the other options are not possible.
Cabins/welfare/site offices	Welfare arrangements: A portaloos will be provided due to the short term deployment of the site. This will be provided by Sunbelt Rentals and will be kept in a clean state by OA staff
Overnight accommodation	No overnight accommodation is required for this project
Shared equipment	Shared equipment such as cameras, survey kit, CAT and genny, metal detectors etc, will be:- - cleaned after each use, or, - shared as little as possible. A rota may be required to achieve this. Ideally only one person per site will be responsible for dealing with paper archives where sharing is normally necessary, such as taking out numbers from

	registers. Folders should be cleaned regularly. Wherever possible, digital recording systems should be used. Equipment such as tools, pens, pencils, clipboards and PPE to be allocated to each staff member and not shared. Labelling may be necessary. Mobile phones are not to be shared, and laptop/tablets to be cleaned before use, if sharing is required.
Emergency procedures	See Covid Method statement and method statement in main document. Refer to Covid TBT for more information.
Cover arrangements	The OA Site Supervisor will be in touch with the Project Manager a minimum of twice a day to ensure that their health can be monitored.

People Vehicle Plant Interface

DO YOU KNOW YOUR SAFE ZONES?

360 Tracked Excavator



Plant Interface Zones

Yellow Zone

The Excavator Banksman (EB) or Machine Controller (MC) must remain within this zone to be able to direct the plant operator. All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator and authorisation from the EB or MC before entering Plant Interface Zones.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), authorisation from the EB / MC, the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off.

Where work in the amber zone is unavoidable a robust, task specific, safe system of work must be produced which minimises the time spent within the zone and includes detailed controls for communication between the machine operator and the EB / MC.

Red Zone

Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

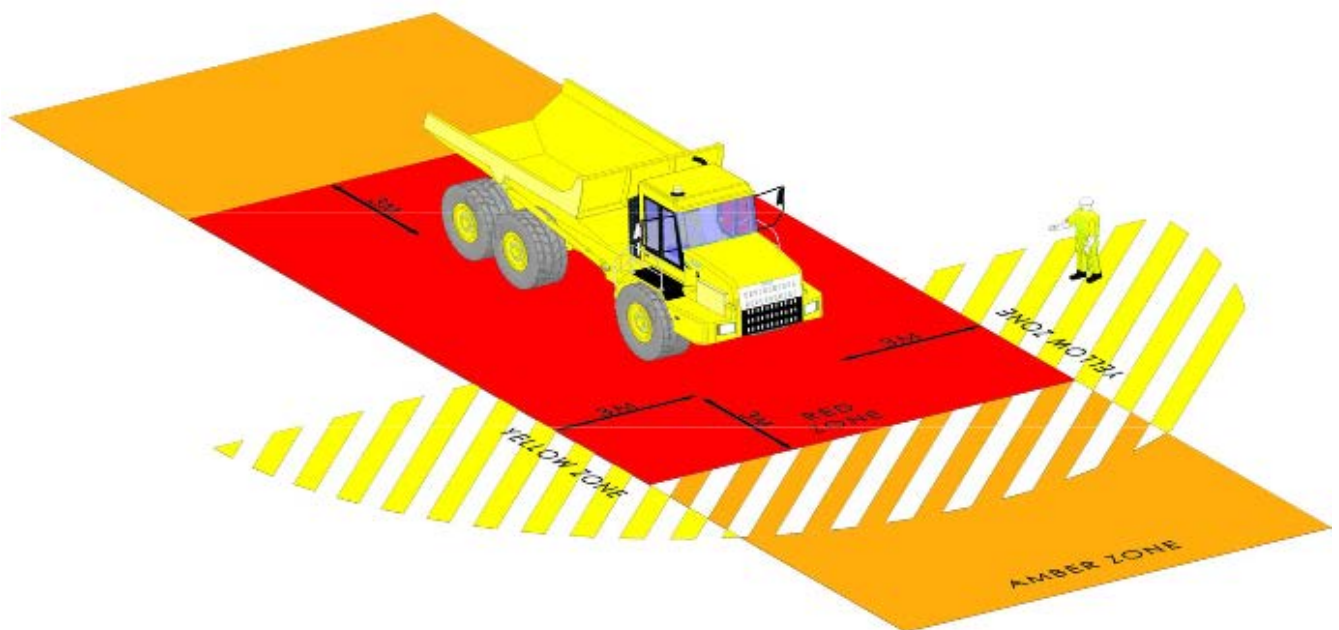
Hatched Zone

Denotes typical sight lines of the plant operator

People Vehicle Plant Interface

DO YOU KNOW YOUR SAFE ZONES?

Articulated/Rigid Dump Truck



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator



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