WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

2 Tower Court, Seven Dials, WC2H 9NH

JAC26258
Written Scheme of Investigation for an Archaeological Watching Brief
Version 1
March 2020

rpsgroup.com

CONTENTS

STAFF REGISTER OF INSTRUCTION TO THE CONTENTS OF THIS DOCUMENT

I, as an employee or sub-contractor of Pre-Construct Archaeology Ltd, confirm that I have read this document, understand its contents and will abide by its instructions.

Name	***Signature***	***Date***

1 INTRODUCTION

1.1 Pre-Construct Archaeology Ltd. has been commissioned by the RPS Group to undertake an archaeological watching brief on refurbishment and alterations to a building at 2 Tower Court, Seven Dials, Camden WC2H 9NH (Figure 1). The site is centred at NGR TQ 29631 80357. The site lies within an Archaeological Priority Area as defined by the London Borough of Camden.

1.2 The site occupies a rectangular plot of land and boundaries comprise Tower Court to the east, whereby the building directly fronts the alleyway, the courtyard of 22 Tower Street to the south, and buildings to the north. The site comprises the building of 2 Tower Court, which currently sits within the curtilage of 22 Tower Street and surrounding gardens/hard landscaping.

1.3 A Heritage Impact Assessment was carried out for the site (EDP 2019). An historic environment record search was also carried out in February 2020 (GLHER 15451). The site is located in a Tier I (Lundenwic) Archaeological Priority Area as defined in the Camden Local Plan (Figure 3).

1.4 The proposed development comprises the refurbishment of the building and alterations to reinstate the building into residential use. Below ground changes comprise the formation of a new light-well to allow daylight to the basement. The basement floor will also be lowered by c. 500mm (Figure 2).

1.5 This document forms the Written Scheme of Investigation for the archaeological monitoring of the below ground construction works to assess the below ground conditions and mitigate any archaeological remains.

1.6 All works will be undertaken in accordance with the following documents:

- This Written Scheme of Investigation (pending approval from GLAAS)
- GLAAS Archaeological Guidance Papers: *3: Standards and Practices in Archaeological Fieldwork In London* (GLAAS 2015)
  - Chartered Institute of Field Archaeologists, 2017, 'Standards and Guidance for an Archaeological Watching Brief'
- *MoRPHE* (English Heritage, 2015).

1.7 Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Institute of Archaeologists and will operate within the Institute's 'Code of Practice'.

1.8 PCA has the following accreditations:

- ISO9001 registration
- ConstructionLine registration
- Achilles registration
- CHAS registration

2 BACKGROUND

2.1 The archaeological and historical background has been taken from the Archaeological Priority Area description, the GLHER search and historic maps.

Geology and Topography

2.1.1 According to the BGS website, the site is located on Lynch Hill Gravel over London Clay. A borehole at Seven Dials identified ground level at 23.44m OD. The made ground in the borehole was 4.80m thick, over London Clay at 18.64m OD. A nearby borehole at Shaftesbury Avenue identified ground level at 21.15m OD. Made ground was 1.90m thick over London Clay at 18.40m OD (www.bgs.ac.uk).

2.1.2 The site is level and located at a height of c. 21.50m OD.

Archaeological and Historical Background

2.1.3 The site is located in an Archaeological Priority Area DLO38609 Tier I Lundenwic. The APA description states that the Archaeological Priority Area includes the Anglo-Saxon international trading emporium of Lundenwic which grew along the Thames and Fleet rivers in the seventh to ninth century. It is bounded on its western, eastern and southern sides by the boundary between the Boroughs of Camden and Westminster and by High Holborn road to the north. This APA also contains archaeological evidence of Prehistoric, Roman and Medieval occupation.

2.1.4 The APA is allocated to Tier 1 because it is an urban and proto-urban area of national (and international) archaeological interest where heritage assets could be judged equivalent to a Scheduled Monument. It is closely associated with the adjacent Westminster APA 1.2 'Lundenwic and the Strand'.

2.1.5 The earliest recorded archaeological evidence is of a number of Palaeolithic stone tools which have been discovered along Chancery Lane and Kingsway. Oxford Street is thought to preserve the line of the Roman road which ran west from Londinium to Silchester. There are also sporadic Roman sites including domestic features at Holborn Town Hall. It indicates the potential of early activity which pre-date the Saxon settlement of Lundenwic.

2.1.6 Lundenwic was a middle Saxon trading settlement which grew along the Thames and Fleet rivers in the seventh to ninth century. The settlement was divided into two separate areas, occupation of the old walled town in the City of London, and the larger mercantile centre to the west, (Lundenwic). The south border of the Borough of Camden is situated on the peripheries of Lundenwic in close proximity to Aldwych Street which existed along the Strand. The name indicates that there was a Saxon port or 'wic' at this position on the river again confirming its mercantile roots. Recent excavations of Lundenwic sites have revealed evidence of houses, agriculture and industries such as metal working, antler working and cloth production particularly in Westminster following the Strand.

2.1.7 A number of archaeological excavations have been undertaken south of High Holborn Road and evidence of Middle Saxon occupation, including preserved wattle and daub wall and hearths, has been uncovered at Shorts Gardens. Two wells and a number of pits and ditches have been found on Great Queens Street as well as beam slots, indicating structural remains. Excavation at Macklin Street discovered layers of dump and organic material with the potential to preserve a range of archaeological evidence well dated with finds of Saxon pottery. Similarly, the waterlogged deposits uncovered through a borehole survey at Tower Street could potentially preserve paleoenvironmental evidence or textile finds.

2.1.8 Excavations were carried out in 1989 c. 30m east of the site at Shorts Gardens (ELO2573) The excavation was in some parts limited in depth to that of the proposed impact, ie c.19.1m OD, and elsewhere to the top of undisturbed natural deposits. The 19th century building foundations had truncated underlying deposits to a depth of 18.25m OD, but a test pit in the western part of the site revealed a layer of barked willow twigs possibly representing a prehistoric platform or fish trap. In the east of the site preserved timber stakes of pre-Saxon date were recorded, pushed into the gravel.

Thin surviving (truncated) layers of dark soils with small daub fragments were indicative of a Saxon date, over a blue-grey clay which sealed natural brickearth or gravel. The clay, possibly waterlain, contained butchered animal bones, oyster shell, and tiny fragments of charcoal and burnt daub and a large complete loom weight. In the western part of the site the clay was overlain by a compacted gravel surface, cut by stakeholes and a large (but shallow) pit. A rectangular domed hearth, 1.70m x 1.00m and 0.25m high, suggested early medieval metalworking activities such as smelting and smithing. A few metres to the south a series of beaten earth floors, beam slots and stakeholes indicated dwellings or possibly storage buildings, with one associated 8th century hearth including Roman tile in its construction. A collapsed wattle and daub wall c.8.0m long was recorded. Weaving implements, comb fragments, brooches and pins were found in occupation layers, and a high proportion of the pottery assemblage comprised Ipswich ware. Over 150 iron objects included blades, tools and furniture fittings of Middle Saxon date.

2.1.9 The features were overlain by a homogeneous soil known as "black earth", probably caused by dumping and agricultural use of the area until the 17th century or later. In the northern corner of the site were a beam slot, a brickearth floor and an external yard surface, and a hearth: metal-working debris suggested an industrial use. Post-medieval features were cut into the dark earth: a well, two cess-pits, and a variety of drains and wall foundations. The natural gravel or brickearth was at approximately 18.40-18.90m OD.

2.1.10 Excavation and borehole survey work was carried out at 18-18A Tower Street in 1991 prior to redevelopment (ELO4729). This revealed a deep sequence of alluvial and waterlain deposits below the basement floors. The borehole survey indicated that archaeological deposits occurred up to 7.50m below modern ground level, suggesting that the site was located above a deep natural or man-made feature in which archaeological deposits had accumulated. Archaeological trenches excavated in June and July 1991 to a depth of 2.90m (about 5.00m below street level) revealed waterlaid deposits with a few abraded Roman sherds, and possibly late Saxon and medieval wares, as well as copper alloy weighing scales and a prehistoric flint scraper. The 'early' deposits were covered by post-medieval strata, some of which may also have been waterlaid, with well-preserved organic material including leather objects. Brick drains and rubbish pits containing 17th century pottery were also found.

2.1.11 An archaeological watching brief was carried out by Pre-Construct Archaeology in the basement of 4-10 Tower Street, in May 1996 (ELO4747). The construction of two lift pits was monitored. The top of the archaeological sequence was recorded at 19.90m OD. Only post-medieval features were recorded, but natural deposits were not fully exposed and earlier features may be present at a greater depth than excavated. Ground-reclamation dumps over presumed alluvial deposits were recorded in both trenches. The pottery recovered suggests a date between the 17th and 18th century for the reclamation. A linear feature crossed the base of the eastern trench and was sealed by the reclamation dumps but neither its function nor date could be determined. No Middle Saxon deposits or artefacts were found. Brickearth was recorded at a maximum height of 19.63m OD.

2.1.12 Historical map evidence shows that on the Faithorne and Newcourt map of 1658, the site lies in open ground in St Gyle's Fields [sic]. On the Morgan map of 1682 the fields have been renamed Cock and Pye Fields. The Rocque map of the 1746 shows the current layout of Seven Dials with Tower Street to the south and Tower Court labelled as Lombard Court. The 1893 Ordnance Survey map shows the site layout as it currently is but with Tower Court labelled as Lumber Court. The bomb damage map of the 1940s shows the site marked as 'general blast damage not structural'.

2.1.13 Number 2 Tower Court is not listed, but it is considered to be listed by curtilage due to its association with the adjacent Grade II listed 22 Tower Street (EDP 2019). Number 2 Tower Court is a three-storey building with basement. It is built from gault brick with red brick window detailing and quoins. It is of two bays, with entrance to left and gable projecting to the right. The gable end itself is shaped and curved with a brick coping. There is a modern conservatory on the ground floor covering the entrance, which was constructed as part of alterations in the late 1980s. The interior of the building is of a simple plan, with a staircase section leading into two rooms on each level. The basement level has been dug out beneath the conservatory above, being an enlargement of a former lightwell but now enclosed to form a larger basement room.

2.1.14 Number 2 Tower Court is referred to as the 'School House' on a 1987 planning application, and 'School Keepers House' on a 1985 drainage application, thus clearly has an association with the

school. The building does appear on the first Ordnance Survey plan to show the adjacent school (1895), although a building in this location is marked on earlier plans, suggesting that this may pre-date the school, or that there was an earlier building on its footprint. Nonetheless, it does appear that it was utilised as accommodation for school staff, thus having an historical relationship with the school.

2.2 Scope of Investigation

2.2.1 The investigation will monitor the excavation of the new lightwell on the site and the lowering of the basement. The watching brief will monitor the removal of made ground and the interface with the natural sand and gravel if present or London Clay if gravel is not present. The watching brief will not monitor the removal of natural deposits once the excavation extends below the archaeological interface between made ground, subsoil and natural deposits. Based on the expected depth of below ground brickearth as identified nearby, it is unlikely that natural ground will be reached. Current basement depth is c. 20.49m OD (Figure 2).

3 RESEARCH DESIGN

3.1 The watching brief will aim to address the following broad and primary objectives:

Investigate the interface of the soil deposits with the natural geology for archaeological features;

Identify and record any archaeological evidence for Saxon, medieval and post-medieval archaeology.
Assess and record any deposits relating to the construction and use of the current building

4 SITE METHODOLOGY

4.1 General

4.1.1 All below ground excavations will be archaeologically monitored until clean natural deposits or site formation level is reached. The below ground sequence will be recorded archaeologically, and the arisings examined for archaeological artefacts. A section of each ground reduction area will be drawn, and the depths of the deposits noted.

4.1.2 During the groundworks the archaeologist will monitor excavation through all 'fill' and any other deposits to the level of the geological sub-strata. Records will be made onto *pro-forma* context and planning sheets.

4.1.3 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA and Quest as necessary, in consultation with the Historic England Regional Archaeological Science Advisor.

4.1.4 The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. 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.

4.2 Access and Safety

4.2.1 Reasonable access to the site will be granted to representatives of the London Borough of Camden who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.

4.2.2 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCA's H&S Policy Statement (2018) and Site Rules (2018) will be followed at all times. A site specific Risk Assessment has been prepared (Appendix 1); this will be reviewed and updated daily by the site supervisor.

4.2.3 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence. It is anticipated that all excavation locations will be surveyed using a Cable Avoidance Tool by the groundwork contractor prior to excavation. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided. This may require the abandonment or repositioning of locations in order to accommodate them safely.

4.2.4 **If underpinning is to be used, PCA request that a copy of the engineering designs and RAMS for the work be supplied to PCA prior to the watching brief commencing. PCA cannot attend the site until this information is supplied.**

4.2.5 Provision will be made on-site for welfare facilities. These will be supplied by the client/groundwork contractor.

4.2.6 All machine movements onto and within the site will be monitored by a banksman.

4.2.7 PCA has not been informed that there are any areas of ecological importance or public rights on the site.

4.2.8 Excavation areas will be controlled by the groundworks contractor unless archaeological remains of note are identified. If this is the case, the area may need to be fenced off pending further inspection by representatives of GLAAS and/or the Client.

4.2.9 The PPE supplied by PCA will comprise hard hat, HiVi vest, gloves, as well as ear defenders and safety goggles where necessary. Asbestos appropriate PPE will be supplied, and if asbestos is seen during the investigations, the PPE will be worn for the remaining investigations.

4.2.10 Groundwater will be controlled by the groundworks contractor.

4.2.11 PCA will notify GLAAS of the commencement of fieldwork.

4.2.12 PCA's staff are CSCS card holders.

5 RECORDING SYSTEMS

5.1 Site Code

5.1.1 A unique-number site code will be obtained from the Museum of London prior to the work commencing and notified to the GLAAS advisor.

5.2 Site Records

5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the London Borough of Camden, which is those developed out of the Department of Urban Archaeology Site Manual and presented in PCA's Operations Manual 1 (Taylor 2009). No alternative recording system will be adopted without the prior agreement with GLAAS.

5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared pro-forma recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.

5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trial pit plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS bench marks used and the site TBM will also be indicated.

5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.

5.2.5 At least one section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trial pit has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.

5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

5.3 Stratigraphic Matrix

5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

5.4 Photographic Record

5.4.1 A full digital photographic record of the investigations will be prepared.

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

6.2 Environmental

6.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

6.2.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the GLAAS advisor, Quest and, if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.

6.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

6.2.4 All finds retrieval policies of the Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of GLAAS.

6.2.5 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's 'Conservation Guidelines No.2' and the Museum of London's 'Standards for the Preparation of Finds to be Permanently Retained by the Museum of London'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the Archaeology Officer agrees that this will not be necessary).

6.2.6 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

7 ARCHIVES AND REPORTS

7.1 General

7.1.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with the London Archaeological Archive and Research Centre (LAA), the *Guidelines for the Preparation of Archaeological Archives* will be followed.

7.1.2 The client agrees, by approval of this document, to donate all finds and archives to the London Archaeological Archive (LAA). If finds are not to be transferred to LAA, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.

7.1.3 Upon completion of the fieldwork project, when the LPA confirms that no further work is required and when all post-excavation reports have been approved by all relevant parties, a draft Deed of Transfer allowing the custody of the site archive to be transferred to LAA. The deed of transfer is located at Appendix 2 of this document and should be returned to PCA before the work commences. With this is in place, the archive will then be transferred to LAA by PCA.

7.1.4 The minimum acceptable standard for the site archive is defined in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE EH 2015). It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to LAA. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

7.1.5 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.

7.1.6 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Greater London HER along with the GLHER report form as soon as possible after the completion of archaeological works.

7.1.7 Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible or within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the London Archaeologist: Excavation Round-Up. Such publications will meet the minimum requirements set out in *Management of Archaeological Recording Projects in the Historic Environment (EH 2015*) and derive from a 'phase 2 review' as defined in the same document. There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within six months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies Library.

7.1.8 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Archaeological Recording Projects in the Historic Environment (EH 2015)* will be followed.

7.2 Report

7.2.1 Notwithstanding details included above all fieldwork and results will be fully recorded and a report prepared. Copies of the report will be forwarded to the commissioning Client and GLAAS.

7.2.2 The watching brief report will include the following items:

- Non-technical summary;
- Introduction;
- Topography of the site;
- Methodology;
- The results of the test pits and their significance;
- Bibliography;
- Acknowledgements;
- OASIS form.

7.2.3 The project resource agreed between PCA and the client allows for the production of a report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide our client a draft copy of the report for comment within two weeks of the completion of the watching brief, to then be provided to GLAAS.

8 SIZE AND STRUCTURE OF EXCAVATION TEAM

8.1 The day to day direction of the fieldwork will be undertaken by a member of staff who has considerable experience of working in the urban environment.

8.2 The excavation team will be selected from current staff and will total an archaeological supervisor.

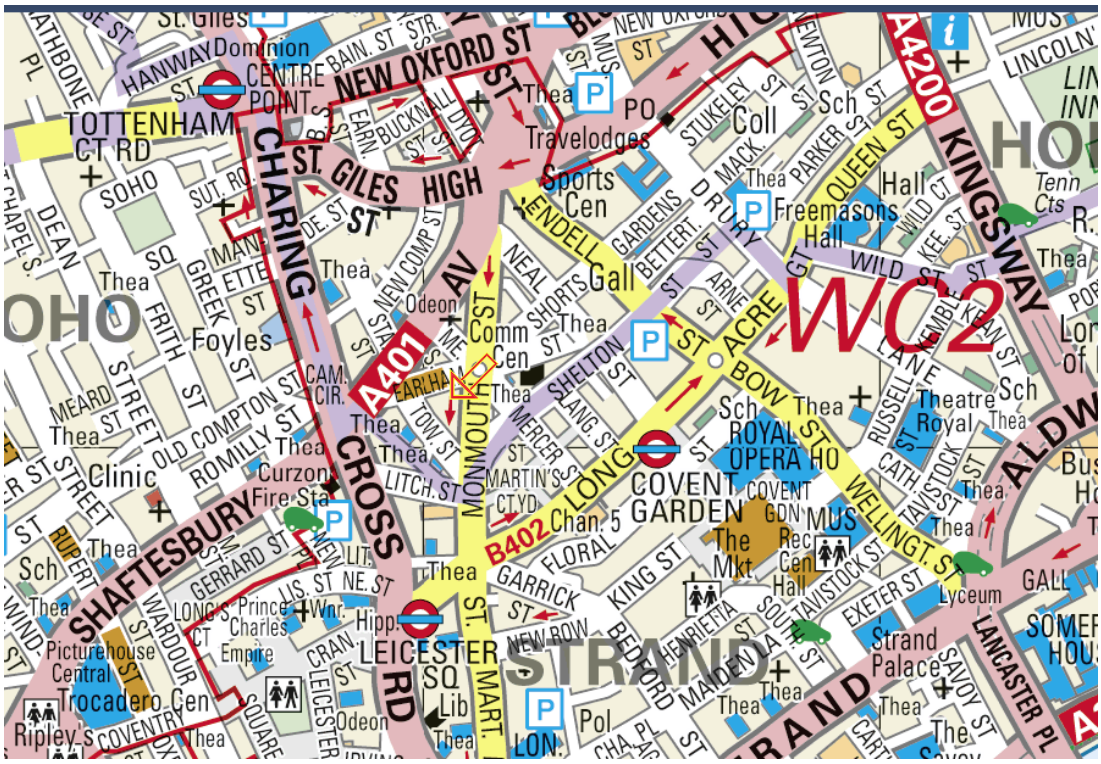
8.3 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime. Overtime rates are 150% Monday-Friday & all day Saturday, 200% Sunday and Bank Holidays.

9 BIBLIOGRAPHY

EDP 2019 *Heritage Impact Assessment: 2 Tower Court London*

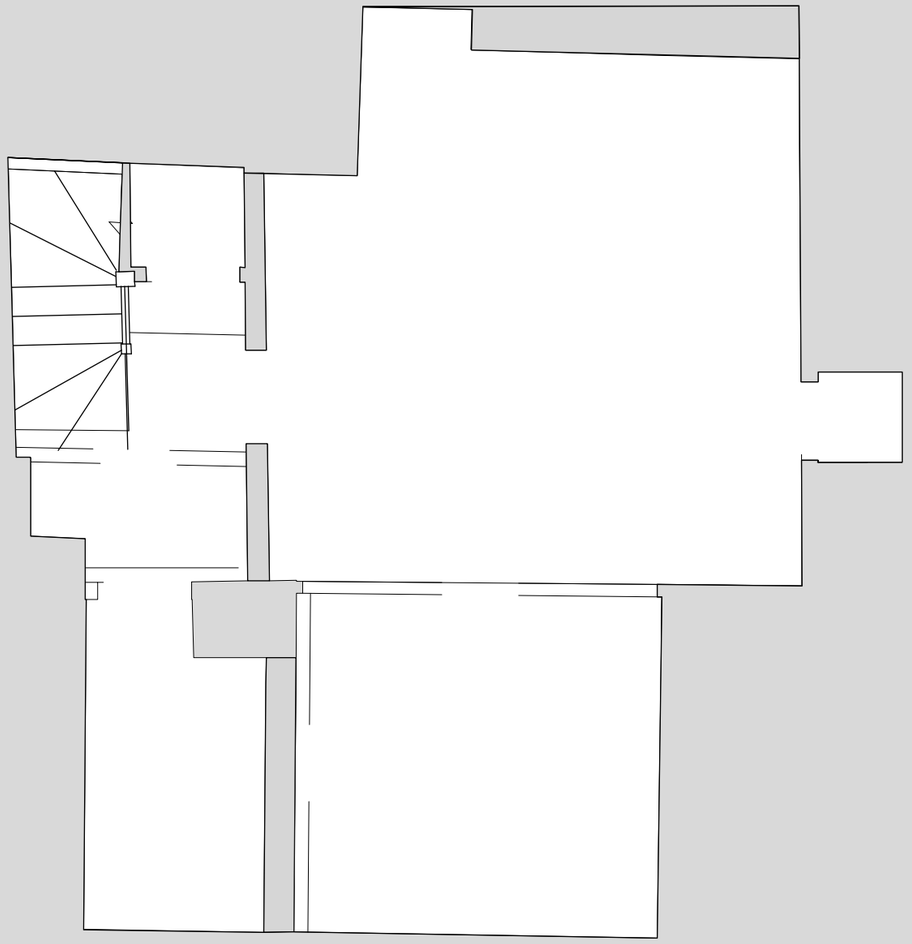
Taylor, J with Brown, G 2009, *Fieldwork Induction Manual: Operations Manual 1*, Pre-Construct Archaeology Limited

FIGURE 1: SITE LOCATION



Copyright Streetmap 2020

FIGURE 2: PROPOSED DEVELOPMENT PLAN



P1 17.07.19 Change in scale of EX.50

0.0 0.25 0.5 1.0 m

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22 TOWER STREET

CLIENT - BRITISH RETAIL CONSORTIUM

EXISTING BASEMENT PLAN

STATUS - PLANNING

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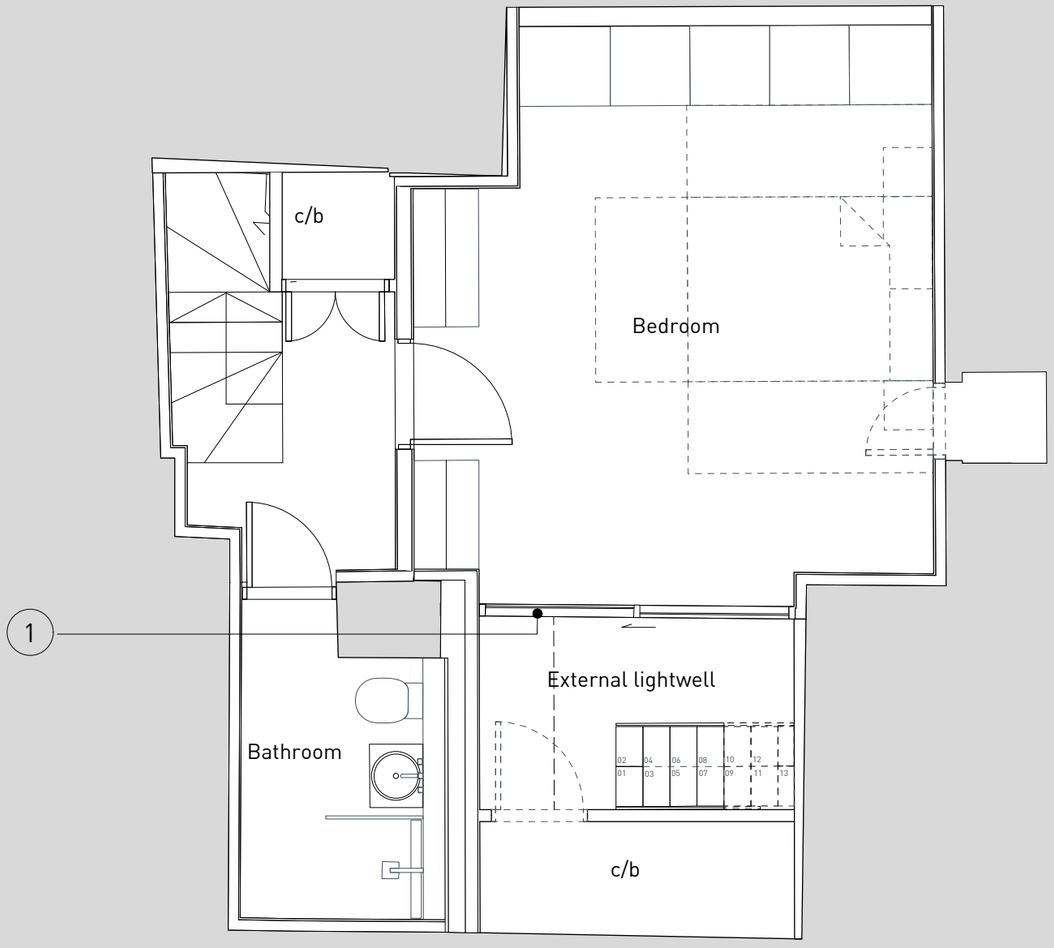

NOTES

1 Bespoke hardwood timber framed sliding door

P2	08.10.19.	Changes to glazing and front door
P1	17.07.19	Change in scale of GA.50

0.0 0.25 0.5 1.0 m

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22 TOWER STREET

CLIENT - BRITISH RETAIL CONSORTIUM

PROPOSED BASEMENT PLAN

STATUS - PLANNING

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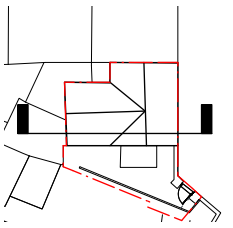

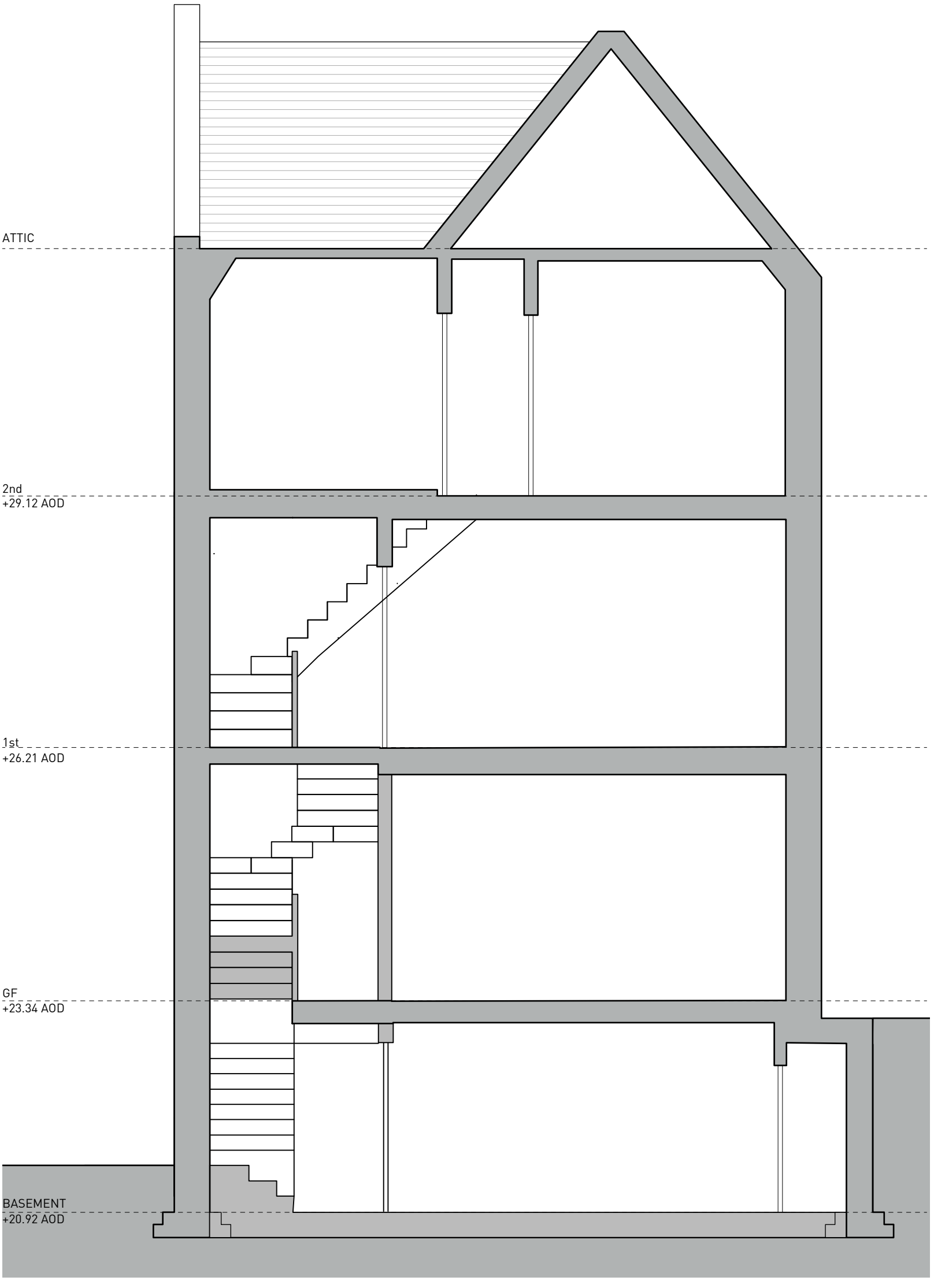

P1 17.07.19 Change in Scale of EX.50

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22 TOWER STREET

CLIENT - BRITISH RETAIL CONSORTIUM

EXISTING SECTION AA

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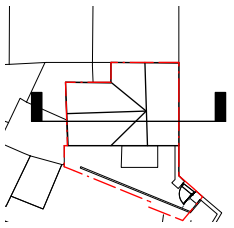

ATTIC

2nd
+ 29.13 AOD

1st
+26.24 AOD

GF
+ 23.33 AOD

-1
+ 20.49 AOD

Unit 02 Bathroom

2390mm

Unit 02 Bedroom

2580mm

Unit 02
Hallway

Unit 02 Kitchen/ Living/ Dining

2530mm

Unit 01 Kitchen/ Living/ Dining

2530mm

Unit 01 Bedroom

2500mm

330mm

367mm

330mm

P2	07.10.19.	Changes internal configuration
P1	17.07.19	Change in Scale of GA.50

0.0 0.25 0.5 1.0 m

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22 TOWER STREET

CLIENT - BRITISH RETAIL CONSORTIUM

PROPOSED SECTION AA

STATUS - PLANNING

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SCALE	DRAWING	DATE
1:50 @ A3	18010_GS.01	07.10.19

APPENDIX 1: HEALTH & SAFETY RISK ASSESSMENT
2 Tower Court, Camden WC2H 9NU
Pre-Construct Archaeology Ltd.

FIELDWORK: **WATCHING BRIEF**

Prepared By: Helen Hawkins, Director, 6th March 2020
Site Supervisor, TBC

This risk assessment is designed to identify and devise control measures for all hazards and the risks these pose to employees, sub-contractors, and any other persons working on or visiting excavations. It is the duty of all employees to notify the management of any deficiencies in this risk assessment, so that it can be revised accordingly. Any queries should in the first instance be notified to the site supervisor who will endeavour to resolve any immediate concerns. Please refer to the PCA Health and Safety Policy Statement (2018*)* for guidance on general policy.

Nearest A & E hospital: University College Hospital
Tel: 020 3456 7890
Address: University College Hospital, 235 Euston Road, London, NW1 2BU

Assessment Undertaken	Date: 6.3.20
Signed:	Helen Hawkins

Assessment Review (set a date)	Date: site start date
Signed	

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L
Electricity substations	Risk of death or injury by electrocution	H	Plant operator, PCA staff, other site personnel, general public	Personnel and plant must maintain a safe distance from electricity substations at all times, using signage, physical barriers and safety chains as appropriate. Geotechnical contractor to monitor all plant movement around electricity substations.	L
Underground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion. Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	Client's contractor will use CAT equipment to scan all trench positions once marked on the ground. If services are believed to cross the trench then the ground will not be locally disturbed.	L
				Reliance should not be placed on the locating equipment alone and all services will be assumed to be live, unless proved safe by the relevant utility company, and due care taken if working in their vicinity.	
				Where exposure of cables and pipes is unavoidable services will then be protected and supported as necessary to prevent damage or collapse. Services are not to be used for access across excavation areas.	
Plant and vehicle movement	Risk of injury from collision, including trapping or crushing	H	PCA staff, other site personnel, general public	PPE to be worn at all times when in the immediate vicinity of plant and other vehicles.	L
				Ensure driver(s) have seen you, and maintain visual contact at all times when within their working areas.	
				All machining to be undertaken under constant archaeological supervision and due care taken. Client's contractor will ensure that a staff member is appointed to act as a banksperson during all plant movement and operation. Machine should remain well clear of all exposed services at all times, and should not operate in the immediate vicinity or track over any exposed services. Ensure that the banksperson and driver(s) are fully briefed and clearly understand those signals to be used during machining and plant movement.	

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L
				Provide site staff with an alternate, designated, route away from plant/vehicle runs wherever possible.	
Traffic movement adjacent to site	Risk of death or injury	H	PCA staff, other site personnel, general public	PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.	L
				PCA staff to wear high-visibility vests or jackets at all times.	
Deep Excavation	Risk of serious injury or death from partial or total collapse of trench sides. Risk of serious injury or death from falls into deep excavations. Risk of injury or death from materials falling into trench from above. Risk of plant running into excavations. Risk of buildings or structures collapsing due to excavations.	H	PCA staff, other site personnel, general public	All excavations in excess of c1.2m depth will be stepped at an appropriate gradient (min 1:1) to allow safe working if entry to the trench is necessary. Nevertheless, in the event that open excavation areas are required, these will be cordoned off. 'Danger Deep Excavation' signs to be erected at site entrances and around areas of deep excavation as necessary and in accordance with the PCA Health and Safety Policy (2019*)*. Fencing and signage arrangements to be reviewed by PCA Site Supervisor on a daily basis. The stability of any baulks and batters will be inspected daily by the PCA Site Supervisor and appropriate additional mitigation measures organised as necessary. Additional fencing, rigid barriers and/or toeboards may be necessary around areas of deep excavation and will be reviewed on a daily basis. If underpinning is to be carried out, the PC must supply the RAMS and engineer's drawings to PCA before site work commences for review. If underpinning work deviates from the RAMS, PCA will be provided with updated RAMS and confirmation from the site engineer that the new system is safe. PCA operatives to stand clear of underpinning works and associated walls during excavation. If the approved RAMS for underpinning is not followed on site, PCA operatives to leave site until new safe systems of work are in place.	L
				High visibility vests or jackets, hard hats and steel toe-capped safety boots will be worn at all times on site.	

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L
				Ensure visitors and members of the public are not put at risk by open trenches. Review daily and consider whether fencing arrangements are adequate.	
Groundwater/Perched water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	Monitor any water ingress and use portable pumps as necessary to control groundwater.	L
Noise Dust Exhaust fumes	Risk of permanent hearing damage. Risk of breathing difficulties or permanent damage Risk of illness or death from carbon monoxide poisoning	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise generating plant or hire equipment and added to the site Health and Safety file. Site generators away from area of working to limit noise, wherever possible, and use ear defenders. Assess noise levels and duration of exposure. Ventilate confined spaces where generators are being used and, where necessary, use portable fans/extractors to ensure a free flow of air. Use face masks with appropriate filters.	L
Fire	Risk of death or injury	M	PCA staff, other site personnel, general public	Staff to be made aware of the fire safety plans and evacuation procedures/assembly points during site induction. Fire extinguishers will be provided on site and all staff will be made aware of their location.	L
Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine Needle stick injuries and other blood borne risks	Risk of serious illness, disability or death.	M	PCA staff, other site personnel, general public	Use available welfare facilities to regularly wash hands, particularly prior to eating. All staff will wear protective gloves on site. Waterproof dressings, all wounds covered. Issue of Weils card.	L
Ground contaminants	Risk of irritation or illness from ingestion, inhalation or skin contact with contaminants. Risk of inflammable materials.	H	PCA staff, other site personnel, general public	PCA has been provided with no information on ground contaminants. However the site history does not suggest ground contaminants will be an issue. All staff will require proper induction in site working practices and use of PPE prior to starting work. Any non-compliance on the part of staff will result in their removal from site. If contamination hotspots are identified or suspected	L

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L
				during the course of the fieldwork PCA's H&S officers will be notified who will assess the specifics and establish whether further measures are required (avoidance of specific area; further testing etc). If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site. If other suspected ground contaminants are found during the course of the fieldwork work their presence will be photographed and marked as accurately as possible on a site plan.	
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	Check plant delivered to site is in good order and fitted with any necessary safety devices and guards. Inspect tools for faults regularly. Use only the appropriate tools for the job. Use of all hired equipment will be managed.	L
				Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE. Relevant certification of operatives to be photocopied and a copy added to site Heath and Safety file.	
Use of hand tools Vibration risks from some types of equipment	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate.	L
				Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off	
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance (>2m) from trench edges.	L
				Ensure tools and other site materials are placed/stored safely when not in use. Site to be kept in a tidy condition. Leads kept out of walkways, walkways kept clear of materials etc	

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L
				Any additional health and safety issues noted by PCA staff on site should be reported immediately to the PCA Site Supervisor or deputy as soon as can be done safely	
Manual handling	Risk of injury	M	PCA staff, other site personnel, general public	Wherever possible use mechanical means to lift and transport heavy and bulky items. Where use of mechanical means is impracticable, ensure sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load.	L
Unexploded bombs or ammunition	Risk of death or serious injury from explosion	M	PCA staff, other site personnel, general public	If during the course of the archaeological investigations items are observed or found which are considered to be potential UXO objects, all work in the vicinity of the excavation will cease and the client and site security will be informed immediately. PCA will notify relevant bodies and arrange for appropriate attendance from specialists and/or emergency services. PCA staff to be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the Site Supervisor or deputy immediately. If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned off, the site evacuated and the PCA Project Manager and emergency services notified immediately.	L
Debris on site – may include sharps, needles, wire, fouled areas, etc	Risk of injury or infection	M	PCA staff, other site personnel, general public	Clean areas prior to working, preferably by machine. Take specialist advice to provide safe disposal.	L
Extremes of temperature	Risk of illness or death from exposure/hypothermia	M	PCA staff, other site personnel, general public	PCA staff to wear warm and waterproof clothing as appropriate. Designated rest breaks to be taken during the course of each day. Heated cabins to be provided.	L
	Risk of illness or death from heat exhaustion or heat stroke	M	PCA staff, other site personnel, general public	PCA staff to carry a sufficient supply of fresh drinking water. Designated rest breaks to be taken during the course of each day.	L

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L
	Risk of sunburn	M	PCA staff, other site personnel, general public	PCA staff advised to wear appropriate clothing ie 'cover-up'. PCA to provide sunscreen on site for staff use.	L
Use of mobile telephones on site	Risk of injury due to distraction caused by mobile phone use	M	PCA staff	PCA staff to only use mobile phone for either emergency or office use whilst on-site in working hours. If necessary to use a mobile telephone the user will first ensure that their surroundings are safe. The mobile phone will not be used if the user is located within vehicular routes or if the surroundings pose a risk.	L
ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT:					

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L

Hazard	**Nature of Risk**	**Level of Risk** High =H Medium=M Low =L	**People at Risk**	**Controls/Action**	**Remaining Risk** High =H Medium=M Low =L

Continue on separate sheet if necessary

I have read this document as part of my site safety induction and I agree to observe the necessary controls to reduce risks

Signed:	Name	Date
1.		
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Continue on separate sheet if necessary.

APPENDIX 2: DEED OF TRANSFER

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site name: 2 Tower Court

Site Address: 2 Tower Court, Seven Dials London WC2H 9NU

Site Code tbc

We have been instructed / commissioned for the work by James Archer of the RPS Group.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore could you please complete the details below and return this letter by post or e-mail to the following:

Helen Hawkins

***hhawkins*@pre-construct.com**

Pre-Construct Archaeology Ltd
Unit 40, Brockley Cross Business Centre
96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name:

Address:

COMPANY REGISTRATION NO. (*Required for sites in Greater London*)

MAKING
COMPLEX
EASY

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