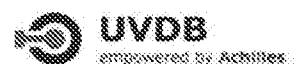
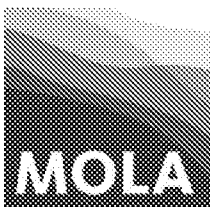


**Fontwell Avenue
Fontwell
West Sussex**

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EXCAVATION

Date 09/07/2019

Project Manager: Helen Vernon



**Fontwell Avenue
Fontwell
West Sussex**

Written scheme of investigation for an archaeological excavation

Planning reference and condition number WA/22/15/OUT
Site code – WX-FOW18

Sign-off History:

Issue No.	Date:	Prepared by:	H&S signed off by:	Checked/ Approved by:	Reason for Issue:
1	08/07/19	Susan Porter		Michael Smith	First issue
2	09/07/19	Helen Vernon		Michael Smith	Amended after client comments

© MOLA

Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED
Kent House, 30 Billing Road, Northampton, NN1 5DQ,
Unit 2, Chineham Point, Crockford Lane, Basingstoke, Hampshire, RG24 8NA,

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

Contents

Contents	i
<u>1</u> <u>Introduction</u>	<u>1</u>
<u>2</u> <u>Objectives of the excavation</u>	<u>5</u>
<u>3</u> <u>Site specific methodology</u>	<u>6</u>
<u>4</u> <u>Finds, archive and storage</u>	<u>8</u>
<u>5</u> <u>Post-excavation reporting</u>	<u>9</u>
<u>6</u> <u>Programme and resourcing</u>	<u>10</u>
<u>7</u> <u>Funding</u>	<u>13</u>
<u>8</u> <u>Bibliography</u>	<u>14</u>
<u>9</u> <u>Appendix 1: project team members</u>	<u>17</u>
<u>10</u> <u>Appendix 2: Draft Transfer of finds ownership form</u>	<u>18</u>
<u>11</u> <u>Appendix 3: Management, delivery and quality control</u>	<u>20</u>
<u>12</u> <u>Appendix 4: generic 'controlled excavation' procedures</u>	<u>22</u>
<u>13</u> <u>Health and Safety Risk Assessment and Method Statement (RAMS)</u>	<u>29</u>

Figures

<i>Fig 1 Site Location</i>	15
<i>Fig 2 Area locations</i>	16

1 Introduction

1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological mitigation excavation on the site of Fontwell Avenue, Fontwell has been commissioned from MOLA by CgMs on behalf of the client.
- 1.1.2 The excavation areas comprise three separate sites, measuring a total of 1.8ha, which are bounded by Arundel Road to the north, Fontwell Avenue to the west, Wandleys Lane to the east and houses to the south. The centre of the site lies at National Grid reference 495151 106812. The site is currently occupied by agricultural land, which in 2018 was grassed and the majority of land was occupied by horses. The site lies on a gentle south facing slope with the highest point at c.30.49m OD towards the north edge of the site, falling to c.21.03m OD in the south-west corner.
- 1.1.3 The site is being developed to create a mixed use development of 400 new dwellings, up to 500 sqm of non-residential floorspace (A1, A2, A3, D1 and/or D2), 5000 sqm of light industrial floorspace (B1 (b)/(c)) & associated works including access, internal road network, highway works, landscaping, selected tree removal, informal & formal open space & play areas, pedestrian & cyclist infrastructure utilities, drainage infrastructure, car & cycle parking & waste storage. The development received planning permission WA/22/15/OUT in 2015. Details of the consented development are available at http://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/22/15/OUT
- 1.1.4 An archaeological excavation as defined by the Chartered Institute for Archaeologists is 'a programme of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land, inter-tidal zone or underwater. The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the project design' (CIFA, 2014)¹
- 1.1.5 The results of the excavation will be set out in a preliminary report (ie *Post-excavation Assessment* report) to be issued within 4 weeks of completing the fieldwork.
- 1.1.6 This document sets out the methodologies (including Health & Safety) which will be followed during the excavation and during the post-excavation analysis and reporting stages. These will follow the Standards and Code of

¹ Attention may also be drawn to paragraph 1 (under 'The Role of Archaeologists') of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe which points out that archaeology can 'add value' to a development, influencing overall concept and/or architectural design:*archaeological work will thereby contribute to the urban landscape of the future* (CHCE, 2000)

Practice laid down by the Chartered Institute for Archaeologists, local and regional planning authority archaeology guidance and English Heritage Centre for Archaeology Guidelines where appropriate.

1.1.7 Other relevant documents include:

- the Archaeological desk-based assessment (CgMs 2014). This presented the initial assessment of archaeological potential on the site.
- ASE archaeological evaluation report (2015)
- Cotswold archaeology evaluation report (2016)
- MOLA archaeological evaluation report (2018)

1.2 Planning and legislative framework

1.2.1 An archaeological condition has been attached to the planning condition, which requires that a programme of archaeological work be carried out. Three phases of archaeological trenching have been carried out to better understand the archaeological potential of the site. Subsequently, this phase of works represents the mitigation excavation required by the Local Planning Authority Archaeological Officer, James Kenny. This WSI will require his approval prior to commencement.

1.3 Archaeological background

1.3.1 A detailed description of the geology, archaeology and history of the site was provided in the earlier Archaeological desk-based assessment CgMs (2014). A brief resume along with summarised results of previous evaluations on the site is provided here:

1.3.2 *Prehistoric*

Sequences of Raised Beach deposits have been recorded through previous archaeological investigations undertaken immediately to the north of Arundel Road, and adjacent to Westergate House, c.665m to the west. No Palaeolithic material was recorded in association with these identified sequences. Evidence of possible later settlement activity in the Late Bronze Age to Iron Age period, represented by the presence of a ditch containing a large quantity of Bronze Age, and some early Iron Age pottery, is recorded to the north of Arundel Road, c.120m to the north of the study site. ASE (2015) found low levels of possible Early Neolithic to Late Bronze Age activity. MOLA (2018) found several features dating to the Bronze Age and three pseudo-cremations of potential Bronze Age/ Iron Age date, two of which were excavated and removed from the site.

The possible Early Neolithic activity took the form of an isolated charcoal-rich pit. The Bronze Age ditches and features, whilst heavily truncated, might suggest early enclosure and utilisation of the landscape. A small assemblage of struck flints of Mesolithic to Mid Neolithic date was recovered from the site. Five features contained only flint artefacts. As such they may be of Mesolithic to Mid- Neolithic date but it is also possible that the finds were residual particularly given the disturbed nature of many of the fills as evidenced from the quantities of uncharred rootlets in environmental samples.

1.3.3 *Roman*

The study site lies along the Arundel Road, the course of which is believed to follow that of an earlier Roman road extending between Chichester and Brighton. Excavations during soak-away works at Morelands Cottage, which lies immediately north of the study site, exposed a V-shaped ditch from which large quantities of Roman pottery of 2nd to 3rd century date, including Samian ware were recovered, alongside fragments of tegula and imbrex (roof tile) and a fragment of water pipe. An urned cremation burial of similar 2nd to 3rd century date was also noted beneath the lawn of Westergate House, c.635m to the west of the study site. ASE (2015) found limited evidence of Roman activity in the form of a probable field boundary.

1.3.4 Cotswold Archaeology (2016) was commissioned to investigate the conjectured remains of a Roman Villa onsite. No evidence was found. The MOLA evaluation (2018) uncovered a potential Late Iron Age/Roman urned cremation in trench 22. This was covered up and left in situ.

1.3.5 *Saxon- Medieval*

There is no evidence of Saxon or early medieval occupation near the site, but medieval pottery sherds were found during an evaluation north of Arundel Road. No settlement was recorded in Fontwell in Domesday Book and although there might have been a road still in use nearby, it seems Fontwell was on the periphery of the manors of Eastergate and Walberton.

1.3.5 *Post-medieval*

Documentary evidence first records a hamlet settlement to have been established at Fontwell by 1630. The former Balls Hut Inn is noted to have once occupied an area at the northern extent of the study site adjacent to Arundel Road, this having once been a coaching inn of late 18th century date accommodating travellers prior to the arrival of the railway to Brighton in 1845. Historic map evidence illustrates that the study site has remained an area of predominantly common and enclosed agricultural land throughout the Post-Medieval period to the present. Some areas of localised later disturbance are indicated at the northern extent of the study site adjacent to Arundel Road, these occurring from the development of the former Balls Hut Inn dating from the 18th century and former reservoir constructed in the early 20th century.

ASE (2015) found a single Post-Medieval structure of unknown function to the south-west of the site.

1.4 MOLA team and other responsibilities

In the document below the following terms should be understood:

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

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

delivery.

- 1.4.3 *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be 'Project Officers' in grade, whilst on other sites they may be 'Senior Archaeologists' or 'Senior Project Supervisors'. On some sites there may be both a Project Officer and/or one or more 'Senior Archaeologists' or 'Senior Project Supervisors'.
- 1.4.4 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.
- 1.4.5 *Field Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.4.6 *Health and Safety Compliance Manager* – The MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement. Reports directly to MOLA CEO
- 1.4.7 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.4.8 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work. These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal Contractor, or it may be subcontracted to the Principal Contractor or it may sub-contracted to MOLA (see section 6.3).
- 1.4.9 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site.

2 Objectives of the excavation

2.1 Site specific objectives and research aims

- 2.1.1 The excavation and research is undertaken within priorities established in the South East Archaeological Research Framework (Champion 2019).
- 2.1.2 The following research objectives have been compiled after consultation with appropriate experts, and in particular on consideration of the results of previous archaeological investigations both on the site and on other sites in the area.

Natural topography and the prehistoric environment

- 2.1.3 Does the untruncated surface of natural soil survive?
- 2.1.4 Is there any evidence to indicate the natural topography of the site?

Prehistoric

- 2.1.5 Is there any evidence for further Bronze Age activity on site, and if so can it be characterised?
- 2.1.6 Can further archaeobotanical remains be identified? This is a research priority as defined by Champion.
- 2.1.7 Are there any further pseudo-cremations on site?
- 2.1.8 Are there any cremations containing human remains?
- 2.1.9 Is there any further evidence for Iron Age activity to support the possible Late-Iron Age feature found by ASE?

Roman

- 2.1.10 Is there any further evidence for Roman activity?

3 Site specific methodology

3.1 Background

- 3.1.1 Unless otherwise stated below, the generic terms in Appendix 4: generic 'controlled excavation' procedures are applicable, and details the archaeological methodology that will be carried out on site.

3.2 Excavation (digging)

- 3.2.1 Excavation methodology will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.
- 3.2.2 The excavation will be split between three areas totalling 1.8ha centred around the archaeology as defined in the previous evaluations (Fig 2).
- 3.2.3 These areas may be redefined on site in response to any significant archaeology found after consultation with the County Archaeologist and the client. A contingency has been provided to increase the size of the excavated areas should significant archaeological remains be encountered. This will only be utilised in consultation with the client and the LPA archaeological officer.
- 3.2.4 For rural sites largely comprising archaeological features cut into natural ground a feature sampling strategy is normally proposed. A sufficient proportion of each archaeological feature revealed will be excavated in order to ascertain their extent, date, and nature. For this project the *minimum* percentage excavated of each individual feature type will be as follows:

Feature Type	Minimum percentage of each example
Stake-hole	100%
Post-hole or pit (less than 1.5m)	50%
Pit (greater than 1.5m)	25%
Linear feature (less than 5m)	20%; all termini and intersections will be excavated
Linear feature (greater than 5m)	10%; all termini and intersections will be excavated
Deposits relating to funerary activity (e.g. burials, cremation deposits)	100% (subject to agreement with curator)
Deposits relating to domestic/industrial activity (postholes, hearths, floor surfaces/floor makeup deposits)	100%
Agricultural pits and features	50%
Agricultural linear features (e.g. ditches/gullies, paths/tracks)	20% for prehistoric features 10% for Roman and later features.

	All termini and intersections will be excavated
--	---

- 3.2.5 Where features are half- or quarter-sectioned as above MOLA will normally draw a sketch section on the context sheet. Where appropriate, (normally for larger features or significant ones) scaled 1:10 or 1:20 sections will be drawn.

3.3 Site survey

- 3.3.1 Survey methodology will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

3.4 Written records

- 3.4.1 Creation of written records will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

3.5 Drawn records

- 3.5.1 Creation of drawn records will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

3.6 Photographic records

- 3.6.1 Creation of photographic records will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

3.7 Use of computers

- 3.7.1 Use of computers on the project will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

3.8 Documentary research

- 3.8.1 Any documentary research will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

3.9 Artefacts and ecofacts from site

- 3.9.1 Sampling and retention of artefacts and ecofacts will be as set out in Section 12, Appendix 4: generic 'controlled excavation' procedures.

4 Finds, archive and storage

4.1 Ownership of finds

- 4.1.1 Whereas ownership of any finds on the site lies with the landowner, it will be necessary that the landowner gives necessary legal approvals, licences and permissions to donate the finds to the local Museum and/or Archive Receiving Body, to enable that body to carry out its obligations to curate the finds after discovery, in perpetuity, as part of the archaeological Archive from this site.
- 4.1.2 These approvals, licences and permissions shall be *either* confirmed in the Agreement and Contract regulating the archaeological works *and/or* confirmed by the completion of the relevant Deed of Transfer form (draft appended).
- 4.1.3 In such case, the client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.
- 4.1.4 Notwithstanding the above, subsequent arrangements may be made if required between the landowner and/or the client and the local Museum and/or Archive Receiving Body for the conservation, display, provision of access to or loan of selected finds in or near their original location.

4.2 Interim storage and processing facilities

- 4.2.1 Prior to final deposition of the archive, the storage and processing facilities available to MOLA can be summarised as follows:
- 4.2.2 Excavated finds and samples will be held at one of MOLA's two principal premises. These premises meet the *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission, 1992).
- 4.2.3 Paper and digital records are initially stored in appropriate environmental conditions at MOLA's offices. Buildings have 24-hour security.
- 4.2.4 Cold and wet storage appropriate for organic finds and samples is provided at MOLA's principal premises.
- 4.2.5 Both dry and wet processing facilities are available at MOLA's principal premises.

4.3 The project archive

- 4.3.1 The Project Archive will include all materials retained (or the comprehensive record of such materials as referred to above) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent before transfer to the local Museum and/or Archive Receiving Body.
- 4.3.2 In the absence of other guidelines MOLA will prepare the archaeological archive to the standards in the Archaeological Archives Forum's *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (2011).

5 Post-excavation reporting

- 5.1.1 Following the completion of field work, the initial post-excavation assessment of the site records and finds will lead to a *Post-excavation assessment report and Updated Project Design* in accordance with 'Appendix 4: assessment report specification' in The Management of Archaeological Projects (English Heritage, 1991).

5.2 Publication/dissemination

- 5.2.1 In all cases a short summary of the results of the work will be submitted to the NAR (using the appropriate OASIS archaeological report form), and for publication in the 'Excavation Round-up' of a local archaeological journal and/or other period-based archaeological journals as appropriate.
- 5.2.2 Where potential for further archaeological work has been identified and detailed; proposals for this set out in the *Post-excavation assessment and Updated project design*, further analysis and research may be required, leading ultimately to publication in either a dedicated site-based monograph report (produced by MOLA), or in one of the relevant national or period-based archaeological journals or regional journal within five years (or as near as possible subject to availability of space in appropriate journal) of the completion of fieldwork on site.
- 5.2.3 The client has been made aware that completion of any such further analysis, publication and archive work recommended in the post-excavation assessment report is a necessary part of the fulfilment of the planning condition and that additional, as yet undefined, resources will need to be made available to achieve this.

6 Programme and resourcing

6.1 Field programme

- 6.1.1 The main excavations are likely to start during July 2019
- 6.1.2 The programme is expected to involve an 6 week period for controlled excavation by staff in all 3 areas.
- 6.1.3 Time required for any engineering or enabling works before access to the areas is available will not be taken out of the agreed archaeological excavation period.
- 6.1.4 If unforeseen engineering or health and safety problems should arise, or if extensive, significant deposits are found to survive in the area which cannot be satisfactorily excavated and recorded in this period, then there should be sufficient flexibility within the programme and resources to enable the deposits in question to be excavated and recorded to the satisfaction of the Local Planning Authority's designated representative/advisor. The exact details of time, areas and numbers of staff involved would be agreed in discussions between representatives of the developer and/or their agents, MOLA and the Local Planning Authority's designated representative/advisor.

6.2 Post-excavation programming

- 6.2.1 The time required to complete the *Post-excavation Assessment Report*, including an *Updated Project Design*, will depend on the volume of records generated during the excavation.
- 6.2.2 At this stage, MOLA intends that the report will be completed and submitted to the local planning authority's archaeological adviser/officer for consideration and agreement within 12 months of the completion of fieldwork.
- 6.2.3 The results of the evaluations will be combined in the post-excavation assessment programme.
- 6.2.4 The *Updated Project Design* will include an agreed timetable for completing a program of analysis, publication and archiving which will then be implemented to fully satisfy the planning condition.

6.3 Attendance requirements

- 6.3.1 This section provides a summary of likely attendance requirements to be provided for MOLA by the site Attendance Contractor during the archaeological excavations.
- 6.3.2 If necessary, these will be revised in light of on-going discussions on excavation methodology. The section is based on standard MOLA procedures, adapted to meet the particular requirements of the project.
- 6.3.3 The Attendance Contractor will be employed by MOLA
- 6.3.4 As part of the **site preparation** works, overburden will be cleared in sections and modern intrusions/foundations removed where appropriate. The

overburden removal will be undertaken by the client's Attendance Contractors using machines under the supervision of the Site Supervisor. The contractors will comply with all reasonable requests by the Site Supervisor, who will be authorised to decide which modern features are removed or left *in situ* to reveal or protect archaeological features.

- 6.3.5 Temporary **roofing** may be needed to protect the site from the elements while archaeological work is in progress. This will be supplied by the Attendance Contractor over areas of good archaeological survival or where particularly fragile remains are encountered, or where the critical path is likely to be impacted by delay caused by bad weather. The extent of the roof may be decided once areas of archaeological survival have been assessed. A temporary roof might comprise, for instance, portable horticultural-type tunnels (of translucent plastic to allow daylight through), such roofing to be equipped with suitable means (gutters etc) for keeping resultant waterflow out of/away from the areas of archaeological work
- 6.3.6 **Safe access** routes will be installed prior to the excavation, and to be maintained throughout the period of the excavation by the Attendance Contractor. Handrails and ladders will be provided as required. Standard Youngmans or duckboards may be required to construct walkways which can be altered as the excavation progresses. Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.
- 6.3.7 **Shoring** in all excavations which exceed 1.20m in depth, and in those of less than 1.20m which are judged unstable, installed in accordance with Safety Regulations and maintained throughout the occupancy of the area in question. Note that where mechanical or electric hoists are to be used, MOLA Health and Safety policy requires staff working in shored shafts of less than 4m x 4m to leave the shaft before hoisting of buckets takes place and not to re-enter until the bucket is lowered back into position. Time for such evacuation will not form part of excavation programme. Beyond a depth of 3m within such shafts gas monitoring equipment will be required to ensure appropriate air quality for those working there.
- 6.3.8 **Lighting:** halogen lamps (or equivalent 'daylight' lighting) may also be required to enable work to continue to the end of the normal working day. If necessary, tungsten halogen lamps (500W minimum) with 110-volt transformer, adequate cabling, and power supply.
- 6.3.9 In addition to welfare facilities (section 13.3) MOLA will need limited '**office**' **space**. MOLA's job on site includes the physical excavation of spoil and the creation of written and drawn records. This requires intermittent use of indoor space with desks and chairs (and lighting and heating). For archaeological teams comprising five or more, the standard ratio is 4:1; that is for every 4 field staff, including supervisors, one needs to be inside creating or checking records.
- 6.3.10 If ground-water is encountered in the trenches, adequate **pumps** with generating equipment if needed will be required to remove it in order to complete the excavations.
- 6.3.11 A suitable **security** system to operate overnight, weekends and holidays. Normally this means adequate hoarding/Harris fencing and locks.
- 6.3.12 Effective channels of **communication**, including a designated supervising engineer and/or client's project manager to liaise with the Site Supervisor and Project Manager from MOLA. A designated contractor's agent will be necessary to implement agreed attendances.
- 6.3.13 Where archaeological remains are to be preserved *in situ* adequate

protection will be supplied. This might involve for instance protective boxing; or wrapping deposits or features in a geo-textile such as Terram; or sealing with sand or other suitable soft materials; or other means as deemed suitable/appropriate at the time by the local authority.

6.3.14 **Plant** operators and the following plant:

- A mechanical tracked excavator with a toothed bucket and a large toothless ditching bucket for site clearance.
- A dumper for the transference of spoil away from the excavation area

7 Funding

- 7.1.1 Funding arrangements for the excavation have been agreed between MOLA and the developers/client, together with agreements for attendance requirements, accommodation and facilities required. It has been agreed that the developer will fund the on-site works up to the *Post-Excavation assessment* stage as defined by MAP2 and as described in this document. Additional costs for the later analysis/publication programme will be confirmed following the completion of the *Post-excavation assessment report and Updated project design*, and the client is aware of this eventuality.

8 Bibliography

- ACAO, 1993 *Model briefs and specifications for archaeological assessments and field evaluations*, Association of County Archaeological Officers
http://www.algao.org.uk/sites/default/files/pubs_Model_Briefs_Specifications.pdf
- Archaeological Archives Forum, 2011 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*:
http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf
- ASE, 2015, *An Archaeological Evaluation at Land off Fontwell Avenue, Fontwell, West Sussex*
- BADLG, 1991 *Code of Practice, British Archaeologists and Developers Liaison Group*
- Chartered Institute for Archaeologists (CIFA), 2014 *By-Laws, Standards and Policy Statements of the Chartered Institute for Archaeologists: Standards and guidance*
- CgMs, 2014, *Archaeological Desk Based Assessment*
- Champion, T, 2019, *Middle Bronze Age to Iron Age*. Chapter in South East Research Framework Assessment
- Cotswold Archaeology, 2016, *Land off Fontwell Avenue, Fontwell, West Sussex, Archaeological Evaluation*
- DCLG [Department of Communities and Local Government], March 2012 *National Planning Policy Framework*.
- Disused Burial Grounds (Amendment) Act 1981
- English Heritage, 1991 *Exploring our Past. Strategies for the Archaeology of England*, English Heritage
- English Heritage, 1997 *Sustaining the historic environment: new perspectives on the future*
- English Heritage 2008 *SHAPE 2008: A Strategic framework for Historic environment Activities and Programmes in English Heritage. Guidance for external grant applicants*. Swindon English Heritage.
- English Heritage Ancient Monuments Laboratory, Conservation and Technology, 1998 *Guidelines on producing and interpreting dendrochronological dates*
- English Heritage Centre for Archaeology Guidelines, Feb. 2001 No. 1: *Archaeometallurgy*
- English Heritage Centre for Archaeology Guidelines, 2011 *Environmental archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)*
- English Heritage Centre for Archaeology Guidelines, 2004 *Human bones from archaeological sites: guidelines for producing assessment documents and analytical reports (2002)*
- MOLA, 2018, *An evaluation report for Fontwell Avenue (WX-FOW18)*, MOLA unpub report
- Museums and Galleries Commission (1992) *Standards in the Museum Care of Archaeological Collections*.
- Society of Museum Archaeologists (1993) *Selection, Retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland*.
- Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*.
- Standing Conference of Archaeological Unit Managers, 1991 revised 1997 *Health and Safety in Field Archaeology, Manual*
- Treasure Act 1996 *Code of Practice (2nd Revision)* 1996, DCMS
- Treasure (Designation) Order 2002, TSO

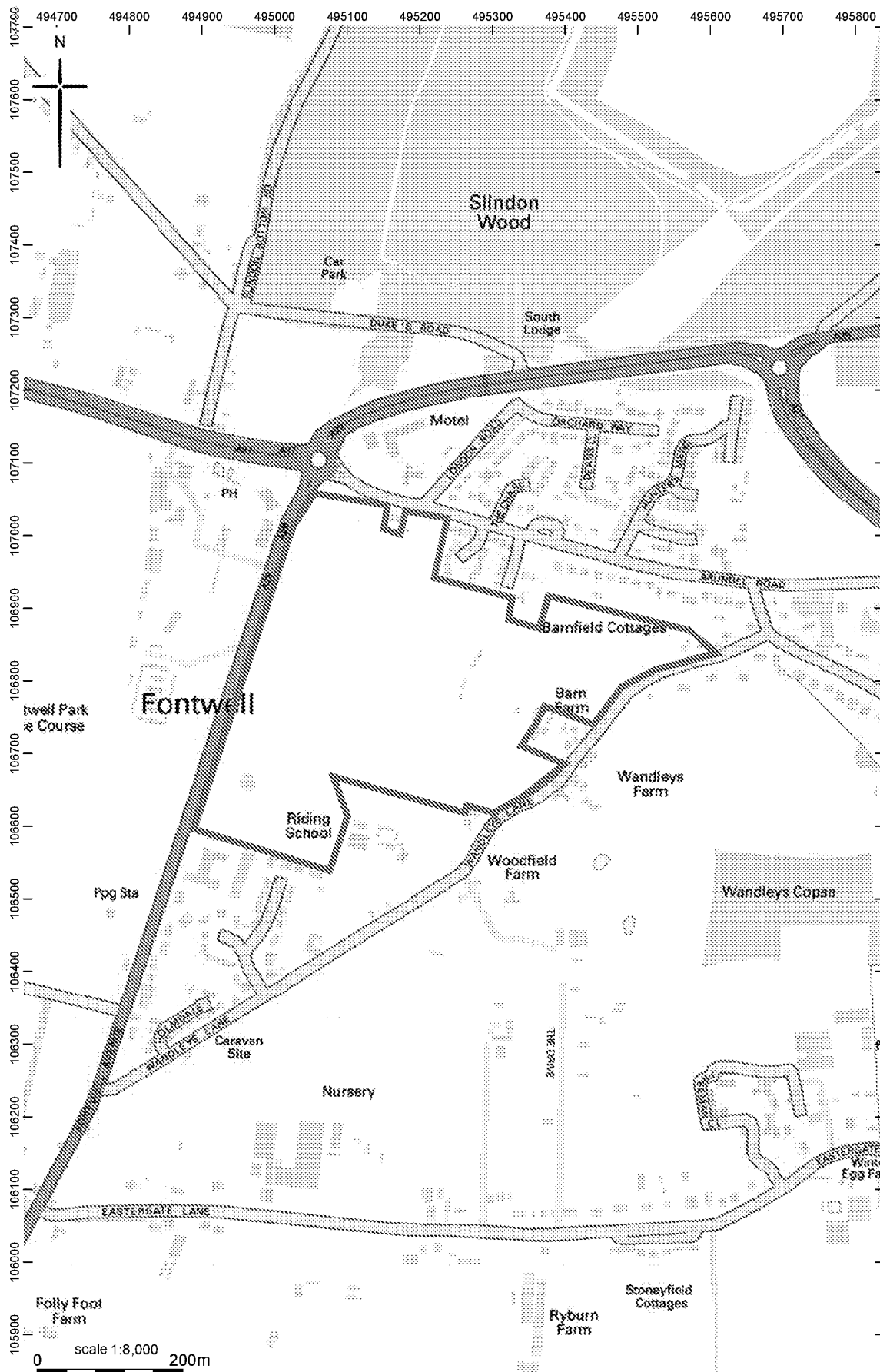


Fig 1 Site Location

9 Appendix 1: project team members

- 9.1.1 MOLA will make use of its own in-house specialists and specialist teams whenever it can. CVs can be supplied on request.

10 Appendix 2: Draft Transfer of finds ownership form

SITE CODE:

TRANSFER OF TITLE AGREEMENT

[Name of recipient body] (hereinafter called "the Museum")
hereby acknowledge transfer of title of the items described hereunder
transferred to them by way of Gift, Purchase or Bequest by the Owner
(hereinafter called "the Owner") whose full details are set out below:-

NAME OF OWNER/DEPOSITOR (BLOCK CAPITALS)

[NAME OF LAND OWNER]

ADDRESS

[Address of Land Owner]

Brief description of items	Method of acquisition	Date of transfer
Archive of all artefacts from <i>[Site Address]</i>	Gift	

In order to complete the Transfer of Title in the item(s) from you to the Museum, please read the General Conditions overleaf and if the terms are acceptable, please sign this form below.

Please return the signed form to the Museum (via the Archaeology Service if applicable) and a copy will be sent to you once it has been signed by a representative of the Museum.

It would help the Museum if the copy could be produced in the event of any query concerning the transfer of the item(s).

Signed by

Date

for and on behalf of the Owner

Signed by

Date

for and on behalf of *[Name of recipient body]*

GENERAL CONDITIONS

For items being acquired by *[Name of recipient body]*

The Owner (or depositor acting on behalf of the Owner) hereby transfers full title and ownership of the item(s) specified overleaf to *[Name of recipient body]* and delivers the same forthwith without conditions. (Risk in the items shall remain with the owner until delivery).

If the item(s) are a gift, the Owner hereby confirms that he/she is the absolute Beneficial Owner of the item(s) and that they are given to the Museum as an absolute gift.

If the item(s) are a bequest the depositor confirms that their acquisition by the Museum was at the wish of the deceased and encloses herewith a copy or extract of the deceased's Will and Grant of Probate giving him/her as Executor/Executrix the authority to administer the deceased's estate and transfer the item(s) in accordance therewith.

Please note that the Museum does not guarantee that the item(s) transferred/deposited will be placed on public display.

11 Appendix 3: Management, delivery and quality control

- 11.1.1 MOLA (Museum of London Archaeology) is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED). It has its own independent Board of Trustees but works in partnership with the Museum of London via a Memorandum of Understanding.
- 11.1.2 MOLA is a 'Registered Organisation' with the archaeological professional body, the Chartered Institute for Archaeologists (CIfA). The *CIfA Register* is a rigorous Quality Assurance scheme for archaeologists. In order to be accepted, MOLA has passed a Board resolution to comply with the CIfA Code of Conduct and Standards, to demonstrate that compliance through bi-annual re-registration, to submit to regular CIfA inspections, and to ensure that all MOLA activities are under the overall direction of a Member grade (MCifA) 'responsible post-holder'. The Registered Organisation scheme also provides procedures for investigating and handling of external complaints.
- 11.1.3 MOLA is currently working with a specialist consultant towards achieving an ISO9001 Quality Management standard (proof can be provided if required).
- 11.1.4 MOLA subscribes to and abides by the general principles and specific terms of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe, and adopted at the 15th plenary session in Strasbourg on 8-10 March 2000 (CC-PAT [99] 18 rev 3). In particular to the following points:archaeologists shall be aware of development costs and adhere to agreed timetables (Para 3 'The Role of the Archaeologist'), with all work 'carried out to written statements setting out standards timetables and costs' (para 4 *ibid*).
- 11.1.5 MOLA further subscribes to and ensures that its activities comply with and/or are guided by the following policies, procedures and guidance:
- Appropriate local and regional planning authority archaeology guidance
 - Appropriate Archaeological Research Framework for the region
 - English Heritage, *Management of Archaeological Projects* (MAP2), (1991)
 - English Heritage Centre for Archaeology, *Guidelines* (various)
 - National archive disposition standards including Museum and Galleries Commission, *Standards in the Museum Care of Archaeological Collections* (1992) and Society of Museum Archaeologists, *Towards an Accessible Archaeological Archive: the Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales* (1995)
 - Relevant local archive deposition standards
- 11.1.6 MOLA governance and organisational strategy are determined by the Senior Management Group (SMG), led by the CEO and comprising the Finance Director, Chief Operating Officer, and five other Directors. The SMG reports regularly to an independent Board of Trustees, who oversee MOLA's performance and strategic direction. As a charitable company MOLA is monitored and regulated by the Charities Commission.
- 11.1.7 MOLA is structured to reflect its project orientation. A Director manages the Client Team of Project Managers (PMs). Individual PMs are responsible for

developing new work for MOLA, and thereafter for designing, budgeting and delivering projects for clients. They remain the principal point of contact for the client for the duration of each project.

- 11.1.8 PMs drive projects through successive stages in accordance with client needs, forming project teams by drawing upon the skills available within MOLA Operations teams. PMs ensure that projects are completed to the highest standards within time and budget. Financial monitoring of projects against budget is undertaken by the Finance Director and PMs at monthly review meetings. Project management software is employed by MOLA Operations to plan resourcing and track and adhere to programme and budget. Project team meetings are held throughout the programme, allowing refinement of research strategies in the light of on- or off-site findings or analysis. Recording, excavation, and sampling strategies may be modified to provide optimum information retrieval in support of the research objectives. At post-excavation phase internal project management is normally devolved to a designated Post-Excavation Project Manager.
- 11.1.9 All archaeological field work is controlled and monitored on a day to day basis by the on-site Site Supervisor (SS), who reports to the designated Project Manager. Together with PMs and the Field Manager (responsible for H&S) they also liaise as necessary with the client's agents and Principal Contractors regarding all enabling works and H&S..
- 11.1.10 All written documentation, eg initial *written scheme of investigations*, evaluation reports, post-excavation *Assessment Reports* and final publications undergo stages of internal review and sign-off prior to final issue to clients. For both field and reporting work PMs and SSs meet and liaise with the client and the Local Authority's archaeological advisor or officer to ensure delivery according to wsis and to review progress, research aims, archaeological procedures, and site strategies as appropriate..
- 11.1.11 At all stages, what constitutes an appropriate archaeological response will be assessed against criteria of local, regional and national significance and within frameworks of valuable archaeological research topics identified in local or regional Archaeological Research Frameworks (where these exist).

12 Appendix 4: generic 'controlled excavation' procedures

Unless modified in Section 3 above the following apply to all MOLA excavations.

Overall standards

- 12.1.1 **General standards:** excavation strategy will be carried out in accordance with and/or guided by relevant standards and guidance given by the Chartered Institute for Archaeologists and English Heritage *Guidelines* where appropriate.

Use of machines

- 12.1.2 **Initial site clearance** will include the emptying of modern backfill of the test trenches from previous phases of investigation work, and other modern backfilled features where these can be identified. This could be carried out by a small machine or narrow trenching bucket under MOLA direction, with final clearing by hand.
- 12.1.3 **Use of machines/hand excavation:** following removal of the machine clearance, the areas which require examination or recording will be cleaned using appropriate hand tools. All investigation of archaeological levels will then be carried out by hand unless the use of machines is specifically requested by MOLA to remove certain layers or deposits.

Depth of excavation

- 12.1.4 **Deep modern foundations** may be left *in situ* during the excavation to avoid collateral damage to archaeological deposits and features. Shallow modern foundations which overlie archaeological deposits can be removed, either by machine, or if more appropriate, by hand.
- 12.1.5 **Deep archaeological features** such as pits and wells may require excavation to a greater depth than the general level of reduction required by the client. Agreement will be sought between the client, MOLA, the site engineers and the Local Planning Authority's designated representative/advisor on a case-by-case basis.

Site Handover

- 12.1.6 **Site start up handover:** controlled archaeological excavation will commence once all parties are satisfied that the breaking out is complete and a hand-over meeting has been agreed. Once MOLA has sole access to the prepared area an archaeological team will be mobilised to clean the entire area using appropriate hand tools.

Survey (Geomatics)

- 12.1.7 **General:** MOLA carries out site survey using differential GNSS / GPS and optical Total Station systems, as appropriate. Site control is tied into Ordnance Survey National Grid (OSGB36) and Ordnance Datum (OD), or client survey frameworks, as required. Site grids and baselines to be used for traditional site planning are similarly implemented and located using the most appropriate survey method, and are related to the required survey

framework. Archaeological feature pick-up, and area or trench set-out, is by differential GNSS / GPS, or by optical methods. Laser-scanning survey is similarly tied into the OS framework.

- 12.1.8 **MOLA Surveying Standards:** Standards of precision and accuracy are derived from the accepted standards of accuracy as used by chartered surveyors and defined by the Royal Institution of Chartered Surveyors. The implementation and maintenance of survey standards within MOLA is the responsibility of the Geomatics Manager.
- 12.1.9 **Establishment and maintenance of Grids:** Planned archaeological data will be recorded with reference to a horizontal MOLA site grid or to baselines, and a vertical temporary Ordnance Datum point. The Site Supervisor(s) will be responsible for relating all planned records to these.
- 12.1.10 **Tying in to National Grid:** Sites where significant archaeological remains are uncovered will be tied in to the Ordnance Survey National Grid (OSGB36) by GPS or by establishing or tying-in to existing OS control networks. Tying site grids to features identified on OS mapping will only be used for sites without significant archaeological remains and where no qualitatively preferable survey solution is possible.
- 12.1.11 **Direct data capture:** Archaeological features recorded directly by GNSS/GPS will be automatically located in 3D in Ordnance Survey Grid and Datum coordinates. Trench or area locations set out using GNSS/GPS will similarly, be located in relation to Ordnance Survey coordinates. Laser-scan and digital photogrammetric surveys will be tied into survey control frameworks located in relation to Ordnance Survey Grid and Datum.

Preservation of remains on site

- 12.1.12 **Protection of remains:** where archaeological remains are to be preserved *in situ* they will be adequately protected from deterioration during the excavation. This might involve for instance protective boxing; or wrapping deposits or features in a geo-textile such as Terram; or sealing with sand or other suitable soft materials; or other means as deemed suitable/appropriate at the time by the local authority.
- 12.1.13 **Unforeseen remains:** on the discovery of unforeseen nationally or internationally significant archaeological remains a site meeting will be called immediately with the client, a representative of the LPA, and the Inspector of Ancient Monuments (if necessary) where a forward strategy for preservation *in situ* or excavation will be discussed, followed by revision/updating of the wsi (if necessary) and negotiations with funding agencies (if necessary) to achieve the agreed revised strategy.

Finds and environmental: retrieval, sampling, retention

- 12.1.14 **Sampling strategies & procedures** used on site will be documented.
- 12.1.15 **Artefact and ecofact data recovery** methods may include hand collection, and both intentional and incidental collection through the application of sampling procedures.
- 12.1.16 Different **sampling strategies** may be employed according to site specific research aims and the perceived importance of the deposits or features under investigation. Where appropriate alternative site specific sampling strategies will be agreed by the Project Manager, Site Supervisor and/or relevant specialist. Sample size will account for the frequency with which material is likely to occur.
- 12.1.17 **All retained finds and samples** will be lifted, cleaned, conserved, marked,

bagged and boxed in a proper manner and to standards agreed with local Museum and/or Archive Receiving Body.

- 12.1.18 **Finds and Environmental** work will normally be carried out by MOLA specialists. Where external specialists are necessary, eg dendrochronology, relevant method statements will be supplied if requested. All work will be carried out in accordance with CIFA standards, and established national guidelines.
- 12.1.19 **Human remains:** upon discovery, any finds of human remains will be left *in situ*, covered and protected. If removal is essential it can only take place under or with appropriate Faculty jurisdiction, Department of Justice (Coroner's Division) licence, current environmental health regulations, Coroner's permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. It will be necessary to ensure that adequate site security is provided.
- 12.1.20 **Treasure:** all finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of the Treasure Act 1996 and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft
- 12.1.21 There will be **regular liaison** between appropriate MOLA specialists and the Project Manager and/or Site Supervisor during the course of the excavation. On larger, or finds- and environmentally-rich sites, this may take the form of a MOLA specialist working on site as part of the excavation team, or visiting regularly. The purpose of such liaison to provide the Site Supervisor and Project Manager with information they need to review and, if necessary, revise excavation and/or sampling strategies.

Archaeological monitoring

- 12.1.22 **Reasonable access** to the site will be granted to the representative/advisors of the Local Authority, who may wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with this written scheme of investigation.
- 12.1.23 **Regular 'site monitoring' meetings** of the appropriate members of the project team and the Local Planning Authority's designated representative/advisor will be held to review research aims, archaeological procedures, and site strategies.
- 12.1.24 **Archaeological progress reports** will be produced by MOLA and made available to the Local Planning Authority's designated representative/advisor if requested.

Variation to research priorities and/or methodologies

- 12.1.25 **Research questions:** the overall site methodology and sampling strategy is primarily determined by the research questions set out in 2.1 above. These will be kept under constant review as set out in the next paragraph and will continue to drive site strategy and methodology during excavation.
- 12.1.26 **Resources:** within this framework the project team will carry through a process of continual assessment and prioritisation of research objectives, allowing informed decisions to be made regarding the optimum level of sampling of archaeological strata. These decisions will reflect the need to balance the recovery of valid archaeological data with prudent management

of available resources, avoiding inappropriate cost.

12.1.27 **Variation:** Decisions made on these bases may result in the enhancement or simplification of recording systems as dictated by the evolving research framework.

12.1.28 **Agreement :** Where alternative approaches and methodologies are thought to be appropriate within the framework of the stated research objectives these will not be employed without consultation between the Local Planning Authority's representative/advisor, MOLA and the client or their agent.

Written records

12.1.29 Detailed, standardised **record sheets** will be completed in accordance with the standards of the Chartered Institute for Archaeologists, local and regional planning authority archaeology guidance, and English Heritage Guidelines where appropriate.

12.1.30 Record sheets will be checked by the Site Supervisor and a relational **matrix** compiled. The inter-relating of these records, and the compilation of a Harris stratigraphic matrix during the course of the excavation, will be the central processes leading to an understanding of the site sequence.

12.1.31 **Computerised systems** of data capture and manipulation may be used wherever appropriate.

Drawn records

12.1.32 The immediate spatial relationship of features and layers to each other will be recorded by **planning**. Each of these plans will be located on the site grid. If appropriate direct digital data capture of contexts by GPS or total station and computerised data capture of context attributes may also be used

12.1.33 **Digitisation** of selected drawn records will normally take place after field work is complete using AutoCad and may also be loaded into ArcGIS for analysis.

12.1.34 **Plan matrices** will be compiled to illustrate the relative stratigraphic positions of different features, using the 'Bonn' program or similar.

12.1.35 Detailed **elevations or sections** will also be drawn where appropriate.

Photographic records

12.1.36 The overall site record will include **photographs** made using high end digital, cameras. The photographic record will illustrate all significant phases, structures, important stratigraphic and structural relationships, and individual items of interest, including artefacts.

12.1.37 All site photographs, except 'working shots', will include a **photographic scale** of appropriate size.

12.1.38 A computerised **index** will be compiled, relating image number, site photograph number, context numbers, excavation area, and other relevant information.

12.1.39 At the request of the client a file of site photographs may be produced and copied digitally to DVD or similar for them.

Archaeogeophysics

Archaeomagnetic dating

12.1.40 Archaeomagnetic sampling may be carried out on suitable structures such

as hearths and burnt floor surfaces.

Radiocarbon dating

- 12.1.41 Selective use may be made, where appropriate, of radiocarbon dating methods, particularly if potentially prehistoric material is recovered from aceramic contexts. MOLA will make use of external laboratories for dating.

Computing and electronic support

- 12.1.42 MOLA makes use of the latest digital operating systems, MSOffice applications, digital survey equipment, digital cameras, and CAD packages. These are upgraded continuously. Current details can be provided on request.
- 12.1.43 Our database structure has been developed specifically for archaeological data captured using the single context recording system. MOLA maintains and is continuously developing its sophisticated archaeological GIS. Details can be provided on request.
- 12.1.44 Security Backups of the entire system are done on a daily basis. All backup media is stored off site at a secure location.

Documentary research

- 12.1.45 Provision will be made for sufficient initial documentary research in order to enable the overall research aims to be realised. Further documentary research may be required during the excavation of the site to address particular structures or archaeologically identifiable properties. The final scope of additional research will be determined at the post-excavation assessment stage and be dependent upon the aims of the *Updated project design*.

Ceramic finds procedure

- 12.1.46 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed:
- 12.1.47 Pottery identified within single contexts will be hand collected.
- 12.1.48 Where partial sampling is carried out on key horizons ceramics will be collected from the sieved material
- 12.1.49 MOLA pottery specialists will be consulted regarding unusual *in situ* groupings.
- 12.1.50 On pottery production sites a retention policy will be established in conjunction with relevant MOLA specialists, which will identify the best practice for that site, with regard to recording and retention of large groups of waste sherds
- 12.1.51 Spot-dating of pottery will not usually take place until all finds processing has been completed. This is because best practice requires that *all* pottery from a finished context is viewed at one time. In certain circumstances it may be useful for the Site Supervisor to have access to dating information during the course of the excavation, and provisional date-ranges from specific contexts can be provided on request.

Building materials procedure

- 12.1.52 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed:
- 12.1.53 Building material identified within single contexts will be hand collected

- 12.1.54 Mortar and *opus signinum* from structures will be sampled where appropriate
- 12.1.55 Decorated mosaics will be lifted whole in consultation with MOLA conservators, but plain tessellated pavements will be sampled.
- 12.1.56 Painted wall plaster will normally be collected. Sampling may be appropriate, but only after consultation with the appropriate specialist
- 12.1.57 Bricks: post-medieval bricks will only be sampled, though any unusual ones will be kept. Bricks of medieval date may be sampled if large quantities are present. Mud bricks may be sampled, although complete or unusual ones will be kept.
- 12.1.58 Where excavated buildings are being preserved *in situ* the building material will be studied *in situ* by a building materials specialist.

Registered finds procedure

- 12.1.59 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed
- 12.1.60 MOLA conservation staff will be consulted on lifting procedures for delicate or fragile objects and may be on hand to lift objects themselves if required
- 12.1.61 All iron objects will be X-rayed with the exception of nails and slag, and then selected for conservation or scientific investigation as appropriate. Most copper-alloy objects will also be X-rayed. All coins are X-rayed as part of the conservation and dating process
- 12.1.62 Selective artefact collection procedures may be considered following discussion between the Project Manager and/or Site Supervisor and the appropriate specialist
- 12.1.63 Once finds have been taken from the site they will be recorded in Oracle using standard procedures.

Artefacts in wood/timber

- 12.1.64 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed:
- 12.1.65 Wooden artefacts will be kept moist and supported to prevent collapse or decay. No biocides will be used at any time. Each individual artefact will be placed in its own bag or waterproof box.
- 12.1.66 Timbers with potential for dendrochronological analysis will be seen by a specialist on site prior to any conservation treatment taking place.
- 12.1.67 Large artefacts and 'special' timbers (eg with toolmarks, unusual joints etc) will be identified, recorded and where appropriate, dendrochronologically analysed prior to conservation treatment.
- 12.1.68 Structural timbers will be recorded and sampled quickly, following standard MOLA recording procedures and advice from specialists. Biocides will not be used. The Museum of London does not normally curate/conservate structural woodwork. Occasionally, the developer, client or another museum may wish to provide an alternative home for ancient structural woodwork.
- 12.1.69 The timber specialist will liaise with the Project Manager and/or Site Supervisor(s), and other specialists, to monitor on-site and assist with work as necessary.

Environmental procedure

- 12.1.70 The Project Manager and Site Supervisor(s) will be responsible for ensuring

the following procedures are employed

- 12.1.71 Different sampling approaches will be used as appropriate including bulk sampling, hand collection, column sampling, and monolith sampling.
- 12.1.72 Sampling will be carried out, where possible and appropriate, in accordance with the standards of the Chartered Institute for Archaeologists, local and regional planning authority archaeology guidance and English Heritage Guidelines where appropriate.
- 12.1.73 Sample size will be based upon the reason for collecting the sample. Normally 40 litres for a 'general' bulk sample or 20 litres for a 'specialist' waterlogged sample for palaeoenvironmental analysis only. Some deposits - eg a waterlogged prehistoric settlement feature - might thus require both types of sample and this will be established through liaison with MOLA environmental archaeologists
- 12.1.74 Animal bone will be collected by hand, and this will be supplemented by the residues from bulk environmental samples
- 12.1.75 Human burials will be recovered individually, with the separate parts of the body (ie right arm, torso, left leg etc.) bagged separately on site. Samples will be taken for analysis of the abdominal area if soil conditions are wet or moist. Control samples will also be taken by consultation with the appropriate specialist. Cremations will be excavated in consultation with specialists.
- 12.1.76 Environmental procedures will be monitored throughout the excavation, and modified where necessary, eg after the discovery of unexpected features or deposit types, after consultation between the Project Manager and/or Site Supervisor and the appropriate specialist. In some circumstances advice may also be sought from an English Heritage Regional Science Advisor.

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

13.1 Use of Risk Assessment and Method Statement

13.1.1	This section constitutes the MOLA Health and Safety Risk Assessment and Method Statement (RAMS) for Land off Fontwell Avenue, Fontwell, West Sussex.	Project Manager responsible
13.1.2	The Project Manager is responsible for ensuring that a copy signed and approved by the Health and Safety Compliance Manager (HSCM) of the RAMS is available on site.	
13.1.3	The MOLA Site Supervisor is responsible for ensuring that all MOLA staff study and familiarise themselves with the RAMS and that they sign the health surveillance, RAMS and induction registers to indicate that they have understood and will comply with them.	Site Supervisor responsible
13.1.4	Where changes or additions to the RAMS are required these should be appended to the site master copy by the Site Supervisor and staff briefed on those changes.	

13.2 Site Specific Health and Safety Control Measures

Site Security and Access

13.2.1	Safe access routes from the site entrances to any site offices and welfare facilities will be demarcated and maintained throughout the course of the archaeological works by MOLA.	Site Supervisor responsible
13.2.2	All visitors will report to the site office	
13.2.3	All visitors to site must sign the visitors' register and will be accompanied by an inducted operative for the duration of their visit or given an appropriate visitor induction.	

Trench or Work Area Access and Barriers

13.2.4	The Site Supervisor will establish inspect and maintain the designated safe access routes to and from MOLA excavation areas/trenches and demarcate them with suitable barriers where required.	Site Supervisor responsible
--------	--	-----------------------------

Shoring, Stepping-in, Battering Back of Excavations

13.2.5	On this site it is not anticipated that any MOLA excavation areas/trenches will require stepping in or battering back or shoring.	Project Manager responsible
--------	---	-----------------------------

Lifting Equipment (Hoists)

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

Underground and Overhead Utility services

13.2.7	MOLA is in possession of and has studied a plan of live utility services for the site. All archaeological excavation areas/trenches and/or access routes have been located to avoid accidental disturbance of the services marked on this plan.	Project Manager responsible
13.2.8	Irrespective of the availability of utility service diagrams for the site, all MOLA excavation areas and trenches will be scanned with a cable and pipe locator (CAT). The CAT will be fully checked and certificated within the last 12 months and will only be used by a person trained and competent to do so. The excavation area or trench will be scanned: - Before any machine excavation commences including breaking out. - Immediately after the breaking out and removal of any surface concrete. - Before any further levels of machine excavation.	Site supervisor responsible
13.2.9	All underground and overhead utility services will be assumed to be live and be subject to an exclusion zone by MOLA until proved otherwise or been made safe by a competent person.	
13.2.10	In the event of the accidental disruption of a live utility service by MOLA or contractors working for MOLA the Site Supervisor will inform the Project Manager and, when appropriate, call the relevant emergency number for the utility service owner.	
13.2.11	Where for whatever reason the making safe of any under- or overhead services relevant to MOLA works does not happen MOLA may need to remove its staff from the site or an area until it has been made safe.	

Hazardous Chemicals (COSHH)

13.2.12	On this site the following COSHH controlled substances will/may be used: - Spray Paint - Petrol (Pump)	Project Manager responsible
13.2.13	All COSHH controlled substances in use on site will be accompanied by a material safety data sheet (MSDS), and a risk assessment detailing control measures for safe use, transport, storage, disposal and emergency procedures.	Site Supervisor responsible
13.2.14	A site specific risk assessment under COSHH will be undertaken by a competent person for any COSHH controlled substance discovered or subsequently used on site which is not presently foreseen. This will include the sourcing of a material safety data sheet (MSDS), and control measures for safe use, transport, storage, disposal and emergency procedures.	

Contaminated Land

13.2.15	MOLA is not aware of any previous documented land usage suggesting that the site is likely to contain specific potentially dangerous subsurface ground contamination.	Project Manager responsible
13.2.16	The following minimum precautions will apply to all MOLA sites, excavation areas and trenches. Staff will: - Be subject to daily, simple health monitoring by their supervisor. - Wear all required and appropriate PPE when working in the excavation area/trench i.e as a minimum in this context gloves suitable for site	Site Supervisor responsible

work.

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

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



Asbestos

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

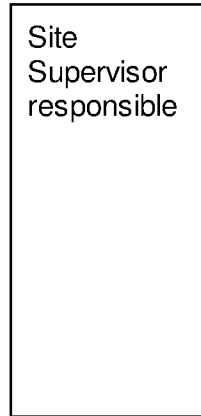
Project
Manager
responsible

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

Site
Supervisor
responsible

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

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



Human Remains

13.2.21 It is not anticipated that Human remains will be found on site as previous deposits consisted of pseudo-cremations.

13.2.22 However, if human remains are discovered all MOLA works with human remains on this site will be under a licence issued by the Ministry of Justice and in conformance with all legal obligations to screen the works from the public and treat the remains with due care and reverence.

13.2.23 While MOLA is aware that there may be some concern about plague, anthrax, smallpox, typhoid, TB, cholera, and by implication other dangerous micro-organisms, viruses, and bacilli associated with human remains on site, here these remains, if found, will represent an insignificant risk to workers and visitors.

13.2.24 Plague, Cholera, Typhoid and TB etc are unlikely to survive outside living hosts and to withstand microbial competition in the ground.

13.2.25 Naturally occurring anthrax can survive for c80-90 years in the ground but has been an uncommon cause of death for humans over the last 200 years, being more usually, in the past, associated with grazing animals e.g. sheep and cattle. The human remains on this site are expected to be at least 2000 years old. Humans are moderately resistant to Anthrax and are unlikely to be infected even if in contact with an infected cadaver.

13.2.26 The Smallpox virus is unlikely to survive in scabs in interments for more than one year, although it may persist for longer in certain sealed environments e.g. sealed lead coffins. No sealed lead coffins if found will

Project
Manager
responsible



be opened on this site.

Confined Spaces

- 13.2.27 The Project Manager in consultation with the MOLA Health and Safety Compliance Manager will consider if an excavation area or trench or other work area requires Confined Space designation, what the level of risk is and what precautions are required to work within the space. Work areas may become Confined Spaces as work progresses.
- 13.2.28 Where a Confined Space is designated by a Principal Contractor, MOLA will work in accordance with the designation, assessment of risk and safe systems of work implemented as a minimum standard required.
- 13.2.29 At the time of writing no areas or trenches have been defined by MOLA or the client as Confined Spaces. This will be kept under review.

Project
Manager
responsible

Unexploded Ordnance

- 13.2.30 MOLA is not aware of any documentary evidence that suggests the site is likely to contain unexploded ordnance (UXO).

Project
Manager
responsible

- 13.2.31 The following minimum precautions will apply to this site irrespective of defined UXO risk. MOLA staff will:
- Not touch suspected unexploded ordnance unless safe to do so.
 - MOLA staff will report any suspected unexploded ordnance found to their supervisor who will inform the principal contractor (if applicable) or police.
 - MOLA staff will vacate the danger area and not return until suspected ordnance has been identified and removed or made safe.

Site
Supervisor
responsible

Plant

- 13.2.32 On this site the following plant will be operated by a MOLA sub-contractor:
- 20tn tracked excavator
 - 25tn dumper
- 13.2.33 All plant sub-contracted to MOLA will be 'suitable for purpose' and operated by trained and certificated contractors.
- 13.2.34 The MOLA site supervisor will check that the operators have a CPCS qualification or equivalent and not allow un-certificated operators to work on site
- 13.2.35 The MOLA site supervisor will ensure that all plant is inspected as required by the operator and in a fit state to use. Defective plant will not be used.
- 13.2.36 All plant operations on the site will be subject to a risk assessment and safe system of work and will be under the supervision of the MOLA site supervisor.
- 13.2.37 All plant operation within MOLA work areas will be under the supervision of the MOLA site supervisor and banksman where required.
- 13.2.38 MOLA staff working near plant will ensure that operators are aware of them, not approach unless the operator has indicated that it is safe to do so and maintain a safe distance at all times. MOLA staff will not work near plant operated erratically.

Project
Manager
responsible

Site
Supervisor
responsible

Site
Supervisor
responsible

Power Tools

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

Project
Manager
responsible

Sub-contractors

- 13.2.40 On this site MOLA will be employing the following sub-contractors:
- Plant Hire

Project
Manager
and HSCM
responsible

- 13.2.41 In order for MOLA to assess competence and commitment to Health and Safety the sub-contractors to be employed by them on this site have provided MOLA with their company Health and Safety Policy and filled in a confidential MOLA questionnaire, which has been evaluated by the Health and Safety Compliance Manager and others where appropriate. Copies of this can be made available in confidence on request to the client or appointed Principal Contractor where applicable.

- 13.2.42 The sub-contractors work will be restricted to the following aspect of the project machine excavation of the targeted areas and supervised by the MOLA site supervisor.

Site
Supervisor
responsible

Emergency Procedures

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

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

Site
Supervisor
responsible

Emergency Contact Details

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

Site
Supervisor
responsible

Service	Nearest
The nearest Accident and Emergency Unit (or Minor Injuries Unit if A&E too far) is located at:	Spitalfield Lane Chichester West Sussex PO19 6SE [REDACTED] Leave A29/ Fontwell Avenue At roundabout take 1st exit onto A27/Arundel Road At roundabout take 2nd exit At roundabout take 2nd exit onto A285/ Portfield Way At roundabout take 1st exit Bear right on to Spitalfield Lane Turn right onto Douglas Martin Road Bear right onto road
The nearest Police station is	Barnham Community Hall, Yapton Road, Barnham, PO22 0AY

located at	101 or [REDACTED] Head south-west on Fontwell Ave/A29 towards Level Mare Lane At the roundabout take the 1st exit onto Barnham Road/b2233 Continue onto Yapton Road Turn right onto Yapton Road/b2233
The nearest Fire station is located at:	Arundel Fire Station 49 Ford Road, Arundel, BN18 9EB Head north-east on Fontwell Avenue/A29 At the roundabout take 2nd exit onto A27 At the roundabout take 2nd exit onto Arundel Road/A27 At the roundabout take the 4th exit onto Ford Road

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

Name	Role	Out of Hours Contact Number
Stewart Hoad	Project Manager	[REDACTED]

First Aid and Injury

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

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

Project Manager and HSCM responsible

13.3 Welfare

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

- Groundhog/Oasis or similar unit(s) suitable for up to six persons with built in canteen, office, toilet and washing facilities

Project Manager responsible

13.3.2 A lockable tool store for holding large hand tools, sufficiently robust to store surveying and other equipment.

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

Site supervisor responsible

13.4 Co-operation with other contractors

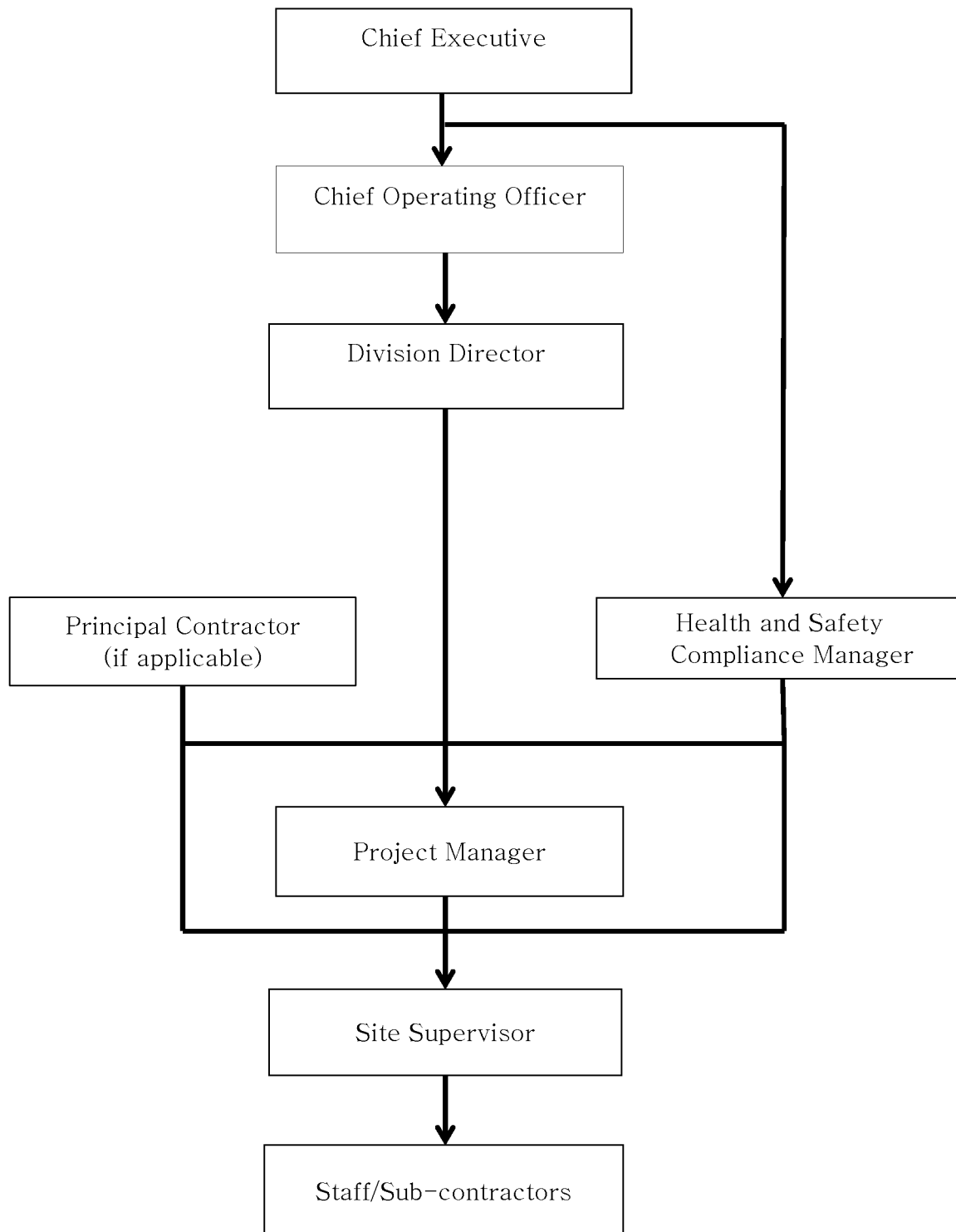
13.4.1 The appointed MOLA site supervisor will act as the principal liaison with the Principal Contractor and all other contractors where applicable.

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

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

Site Supervisor responsible

13.5 MOLA H&S Project Responsibility Flow chart



13.6 Non-site specific MOLA H&S information

Health and Safety Policies

- 13.6.1 MOLA staff will at all times comply with all existing national legislation regarding Health and Safety at work.
- 13.6.2 All MOLA staff will adhere to the Health and Safety procedures and rules laid down in the MOLA Health & Safety Policy and MOLA Site Safety Rules. Copies of these documents will be available for inspection on site.
- 13.6.3 In so far as they do not contradict procedures laid out in our own H&S Policy or current legislation, MOLA staff will also comply with any on-site Health and Safety procedures and instructions provided by the client or their appointed Principal Contractor.

All MOLA
staff
responsible

Project Inspection and Audit

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

HSCM
responsible

MOLA H&S accreditation

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

HSCM
responsible

MOLA and Construction Design and Management Regulations CDM 2015

- 13.6.7 Archaeology as a stand-alone activity and profession is not considered to be part of the construction industry and is specifically exempt from the CDM regulations 2015 where undertaken alone as pre-construction work.
- 13.6.8 However, where archaeological work is undertaken as part of a construction project, that is during the construction phase, that work must conform to CDM 2015.
- 13.6.9 MOLA is generally classed as a Contractor under the regulations for a construction project, but may be considered a Designer in certain circumstances.
- 13.6.10 The HSE does not regard any archaeological contractor as competent to act as Principal Contractor for a construction project. However where the activities on site for a construction phase are predominantly archaeological in scope, MOLA will consider acting as Principal Contractor if it believes the work lies within its competence.
- 13.6.11 Any request for MOLA to act as a Principal Contractor on a project must be referred by the project manager to their Division Director and/or the Chief Operating Officer for decision acting on the advice of the HSCM.

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

MOLA staff information

13.6.12	MOLA Human Resources department ensures adherence to all UK employment legislation covering the legal right to work in the UK of all staff.	HR responsible
13.6.13	In compliance with the Data Protection Act (1998) and to protect the personal and financial safety of our staff, MOLA will not provide personal data for MOLA staff to clients, Principal Contractors, or other bodies without the written permission of those staff. We will also seek to ensure that such information is being securely held and responsibly used by the organisation seeking it and not provide the information without first obtaining a written assurance to that effect.	Project Manager responsible

Construction Service Certification Scheme (CSCS)

13.6.14	Archaeological contractors are classed as Construction Related Organisations under the Construction Service Certification Scheme. All relevant MOLA staff have or are in the process of obtaining a CRO White Card for Archaeological Technician (Code 5363).	Line Managers, HR and HSCM responsible
---------	---	--

Inductions, Task Briefings and Tool Box Talks

13.6.15	All members of MOLA staff are sufficiently fluent in both spoken and written English to understand all verbal and written safety instructions and warnings on site.	HR responsible
13.6.16	All MOLA staff and receive a full day's Induction, including Health and Safety, on commencement of their first day of work with MOLA	HSCM responsible
13.6.17	The MOLA Site Supervisor is responsible for ensuring that all MOLA staff and sub-contractors working on site receive an H&S Induction whether given by MOLA or a Principal Contractor.	Site Supervisor responsible
13.6.18	Where the site is controlled by MOLA, the MOLA site supervisor will give a health and safety induction to all staff and sub-contractors prior to commencement of work on their first day on site.	
13.6.19	When given by a MOLA Site Supervisor the H&S Induction will always include all the following: Supervisors; Site layout (work areas, 'no-go' areas, pedestrian routes etc); Fire precautions; First Aid precautions; nearest Accident and Emergency Unit; Accident reporting; Welfare (office, washing, toilets etc); Site Security; Contractor Key Personnel; Significant Hazards.	
13.6.20	Where a site is under the control of a Principal Contractor, MOLA staff will attend the site induction given by the Principal Contractor before attending a MOLA site RAMS specific induction given by the site supervisor	
13.6.21	The MOLA supervisor will ensure where appropriate that all staff and sub-contractors receive daily pre-start briefings for the tasks they are to undertake that day.	
13.6.22	Where appropriate e.g. Projects with more than one-two staff and of more than a week's duration, regular toolbox talks will be given by the MOLA Supervisor or other suitable member of staff. As a minimum requirement these talks will occur once a week and be of 10-15 minutes duration.	
13.6.23	A signed record of all on site inductions, task briefings and tool-box talks will be maintained by MOLA for inspection	

Health and Safety Training

- 13.6.24 It is MOLA policy to ensure that resources are available so that all staff receive adequate and appropriate training and certification to perform their duties safely, and that this training is undertaken as promptly and regularly as is reasonably practicable.
- 13.6.25 MOLA provides Project relevant Health and Safety Training for its staff as follows:

HSCM
responsible

Training	All Staff	'Field staff'	Supervisory staff	Management staff	HSCM responsible
Manual Handling	✓				
Asbestos awareness	✓				
Safety in Excavations		✓			
Quarry Passport		✓			
Entry into Confined Spaces with Breathing Apparatus		✓			
UXO Awareness		✓			
IOSH Supervising Safely training or Site Supervisors Safety Training Scheme as appropriate			✓		
First Aid at Work training			✓		
Cable Location training			✓		
Competence in Chainsaw and Related Operations Level 2		✓ (selected)			
IOSH Managing Safely training				✓	
Health and Safety management Seminars				✓	

MOLA Hours of work

- 13.6.26 MOLA staff will generally work Monday to Friday from 8.0/8.30am until 4.00/4.30pm on site, with suitable breaks conforming to all legal requirements. Where requested and funded by the client any overtime worked will also conform to legal requirements with regard to duration and breaks. MOLA staff contracts permit only voluntary overtime over 40hrs per week.

Project
Manager
responsible

MOLA staff behaviour on site

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

Site
Supervisor
responsible

- 13.6.28 MOLA operates a zero tolerance policy towards any form of bullying or

A - Site

harassment (sexual, racial or other) by its staff towards anyone. (A) Any member of MOLA found responsible for such behaviour will be removed from the site immediately and may be subject to further disciplinary action. (B) MOLA further expects that the Principal Contractor will take similar measures with any of its staff, or those of any other contractors on site, who are responsible for such actions towards MOLA staff. All such instances will be formally reported through the MOLA Project Manager to the Principal Contractor. If remedial action is not promptly taken by the Principal Contractor MOLA reserves the right to withdraw its staff temporarily from site. Such withdrawal will constitute a withdrawal for the safety of its staff as per para 13.6.36 and may incur additional costs.

Supervisor responsible

B Principal Contractor responsible

Personal Protective Equipment (PPE)

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

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

Site Supervisor responsible

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

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

(A1B1E1K1P3), PVC gauntlets, chemical overalls (type 3)

Safety Documents

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

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

Site Supervisor responsible

Accident reporting

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

Site Supervisor responsible

13.6.33 Where the site is controlled by a Principal Contractor the MOLA site

supervisor will ensure that all accidents, dangerous occurrences and near misses are reported to the Principal Contractor and that the Principal Contractor's reporting and investigation procedures are followed.

- 13.6.34 The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR) sets out requirements for the reporting of certain types of accidents and incidents. RIDDOR notifiable accidents and incidents and other serious accidents and incidents that may not be covered by RIDDOR will be reported immediately by the MOLA site supervisor to:
- the MOLA Health and Safety Compliance Manager, who will inform the appropriate enforcing authority, normally the Health and Safety Executive and commence an investigation into the incident as outlined in Section 11 of the current Health and Safety policy document.
 - their line manager, the MOLA Project Manager, the Principal Contractor or the client's representative on site

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

Stoppages

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

Project
Manager
responsible

13.7 Preliminary Site Risk Assessment

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

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

Project
Manager
responsible

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

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

Site
Supervisor
responsible

Risk Assessment Register

MOLA RISK ASSESSMENT REGISTER					
For Site/Task: Fontwell Avenue, Fontwell, West Sussex			Type		
Persons Affected	No	5	Classification	No	
Employees	4		Experienced	5	
Other workers	1		Inexperienced	0	
Public	0		Disabled	0	
Tick known or suspected hazards on site and complete a risk assessment for each one					
1 Access	X	25 Manual Handling	X	49 COSHH: Petrol	
2 Ladders		26 Fumes/Gas		50 Spot Dating	
3 Plant	X	27 Dust	X	51 Glass Recording	
3a Plant (loading and unloading)	X	28 Noise		52 COSHH:Stil Lubricant	
4 Dumpers	X	29 Deep Excavations		53 COSHH:Stil two stroke oil	
5 Scaffolding (inc Towers)		30 Power Tools		54 SHARPS (hypodermics)	
6 Excavations	X	31 Vibration		55 Task Lighting (laniro etc)	
7 Work at height	X	32 Vehicles (Driving)	X	56 Site Walk Over	
7a Work at Height (Cherry Picker)		32a Vehicles (Site)	X	57 Processing: Finds washing	
8 Slips, Trips, falls	X	32b Vehicles (load/unload)	X	57a Processing: Environ samples	
9 Underground services	X	33 Lifting Equipment		57b Processing: Artefact marking	
10 Overhead Power Lines		34 Plant (lifting)		57c Processing: Manual handling	
11 Electrical		35 Human Remains	X	57d Processing: Power hose	
12 Fire (inc LPG)		36 Public Safety		57e COSHH: Paraffin (Processing)	
13 Confined spaces		37 Violence		58 Office Work	
14 Breaking Out		38 Chainsaw		59 DSE (Work Stations)	X
15 Hand Tools	X	39 Power Auger (COBRA)		60 Young Person	
16 COSHH: Spray paint	X	39a Power Auger (Comp)		61 Person Specific/Pregnancy	
17 Contaminated Land		39b Power Auger (Electric)		62 Light Duties	
18 Weil's Disease	X	40 Hand Auger	X	63 Individual Stress	
19 Psittacosis		41 Foreshore/water			
20 Tetanus	X	42 Adverse Weather	X		
21 UXO		43 Spoil Mounding	X		
22 Asbestos (Buildings)		44 LPG(Butane)			
22a Asbestos (Ground Contam)		45 Waste			
23 Welfare	X	46 Storage			
24 Lone working		47 Animals			
24a Empty Premises		48 Non-ionising radiation			
General Controls					

Project Manager in overall charge of project is: Stewart Hoad, [REDACTED]

Supervisor(s) in daily charge of project is: TBC

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

Supervisor(s) holds SSSTS and/or IOSH Supervising Safely Cert

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

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

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

All staff will be fit to undertake their work

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

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

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

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

Appropriate PPE to be worn for each task.

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

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

Competent Person(s) appointed to take action:	All Risk Assessments seen by (initials)	
	PM	Archaeologists
	SA(s)	
	Client	
	Principal Contractor	
	Other	
?Project Manager		
?Project officer		
?Senior Archaeologist		
?Senior Geoarchaeologist/matrician		
?sub-contractor		

13.8 Specific Risk Assessments

MOLA RISK ASSESSMENTS					SITE: Fontwell Avenue Mitigation			
APPROVAL (Name and Title)					SIGNATURE			DATE
Prepared by:		Susan Porter						24/6/19
Approved by:								
RA N°	ACTIVITY	Hazards	RISK	Risk Class L/M/H	N° at Risk	Control Measures	Final Risk: Insig or L/M/H	Action by
0001	ACCESS	Fall of persons from height, Fall of objects from height, Vehicle/plant collisions, Slips Trips falls	Personal Injury, Equipment Damage	M	4	Separate pedestrian and vehicle/plant access routes where possible. Brief staff on safe pedestrian routes and changes thereto. Clearly sign post safe routes. Keep clear of debris and obstructions. Keep well lit. Keep dry if practicable. Keep stepped access in good condition Keep sloping access at 45 degrees or less and in good condition. Inspect daily and after adverse weather, or when altered.	L	Supervisor and staff
0003	PLANT 14tn tracked	Persons Struck by Machine Shovel or load dropping Hydraulic fluid spray Overturning of machine Fire/explosion	Personal Injury, Equipment Damage	M	4	MOLA staff will not operate plant. Check operator trained and certificated and not permit uncertified operators to start work. Operator must inspect plant before work commences and before each shift. Defective plant must not be used. Service and repair by qualified contractor only. Operations supervised by MOLA staff (supervisor or deputy). Plant to be switched off and secured when not in use. No work with or near plant operator under influence of drugs/alcohol or behaving erratically. Operations to be under supervision of MOLA supervisor or deputy and trained banks person also where applicable. Staff working near machine to ensure that the operator has seen them and that they are at a safe distance. Staff briefed on plant operations and changes to them. High visibility clothing.	L	Supervisor and staff
0003a	PLANT (loading and unloading)	Collision Overturning/ Collapse	Personal injury, Equipment and property Damage	M	4	Operation to be authorised by supervisor. Task briefing. Operation to be supervised. Segregate from public and other site works - Lookouts and physical barriers and warning signs. Minimum of two banksmen/lookouts. Protect Highway and other surfaces from track damage as necessary (timber baulks, planking etc) Secure load properly.	L	Drivers, supervisor and staff
0004	Dumpers How many dumpers to be used? What tonnage?	Overturning or tipping. Falling into excavations. Falls of persons and load. Collision.	Personal Injury, Equipment Damage	M	4	MOLA will not drive dumpers Check training and certification of drivers and not permit uncertified drivers to commence work. Drivers must be over 18. Operator must inspect and certify dumper as fit to operate before use and carry out checks prior to each shift. Checks will include brake testing. A banksman will be used where driver's vision is impaired or operating in	L	Supervisor and staff

						congested areas. Dumpers are not to be left unattended with engines running or keys in. Dump skips are to be kept clean No work with or near dumper driver operator under influence of drugs/alcohol or behaving erratically. Use designated pedestrian routes where available. Caution: be vigilant of dumper movements in work area, maintain safe distance. Staff to be briefed on dumper movements and changes to them.		
0006	EXCAVATION	Collapse of sides Fall of persons Falls of Plant, equipment, material Flooding	Personal Injury, Equipment damage	M	4	Netting fencing or similar will be erected c1m back from trench edge and warning signs displayed. Inspect all excavations before each day/shift and record results. Supervisor will report unsafe excavations to principal contractor. Staff will not enter any excavation they consider unsafe until it is made safe. Staff will report unsafe excavation to supervisor. Shoring installed by contractor under direction of the principal contractor. Edge protection installed by contractor under direction of the principal contractor. Warning and information signs in MOLA excavations. Pumps if required inspected and certified.	L	Supervisor and staff
0007	WORK AT HEIGHT Work near deep trenches can constitute work at height.	Falls of Persons Falls of materials and equipment	Personal injury, Equipment damage.	M	4	Competent person to determine if work at height. Robust edge protection and warning signs. Safe access (ladder or stairs?) Safety harnesses and lanyards if required secured to fixed point. All equipment will be checked daily/before each shift by competent person Staff screening for task suitability – fear of heights etc.	L	Supervisor and staff
0008	SLIPS/TRIPS/FALLS	Falls of persons Dropping of equipment/material	Personal injury, Equipment damage	M	4	Assess work in adverse weather and suspend if appropriate. Keep all surfaces level and dry where practicable. Keep all areas free of unnecessary obstruction and debris. Keep all areas well lit. All safe pedestrian routes to be sign posted. Staff to be physically fit for the conditions on site. No running or horseplay. Be cautious moving about site.	L	Supervisor and staff
0009	UNDERGROUND SERVICES (UTILITIES) Electricity, Water, Sewage/foul water Gas. Fibre optic etc	Electrocution Flooding Asphyxiation Fire/explosion Bacterial infection	Personal injury, Equipment and environmental damage, Annoyance to public	H	4	Obtain utility plans where available. Obtain utilities companies emergency contact details. Visually inspect site for manholes etc. Redesign works to avoid remaining live utilities where possible. Mark all known live utility routes on ground Where applicable employ trained sub-contractor to hand dig to locate live services in excavation Briefing on live utilities to be given to all staff Competent person will use a cable location scanner calibrated within last 12 months to scan for live electrical services: before initial breaking out; before machine clearance of first level; and each machining level thereafter. Any utilities remaining live in excavation areas will be clearly demarcated and segregated. - 1m either side zone. Work will stop on discovery of unidentified service and not resume until confirmed/made safe.	M	Supervisor and staff

						Inform utilities company or principal contractor of discovery of any unrecorded service. Inform utilities company or principal contractor immediately of any contact with live utility.		
0015	HAND TOOLS Covers use of: Mattock, Shovel, spade, pick axe, trowel, draw hoe, garden fork, hand shovel, brush, lump hammer, sledge hammer, chisel, bolster and similar simple non mechanical tools	Manual handling Impact from tool Impact from flying debris	Personal injury, property damage	M	4	All hand tools to be to industry safety standard. Inspect tools on delivery. Discard tool if not fit for purpose. Assess staff fitness to use tools. Task briefing where applicable. Training and supervision for inexperienced staff. Adequate breaks/rest periods	L	Supervisor and staff
0016	COSHH (SPRAY PAINT)	inhalation, ingestion, absorption dermal contact	Personal injury, illness.	M	4	Material Safety Data Sheet and COSHH assessment to be present on site. Brief staff on instructions for product Follow safety instructions for use, transport, storage and disposal.	L	Supervisor and staff
0018	WELLS DISEASE (leptospirosis) RATS Identify and deal with any significant rat presence on site prior to commencement of works where possible.	Rat (and Cattle) faeces and urine	Personal injury illness	L	4	Brief staff on hazard. Carry HSE G 406 instruction card Wear gloves. Clean and cover any cuts or abrasions promptly with a waterproof plaster. Wash hands before eating, drinking, smoking. No eating drinking and smoking outside designated areas. Keep Welfare facilities dry, tidy and secure. Keep food covered and secure. Basic surveillance of staff for flu like symptoms. Report ill health.	I	Supervisor and staff
0020	TETANUS	Bacteria or spores in ground/animal s/faeces	Illness as result of infected puncture wound	L	4	Check staff vaccination status. i.e as per NHS Childhood vaccination status 5 shots for lifetime immunity. Recommend staff check vaccination status with GP if unclear. Assess work areas for hazards and remove where possible. Eg animal faeces/manure used drug paraphernalia (Sharps), puncture wound hazards. Clean all puncture wounds thoroughly and apply waterproof dressing promptly. All deep puncture wounds should be referred to A&E	I	Supervisor and Staff
0023	WELFARE Oasis unit	Fire/explosion Electrical Filth/bacteria Cold/damp	Personal Injury and illness, property damage	M	4	Plan: safe access, stability, for number present and duration. Cabins, toilets and other temporary structures to be erected and moved by trained and competent contractors only Connection to utilities by trained and competent contractors only. Short (1 week or less) projects: Minimum standard: Cabin or equivalent, tool store, chemical toilet, washing facilities on site or nearby. Larger projects: toilets, office, canteen, tool storage, drying rooms, heating, hygiene facilities (hot & cold running water). Chemical toilets to be emptied and serviced weekly or more often if necessary. Separate Male and female facilities where appropriate. COSHH and DSEAR controlled substances will be not be stored in office/canteen.	L	Supervisor and staff

						Welfare facilities to be kept clean and tidy. Cleaning Rota will be established where cabins not cleaned by contractor. No Smoking in welfare facilities. No eating or drinking in work areas.		
0025	MANUAL HANDLING	Too heavy, big, awkward load, Too prolonged Dropping load	Personal injury, Equipment damage	M	4	General Remove the need for manual handling where possible. Use mechanical aids where possible. Reduce horizontal and vertical distances. Reduce size and weight of individual load. Ensure team sufficient and fit for task. Ensure that route planned, well lit, obstruction free, and as dry as possible. Liaise with others to keep route safe, use lookouts. Brief and train staff. Rotate staff and/or sufficient breaks for prolonged tasks Use gloves Personal Assess weight before lifting, stay comfortably within personal lifting capacity. When picking up load: stand close with feet slightly apart, crouch do not bend at waist, keep head up and maintain natural curvature of spine, thrust/lift through hips, keep object close to body, maintain clear field of vision and do not run. Use MOLA Manual handling check lists for all significant manual handling tasks 0024a-e: Planks, ladders and boards Drums/round containers Bags and sacks Finds/irregular shaped objects on site Office work – boxes etc	L	Supervisor and staff
0027	DUST Plant and vehicle movements? Prolonged dry conditions? Wind?	Breathing problems Reduced visibility Dirty office/canteen Public nuisance	Personal injury	M	5	Keep vehicle/plant movements to minimum. Restrict work in windy conditions. Dampen down or cover plant operation areas, stored spoil excavation areas, and vehicle routes Vehicle washing at site entrance. Solid perimeter hoarding. Vacate area where there is excessive airborne dust. Do not return until it is safe Wear eye protection Wear P3 rated dust masks. Dampen down dust making activities. Report all unwell symptoms immediately Keep facilities dust free, close doors, regular cleaning Provide sterile eye wash	L	Supervisor and staff
0032	VEHICLES (Driving MOLA or Hired)	Collision Overturning Fire/Explosion Loose loads	Personal injury Equipment and property damage	H	4	Comply with the Highway code and all road traffic legislation Only authorised, insured and fully licensed drivers will drive company or hire vehicles. Drivers will be qualified to drive the class of vehicle to be driven. Assess driver or fitness as required Suitable rest periods to be taken No driving - within 12 hours of the consumption of alcohol - under the influence of drugs or medication that affect judgement - while tired or made unfit to drive by illness - while eating drinking or smoking - whilst using mobile phone AA Membership. Current MOT cert Maintain and inspect regularly - each day/ before each significant journey. Report faults. Service by competent person. Load limits will not be exceeded. Secure All loads properly.	M	Driver, supervisor and staff

						Fire extinguisher and First Aid kit to be carried. Hazardous loads w arning signs will be displayed w here applicable and the driver briefed and trained to handle those loads		
0032a	VEHICLES – Site	Collision Overturning Fire/Explosion Loose loads		H	5	Separate vehicle access where possible Separate vehicle routes w here possible – preferably one w ay systemw ith no reversing on site. Restrict vehicle speed on site to 10mph Provide turning/reversing area and loading/unloading area. Traffic Marshal for all vehicle movements. Warning signs for pedestrian crossing points. Instruct drivers on site requirements Brief staff on vehicle routes and movements. Keep to dedicated pedestrian routes Obey traffic Marshals and signs. Be aw are of and keep aw ay from moving vehicles. Fit vehicle reversing alarm w here necessary Wear high visibility clothing	M	Driver, supervisor and staff
0032b	VEHICLES (LOADING and UNLOADING)	Loose, heavy unsuitable loads Manual Handling Overturning/collapse	Personal Injury, equipment or property damage	M	5	All loads w ill be properly secured. Brief driver and Display w arning signs for hazardous loads Brief driver and staff on operation. Operation to be supervised Minimise climbing on bed of lorry/truck. Fall prevention measures as applicable (Lanyard/harness) Provide steps, podium w here necessary Segregate from public and other site w orks - use Lookouts, physical barriers, and w arning signs where necessary. Manual handling risk assessment where necessary	L	Driver, Supervisor and staff.
0035	HUMAN REMAINS Bronze Age/Iron Age/Roman Cremations	Sharp bone/w ood Lead: solid and dust (coffins) Parasite eggs, mould, spores Pathogens/ micro-organisms public outrage, affront to Staff personal/religious belief	Personal injury, psycho-logical distress, disease	M	4	Follow national and local authority environmental health guidelines and rules Brief on the specific hazards and safe system of w ork Provide adequate hygiene facility hot/cold running w ater, paper towels, soap. No eating/drinking/smoking in w ork area. Report all unwell symptoms immediately. Task specific PPE w ill be w orn: Tyvek disposable overalls, P3 dust masks, gloves, (latex/rubber?), safety spectacles Staff w ill be suitable/w illing to w ork with human remains. Adequately screen and secured from public view . Professional attitude to human remains at all times. Be courteous - refer all public enquiries to Supervisor.	L	Supervisor and staff.
0040	HAND AUGER	Manual handing Contact w ith underground service	Personal injury, equipment damage	M	4	Staff w ill be trained and supervised Inspect before use, obviously faulty equipment w ill not be used. Assess for physical aptitude for task Assess location to ensure that there is sufficient room for use, and that the deposits are suitable. Do not overstrain driving the auger into the ground. Rest breaks during prolonged periods of use. Cease w ork if an obstruction is encountered. Hand augering w ill not exceed a depth of 2m	L	Supervisor and staff
042a	ADVERSE WEATHER SUMMER	Extreme heat Bright sunshine/UV Baked ground Slips trips and	Personal Injury, equipment damage, lost time	H	4	Monitor w eather forecasts. Ensure staff can get to and fromw ork safely in reasonable time – send home early if necessary. Assess site conditions before commencement.	M	Supervisor and Staff

		falls Sudden rain/ electric storms-				Advise staff and volunteers to keep cool, avoid over-work. Rotate staff/volunteer tasks Wear appropriate clothing Provide sunblock Provide shaded safety spectacles. Provide rehydration, and salt replenishment Observe staff for signs and symptoms of heat exhaustion. Staff to Report unwell symptoms. Suspend on site work in excessive rain.		
0043	SPOIL MOUNDING	Plant and materials falling into trench Dust Mudslides Slippery barrow runs Overloaded barrows	Personal injury, equipment damage	M	4	Robust barriers around deep excavations. Mound spoil and materials at safe distance from trench, welfare facilities, occupied premises and site perimeter. Supervisor to determine safe distance. Do not block drains, sewers, manholes, water courses, with spoil. Spoil to be mounded - c45 degree slope maximum where applicable. Keep excavation edges clear of loose rubble, spoil, materials etc. Clear and secure barrow runs, staging to be used where possible, fitted with toe boards and guard rails as appropriate. Cover or damp down in dry dusty conditions. Large heaps to be closed in heavy rain or snow and monitored for slippages.	L	Supervisor and Staff
0059	DISPLAY SCREEN EQUIPMENT (OFFICE WORK STATIONS)	Eye problems Muscular skeletal disorders Electrical	Personal Injury	M	1	Work stations are to be designed for safety, using ergonomic principles, and overcrowding avoided. On-Line DSE self-assessment to be completed by each new starter and after each significant change to work station. Trained DSE assessor available to advise on problem workstations. Keep work stations tidy and obstacle free. Route/cover electrical cabling to avoid trip hazards Take regular breaks. Rotate tasks. Report all problems with work station Report all possible DSE related health problems	L	Supervisor and Staff
All persons affected by these hazards must be made aware of the contents of this Risk Assessment								

Fitness to Work Declaration

All staff must sign at Induction

I confirm that:

Or

And

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

[illegible]

13.10 RAMS and Induction Registers

[illegible]

INDUCTION REGISTER

[illegible]

Contract:		Site Number:	
Manufacturer:	York Survey Supply	Substances:	Paint-Mark various colours
Supplier Data Sheet Reference: (Please Attach):	Attached		
Hazardous Content and Form (Liquid, gas, etc) :	Liquid, Vapour		
Location of use:	Archaeological excavation areas		
Approved uses:	Small quantities for survey Marking, surface feature demarcation		
Activity (workforce affected)	Archaeological Field Staff, Surveyors, other contractors in area		
Is the Public Likely to be Affected?	Yes/No No		
Risk Phrases	R10-12 Flammable-Extremely Flammable		
Safety Phrases	S2Keep out of reach of children, S46 if swallowed seek medical advice, S26 if contact with eyes, rinse immediately with plenty of water and seek medical advice, S16 keep away from sources of ignition – no smoking		
Relevant Occupational Exposure Standard (OES) or Maximum Exposure Level (MEL) and Workplace Exposure Levels (WEL)	OES 15 min Butane/iso Butane 750ppm Propanol 300ppm Acetone 1500ppm Propyle benze 75ppm		
Estimation of Risk - pre control measures	High ☐ Medium ☒ Low ☐		
Routes of Entry & Health Risks:			
Inhalation ☒ Ingestion ☐ Eyes ☐ Skin ☐ Other (Please detail) ☐			
<u>Comments:</u> Inhalation: Do not breathe vapour or spray – deliberate inhaling concentrated vapour can be fatal Ingestion: No data on MSDS Eyes: irritating to eyes Skin Contact: repeated or prolonged exposure may lead to removal of fats and non allergic dermatitis			
Control Measures:			
Respiratory: Minimise use, Use in open air where possible, point spray paint away from mouth and nose, direct spray at target area only, using short controlled burst, use air fed ventilation for internal use if cannot keep use below OES, wear dust mask. Ingestion: Do not swallow, point away from mouth when using Eyes: Point away from eyes when using, wear side shield eye protection Skin: Do not spray on skin, wear impermeable gloves and long sleeve clothing. Apply barrier cream only before using. Wash promptly if contaminated Hygiene: Wash with soap and water or proprietary skin cleaner. Wash contaminated clothing before re-use			
Personal Protective Equipment for handling and use:			

The following PPE has been issued with instruction on correct use to protect individual. For RPE, Face Fit Testing is required. Eyes X☐ Nose/Mouth X☐ Skin X☐ Comments: Side shield safety glasses Gloves – Grippa, Matrix P, or similar Air tested respiratory equipment if using above OEL (unlikely – only for intermittent external ground marking here)
First Aid Emergency Procedures: Inhalation: remove to fresh air, keep warm and at rest, if breathing is irregular or stopped first aider to give artificial respiration, give nothing by mouth, if unconscious place in recovery position Ingestion: if swallowed seek medical attention, keep at rest – do not induce vomiting Eyes: remove contact lenses, irrigate copiously with clean fresh water for 10 mins, holding eyelids apart, seek medical advice Skin Contact: remove contaminated clothing wash thoroughly with soap and water or proprietary skin cleaner, do not use solvents or thinners Other: Safety Data Sheet / COSHH Assessment forwarded to appropriate medical authority providing any further treatment e.g. Hospital
Handling, Storage and Use Requirements -Information, Instruction & Training Do not use near sources of ignition, Avoid skin and eye contact Wear PPE as listed above Store in flammable liquids container when not in use between 5c and 25c in dry well ventilated place away from sources of heat, ignition and direct sunlight. No smoking
Fire Precautions/Fire Fighting Measures: Type of Fire extinguisher x = Yes CO₂ x☐ Dry Powder x☐ Water ☐ Foam x Other sand * Comments: Follow site emergency fire procedures Do not use Water on fire. Will burn with dense black smoke containing hazardous combustion products (Carbon Monoxide, Dioxide, and nitrogen oxides, appropriate self contained breathing apparatus may be required, closed containers exposed to fire should be cooled with water spray. Do not allow run off from fire to enter drains or water courses
Spillage Actions / Environmental Protective Measures : Exclude non –essential personnel Contain and collect in suitable non combustible material (sand, earth) place in suitable container for disposal as per site waste regulations. Do not allow large quantities to enter drains, water courses. If they do inform National Rivers Authority
Disposal Considerations: Do not allow large quantities to enter drains, water courses. Extremely flammable and pressurized container. Dispose of wastes and empty container in accordance with Control of Pollution and Environmental protections and site COSHH procedure
Monitoring Requirements - Air Sampling, Health Surveillance Etc. Unlikely - Intermittent small scale use. Simple health surveillance by supervisor. Report unwell feelings to supervisor
Other Factors/Considerations

Final Estimation of Risk (NB Zero Risk to Public)	High ☐	Medium ☐ Low ☒
Signature: __ Ian Grainger _____ Print Name: _ Ian Grainger _____ Date: 28.09.14 _____		
Monitoring Date(s): _03.04.17 _____ Print Name: _ I Grainger _____ Date: _____		
(If applicable)		
Distribution : All users Consultation & Communication Undertaken via		

13.11 Dynamic risk assessment

DYNAMIC RISK ASSESSEMENT IMPORTANT NOTE – For use on site for any unforeseen or new hazards not covered by the existing project RAMS above. This section may also be printed and used separately if not in RAMS. Must be completed by the supervisor and briefed to all relevant staff before work associated with the identified hazard commences Must be communicated to the Project Manager and Health and Safety Section as soon as practicable.							
Activity	Hazard	Risk	Risk level without controls (H/M/L)	No at risk	Control Measures in Place	Risk level with controls (H/M/ L/I)	Authorised to take action

Prepared by (Print Name) :	Signed:	Position :	Date :
-----------------------------------	----------------	-------------------	---------------