

LAND AT OAK PARK, HAVANT, HAMPSHIRE

Written Scheme of Investigation for an Archaeological Evaluation

JANUARY 2016

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1 INTRODUCTION AND CONTEXT OF THE PROJECT

- 1.1.1** This Written Scheme of Investigation (WSI) refers to archaeological evaluation on land at Oak Park, Havant, Hampshire (NGR: SU 7201 0714; Figure 1). The evaluation by trial trenching is required to inform the potential archaeological resource and the impact upon it from the construction of a proposed new Health & Wellbeing Campus. Wardell Armstrong Archaeology has been commissioned to undertake archaeological evaluation excavation and the reporting thereof.
- 1.1.2** The area of investigation lies within an area of archaeological potential, with evidence for possible late prehistoric and Romano-British activity discovered during previous investigations at the site. The present development area was evaluated in 2008 by means of six trenches (Trenches 1-6). Trench 1, at the north end of the site, contained two small undated pits, while Trench 3 produced a single sherd of possible later prehistoric pottery. In Trench 6, on the west side of the site, potential Roman-British activity was present in the form of a pit containing a fragment of brick or tile (HER 63769). In 1992 the archaeological potential of an area to the west of the site, now bounded to the south and east by Lavant Drive and Old Copse Road, was evaluated by means of a grid of narrow trenches (HER 32430). In the northern part of the evaluated area, the trenching revealed undated burnt deposits from a probable hearth, and flint which was associated with shallow pits in this area. South of what is now Lavant Road the trenching revealed a number of ditches. One of these ditches contained 1200 Roman potsherds, a coin and part of a jet bracelet, while another contained 'a number of tesserae'. Further evaluation trenching in this area in 1999 failed to identify any archaeological evidence (HER 39265).
- 1.1.3** The development is likely to affect below ground archaeological remains should they be present and as a result the Local Planning Authority requires a programme of archaeological evaluation by trial trenching to be undertaken ahead of the main development. Should significant archaeological deposits or features be revealed it will provide a sufficient a level of archaeological information to enable the Local Planning Authority (LPA) to consider potential additional mitigation strategies.
- 1.1.4** 'The definition of an archaeological evaluation is a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national and international context as appropriate' (CIFA 2014a).

- 1.1.5 This document provides a methodology for an archaeological trial trench evaluation, and has been developed in consultation with the Development Control Archaeologist at Hampshire County Council, and Blaise Vyner Consultancy.
- 1.1.6 In addition, this WSI conforms to the guidelines and standards laid down in the following documents:
- *Standard and Guidance for an Archaeological Evaluation*, Chartered Institute for Archaeologists: Reading (CIFA 2014a).
 - *Code of Approved Conduct for the Regulation of Arrangements in Field Archaeology*, Chartered Institute for Archaeologists: Reading (CIFA 2014b).
 - *Management of Archaeological Research Projects in the Historic Environment* (Morphe), English Heritage 2006.
 - *Wardell Armstrong Archaeology: Excavation Manual*, Wardell Armstrong Archaeology, internal document, edition 1.2 (WAA 2012).

2 BACKGROUND

2.1 Location and Geological Context

- 2.1.1 The site is located on the north side of Havant, to the northeast of Portsmouth in Hampshire, being situated to the southeast of Petersfield Road (B2149) and northwest of Elmleigh Hospital. The proposed development area comprises a plot of undeveloped land, bounded by Crossland Drive to the north, lavant Drive to the south, Leigh Road to the west, and a stream to the east. The site was previously occupied by Oak Park School (Figure 1).
- 2.1.2 The area of investigation is approximately 1.93ha in size and is currently 'waste' land with small trees and shrubs. Some areas hard standing remain from the previous school buildings and a small tarmac carpark is present at the northwest corner of the site. Access to the site is from the end of River Way to the east and Leigh Road to the west. The ground is relatively level with a stream bounding the east side of the site, crossed by River Way.
- 2.1.3 The underlying solid geology is recorded as clay, silt and sand, known as London Clay Formation. This sedimentary bedrock was formed approximately 34 to 56 million years ago in the Palaeogene Period (BGS 2015). This is overlain by river terrace deposits of sand, silt and clay, with a band of clayey gravel crossing the east side of the site. These were formed up to 3 million years ago in the Quaternary Period.

3 AIMS AND OBJECTIVES

3.1.1 Where archaeological remains are present the programme of archaeological evaluation by trial trenching will aim to interpret and characterise them. In addition, the fieldwork will help inform upon the significance of the potential impacts of the development on the potential archaeological resource. The results of the evaluation will be used to inform the Local Planning Authority and allow an informed decision to be made upon the requirement for any further archaeological work and/or mitigation, should significant archaeological deposits and features be revealed by this work.

3.1.2 The general aims of the evaluation are to:

- determine the presence or absence of buried archaeological remains within the proposed development site
- determine the character, date, extent and distribution of any archaeological deposits and their potential significance
- determine levels of disturbance to any archaeological deposits from plough damage or from any other agricultural/industrial practices or later building activities
- investigate and record all deposits and features of archaeological interest within the areas to be disturbed by the current development
- determine the likely impact on archaeological deposits from the proposed development
- disseminate the results of the fieldwork through an appropriate level of reporting.

4 METHOD STATEMENT

4.1.1 In accordance with discussions held between Wardell Armstrong Archaeology, Blaise Vyner Consultancy, and the Development Control Archaeologist at Hampshire County Council, a scheme for an archaeological trial trench evaluation has been designed in order to satisfy the stated objectives of the project as set out under Section 3.

4.1.2 The trial trench evaluation is intended to provide a broad sample the proposed development area, in order to confirm the nature and extent of underlying archaeological features, in particular further possible prehistoric features, although the presence of further Romano-British features cannot be entirely ruled out (pers. com. Blaise Vyner).

4.1.3 Trenches have been located to target the northern part of the development area, which was previously evaluated and produced limited evidence for prehistoric activity (Figure 2). The trial trench evaluation will comprise the excavation of 772m² of land in total. It is expected that this will comprise the excavation of thirteen trenches, each measuring 30m long and 2m wide.

- 4.1.4 In advance of the fieldwork WAA will ensure that all reasonable measures have been taken to identify any constraints and will obtain information from the client on the presence of services, any ecological constraints, the presence of Public Rights of Way, the presence of contaminated land or any other risks to health and safety. Trenches have been positioned to avoid known services, and areas of significant previous disturbance associated with former buildings on site. However, these may need to be adjusted slightly on site where necessary.
- 4.1.5 There is a possibility of newts on site, the presence of which will need to be determined by an ecologist prior to/during the evaluation. The trenches may have to be adjusted with regard for newt fences and the possibility of over-wintering newts. The position of trenches and the location of existing 'newt pots' will be confirmed in discussion with an ecologist and, if necessary, the location of trenches will be amended to avoid impact on these. Water voles have been recorded in the stream bounding the east side of the site, and any works will need to be kept at least 5m from the bank.
- 4.1.6 The trench positions will be surveyed using a Trimble R8 survey-quality GPS system. All trenches will be excavated by a mechanical excavator fitted with a toothless ditching bucket under continuous archaeological supervision, to maximise the chance for identification of archaeological remains should they be present. However, a toothed bucket may also be necessary in areas where substantial obstacles are present.
- 4.1.7 Machine excavation will be undertaken to either the top of archaeological deposits, or the natural substrate, whichever is observed first. If required by the landowner topsoil and subsoil will be stored separately and stacked at least 1m from the edge of the evaluation trenches. Trenches will be backfilled 'as dug' and made safe but will not include full reinstatement, unless specifically required by the landowner/client, in which further costs will need to be agreed.
- 4.1.8 If trenches become waterlogged and pumps are utilised, care will be taken to avoid any contamination of the nearby watercourse. The total depth of trench will not exceed 1.2m below ground level for health and safety reasons. Excavation to greater depths may require shoring or stepping, which will necessitate an increase in costing.
- 4.1.9 Once excavated the trenches will be cleaned by hand by a team of archaeologists and all features will be investigated and recorded according to the Wardell Armstrong Archaeology (WAA) standard procedure as set out in the Excavation manual (Giecco 2012).

4.2 Investigation and Sampling Strategy

4.2.1 Archaeological features will be sampled sufficiently to characterise and date them and to determine their significance; which will typically involve the 50% sampling of discrete features, 25% of linear features with a non-uniform fill and 10% of linear features with a uniform fill. Smaller discrete features such as postholes will be a 100% sampled.

4.2.2 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and/or theft.

4.3 Recording

4.3.1 Archaeological deposits and features will be recorded according to accepted professional standards as set out in the WAA Excavation Manual (WAA 2012) and sufficient data will be recorded to allow the preparation of a report setting the results of the evaluation into their archaeological context.

4.3.2 A Harris matrix will be compiled for stratified deposits to provide a detailed record of the stratigraphic sequence, according to the conventions written in the WAA Excavation Manual and in accordance with the Chartered Institute of Field Archaeologist (CIfA) and Historic England guidelines.

4.3.3 Archaeological contexts will be recorded and numbered individually on *pro-forma* context sheets. A further more general record of the work, comprising a description and discussion of the archaeology is to be maintained as appropriate in a site diary. Context sheets are to be primarily filled in by the archaeologist excavating the feature or deposit.

4.3.4 A site plan recording the location of the trenches within the site, and the location and extent of any major archaeological features encountered will be recorded digitally at a scale of 1:100 or larger scale where appropriate. All electronic survey work will be undertaken using a Trimble R8 GPS System and will be transferred into a CAD environment.

4.3.5 Sections will be hand drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. All detailed plans and sections will be related to the 1:100 or 1:1250 plans and the latter will be accurately referenced to the National Grid.

- 4.3.6 All drawn plans and sections are to be levelled with respect to aOD and will be drawn on polyester based drafting film and clearly labelled. These will be transferred into a CAD environment to produce the report figures.
- 4.3.7 A full digital photographic record of the work will be kept. All photographs will include a clearly visible, graduated metric scale. A register of all photographs will be maintained. The photographic record is to be regarded as part of the site archive.
- 4.3.8 WAA will ensure that the complete site archive including finds and environmental samples is kept in a secure place throughout the period of fieldwork and post-excavation works.
- 4.4 Human Remains**
- 4.4.1 Should human remains (both inhumations and/or cremations) be exposed during the course of the evaluation discussions will held with the LPA Planning Archaeologist and the client on options for their appropriate preservation *in situ* or for their removal in accordance with professional standards and guidelines.
- 4.4.2 Wardell Armstrong Archaeology will have available within the team or on call an appropriately qualified and experienced osteoarchaeologist to supervise the excavation and removal of any human remains (where this is necessary) from the site.
- 4.4.3 In the event that human burials are discovered, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains. Application for a Licence will be made by WAA.
- 4.5 Finds recovery and processing and treatment**
- 4.5.1 All non-modern finds will be collected and retained for processing. Ceramics and animal bone will be collected in bulk and recorded by context. Significant *in situ* finds will be recorded in three dimensions prior to collection. A metal detector will be utilised to maximise the collection of metal artefacts from the excavated spoil, in accordance with the Treasure Act 1996 Code of Practice.
- 4.5.2 All artefacts recovered during the course of the evaluation are the property of the landowner/client. They will be suitably bagged, boxed and marked in accordance with the United Kingdom Institute for Conservation, Conservation Guidelines no.2 (UKIC 1990) and a suitable repository agreed with the LPA Planning Archaeologist.

- 4.5.3 On completion of the project modern material, unstratified remains and objects that have been assessed as having no obvious grounds for retention will be discarded, unless there is a specific request to retain them (and subject to the collection policy of the relevant depository).
- 4.5.4 Records of artefact assemblages will clearly state how they have been recovered, sub-sampled and processed.
- 4.6 **Treatment of treasure**
- 4.6.1 Finds falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner/client and the LPA Planning Archaeologist. A Treasure Receipt (obtainable from either the FLO or the DCMS website) will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence.
- 4.6.2 The Treasure Receipt and report will include the date and circumstances of the discovery in addition to the identity of the finder (Wardell Armstrong Archaeology) and (as exactly as possible) the location of the find.
- 4.7 **Environmental Sampling**
- 4.7.1 A structured programme of environmental sampling appropriate to the aims of the project will be implemented, under the guidance of the Historic England Regional Scientific Adviser. The strategy and methodology for the sampling of deposits with palaeo-environmental potential will be in accordance with Historic England Centre for Archaeology Guidelines "*Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation*" (2011). WAA's Environmental and Geo-archaeological Officers will undertake the processing and examination of deposits of particular significance.
- 4.7.2 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.
- 4.7.3 Mollusc samples of 2 litres each will be taken vertically from appropriate sections, if appropriate, to investigate the changes of vegetation through time. Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with

the LPA Planning Archaeologist. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.

- 4.7.4 Environmental samples from dry deposits will normally be processed by flotation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 4.7.5 In the event that hearths, kilns or ovens (of whatever period, date or function) are identified during the evaluation, provision will be made to collect at least one archaeo-magnetic date to be calculated from each individual hearth surface (or in the case of domestic dwellings sites a minimum of one per building identified). Where applicable, samples to be collected from the site and processed by a suitably trained specialist for dating purposes. This specific aspect of the sampling strategy will also be discussed with Historic England.
- 4.7.6 Where guidance is relevant the appropriate Historic England papers will be followed (English Heritage 2005; 2006; 2007; 2011).
- 4.8 **Reporting**
 - 4.8.1 Upon completion of the fieldwork WAA will produce an appropriate report, the process being adopted as set out in Management of Research Projects in the Historic Environment (English Heritage 2006).
 - 4.8.2 The report will include details of the planning history of the site, site geology and a summary of the archaeological and historical background. The report will contain a phased summary of the archaeological sequence encountered at the site, containing brief descriptions of archaeological structures, features and deposits and incorporating details of artefacts or environmental evidence (where sampled).
 - 4.8.3 The report will contain illustrative material including maps, plans, sections, drawings and photographs, as necessary at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100, as appropriate). A location plan of the site, at an appropriate scale and tied into the OS National Grid, will be included. A plan showing the location and layout of the areas of investigation, at an appropriate scale, will also be included.
 - 4.8.4 The report will identify areas of defined archaeology, and an assessment and statement of the actual and potential significance of the archaeology will be made within the broader context

of regional and national archaeological priorities. The report will include a discussion of the potential physical impact of the proposed development on the archaeological deposits identified.

4.8.5 A draft of which will be supplied to the client for comment in the first instance. Once approved by the client a copy of the final report will be submitted to the client for delivery to the County Archaeologist.

4.8.6 External specialists will only be called upon during compilation of the report if the character of the archaeological resource cannot be adequately determined without their input.

4.9 Archive Preparation and Deposition

4.9.1 WAA will maintain the project archive until such a time as arrangements can be made for the deposition of the site archive with an appropriate museum as agreed with the Development Control Archaeologist.

4.9.2 The site archive, will include all project records and cultural material produced by the trial trench evaluation, and will be prepared in accordance with *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (Brown 2011; UKIC 1990).

4.10 Monitoring and Liaison

4.10.1 WAA will allow the site records to be inspected and examined at any reasonable time during or after the archaeological fieldwork by the client, the Development Control Archaeologist or any designated representative of the Local Planning Authority.

4.10.2 WAA will liaise closely with the client throughout the course of the development and will arrange for any necessary on-site meetings at key decision points.

4.11 Dissemination

4.11.1 The project will be registered with the Online Access to the Index of archaeological investigations (OASIS), where a digital copy of the report will be made available.

4.11.2 A summary of the work will be submitted to the editor of any relevant period journals as agreed with the LPA Planning Archaeologist, should the results of the fieldwork warrant this.

4.11.3 Should a detailed publication be required, a separate costing will be required for this, in agreement with the client.

4.12 Health and Safety

- 4.12.1 WAA will conduct the work in compliance with the Health and Safety at Work Act 1974 and will also follow the guidance set out in *"Health and Safety in Field Archaeology"* produced by the Standing Conference of Archaeological Unit Managers 1997.
- 4.12.2 WAA maintains a Health and Safety Policy and has available appropriate expertise in Health and Safety advice. Site staff will have an appropriate level of training to enable them to carry out fieldwork safely.
- 4.12.3 WAA will abide by the client's health and safety methodology and will assist in maintaining the site in a safe condition. Hazards will be appropriately identified and managed including identification of buried and above ground services/utilities. Deep excavations will be appropriately fenced with relevant signage.
- 4.12.4 WAA will carry out a risk assessment prior to commencement of fieldwork and where appropriate a COSHH assessment. Risks and measures to reduce risk will be communicated to all working on and visiting the site.
- 4.12.5 During the fieldwork appropriate safety clothing will be worn by WAA staff at all times. The client will be requested to provide details of their own risk assessment before fieldwork commences. If there is conflict between the client's risk assessment and that of WAA then the client's will take priority, unless it is perceived to be placing the field team at greater risk.
- 4.12.6 The client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the evaluation commences.

4.13 Staffing

- 4.13.1 The project will be directly managed by a full Member of the Chartered Institute for Archaeologists or an archaeologist of equivalent standing. The evaluation work will be undertaken under the overall direction of Martin Railton BA (Hons) MA CMIFA, WAA Senior Project Manager. The standards and codes of conduct of the Chartered Institute for Archaeologists will be adhered to at all times.

4.13.2 The evaluation will be undertaken by a WAA Project Supervisor, assisted by a small team of WAA Project Assistants; names to be confirmed at the start of the project.

4.13.3 As far as is possible WAA will inform the Development Control Archaeologist of the start date of the work (at least five working days before) and arrange for monitoring visits to be undertaken if appropriate.

4.13.4 WAA will keep Blasie Vyner, the client, and the Development Control Archaeologist informed of the progress of work and will notify both immediately if particularly important archaeological remains are encountered. The evaluation will be monitored for the Local Planning Authority by the Development Control Archaeologist at Hampshire County Council, or a representative.

4.13.5 The following members of the WAA team will be available, if necessary to advise when necessary:

- Environmental Archaeology: Don O'Meara MSc., M.A., BA (Member of Association for Environmental Archaeology)
- Finds and Archives Officer: Megan Stoakley M.A., BA
- Flint Expert: David Jackson BA Hons
- Osteoarchaeologist: Damian Churchill M.A., BA Hons
- Numismatics: Frank Glecco MIFA, DipArch, BA Hons
- Geoarchaeology and Pollen: Nick Daffern MSc, BA (Hons) (Member of the Quaternary Research Association and the Association for Environmental Archaeology)

4.14 Work Timetable

4.14.1 The evaluation can be implemented within approximately 5 days of acceptance of this WSI. The evaluation will take approximately one week to complete.

4.14.2 The evaluation report will be available within approximately 2 weeks of the completion of the fieldwork, but may take longer to complete, depending on the requirement for specialist work on the finds or samples recovered.

4.14.3 Copies of the evaluation report will be deposited within the County HER and the WAA archive no later than three months following the completion of all fieldwork, once approved by the client.

References

- Archaeology Data Service (2013) *Geophysical Data in Archaeology: A Guide to Good Practice*, Arts and Humanities Data Service
- BGS (2015) *Geology of Britain Viewer*, <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>, British Geological Survey, accessed 17th September 2015
- Brown, D.H. (2011) *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*, Archaeological Archives Forum
- CIFA (2014a) *Standard and Guidance for an Archaeological Evaluation*, Chartered Institute for Archaeologists, Reading
- CIFA (2014b) *Code of Approved Conduct for the Regulation of Arrangements in Field Archaeology*, Chartered Institute for Archaeologists, Reading
- English Heritage (1991) *Management of Archaeological Projects (MAP2)*, English Heritage, London
- English Heritage (2005) *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England*, English Heritage, London
- English Heritage (2006) *Management of Research Projects in the Historic Environment*, English Heritage, London
- English Heritage (2007) *Understanding the Archaeology of Landscapes: A Guide to good recording practice*, English Heritage, Swindon
- English Heritage (2011) *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*, English Heritage, London
- UKIC (1990) *Guidelines for the preparation of Excavated archives for long-term storage*, United Kingdom Institute for Conservation of Historic and Artistic Works, London
- WAA (2012) *Wardell Armstrong Archaeology: Excavation Manual*, Wardell Armstrong Archaeology, Unpublished internal document, Edition 1.2

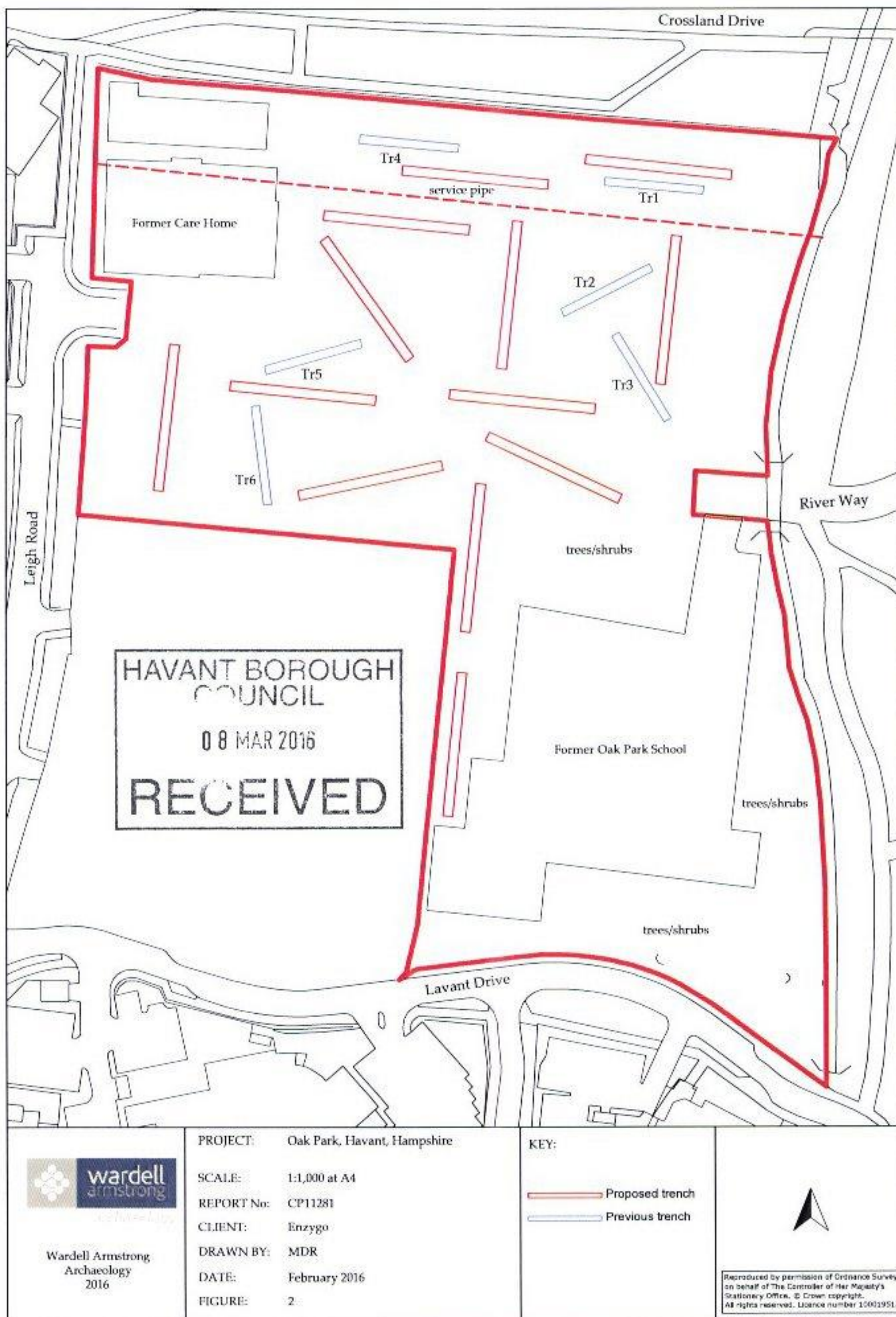
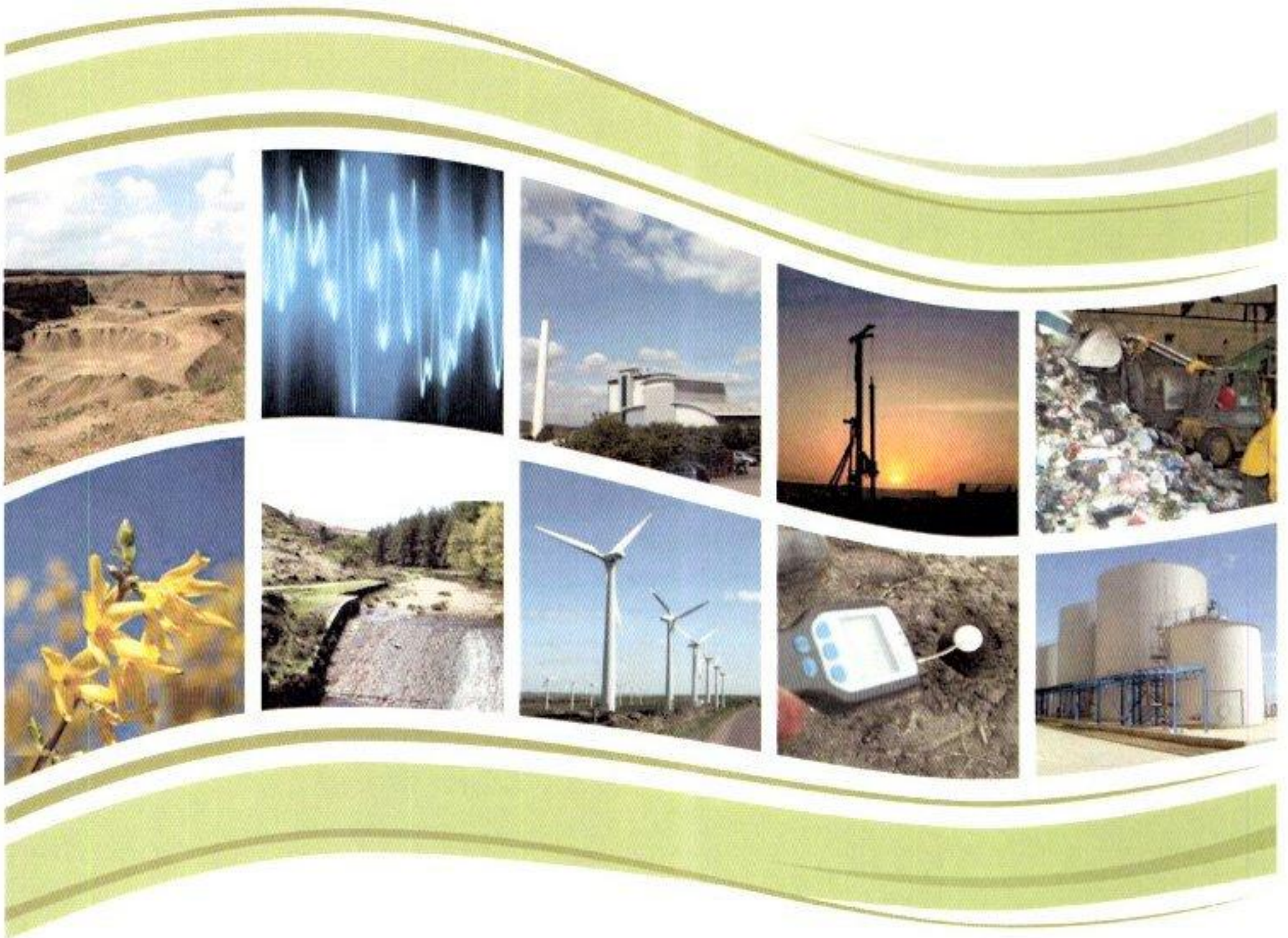


Figure 2: Proposed trench location plan.



Precautionary Working Method Statement (PWMS)

Oak Park, Havant

for:

Ashley House plc.

CRM.1112.009.EC.R.001

HAVANT BOROUGH
COUNCIL

08 MAR 2016

RECEIVED



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Precautionary Working Method Statement (PWMS)

Project:	Oak Park, Havant
For:	Ashley House plc.
Status:	FINAL
Date:	15 th February 2016
Author:	Derek Allan MSc BSc (Hons) MCIEEM – Principal Ecologist
Reviewer:	Lee Searles MRPTI – Director of Planning

Disclaimer:

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We disclaim any responsibility to the client and others in respect of any matters outside the scope of the above.

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1 Introduction

1.1 Commission

- 1.1.1 In February 2016 Enzygo Ltd was commissioned by Ashley House plc. to produce a Precautionary Working Method Statement (PWMS) for their parcel of land off Oak Park, Havant, Hampshire, PO9 2EL (central grid reference: SU 7201 0714). Refer to Appendix A for details of associated ecological risk assessment.

1.2 Aims and Objectives

- 1.2.1 This document deals specifically with the methods to be implemented to avoid impacts to protected species, notably common reptiles, and allows the proposed works to progress in advance of the completion of a full reptile translocation.
- 1.2.2 This document has been prepared in accordance with the following:
- Preliminary Ecological Appraisal (Enzygo, 2015a);
 - Reptile Survey (Enzygo, 2015b);
 - National conservation legislation and policy; and
 - Established and current best practice measures to avoid impacts to protected and/or notable species.
- 1.2.3 It is recommended that this PWMS is reviewed immediately prior to commencement of works, to ensure all potential ecological constraints have been identified, and no further issues have arisen during any intervening period.

1.3 Background

- 1.3.1 This method statement describes the management arrangements and systems of work to be adopted by the ecologist (Enzygo Ltd) and contractor (Wardell Armstrong LLP) during archaeological investigation works (and geotechnical investigation works as necessary), subject to approval by the Local Planning Authority. Details of each party are as follows:
- Main Ecologist/point of contact – Derek Allan, Principal Ecologist c/o Enzygo Ltd: 01454 269237 or 07398 663744 derek.allan@enzygo.com;
 - Ecological Clerk of Works (ECOW) – Kirsty Rogers, Consultant Ecologist c/o Enzygo Ltd: 01454 269237 or 07545 927532;
 - Main Contractor/point of contact – Martin Railton, Senior Project Manager c/o Wardell Armstrong LLP: 01942 260101 or 07557 439882 m.railton@wa-archaeology.com; and
 - Site Manager – Ben Moore, Project Supervisor c/o Wardell Armstrong LLP: 07500 703689.
- 1.3.2 The Principal Contractor for these works will be Wardell Armstrong LLP, details as above, who will be responsible for ensuring that all works are undertaken in accordance with best practice guidance and the conditions stipulated within this document. They will also ensure that any services are taken into consideration (i.e. BT fibre cable running south through the site in the north-eastern quadrant, and possible sewer along northern edge of the site).
- 1.3.3 The site is currently owned by Hampshire County Council (HCC).

1.4 Scope of Works

- 1.4.1 A maximum of 16 archaeological investigation (and geotechnical investigation) trenches, each approximately 2m wide by 30m long (as deep as necessary) will be excavated across the site. A JCB digger with rubber tyres will be used to scrape off topsoil and excavate the trench. Spoil will be placed immediately alongside the trench, widening the working footprint by no more than 2m. Proposed trenching positions are as depicted within the proposed trench layout plan, refer to Appendix B – Contractor RAMS.
- 1.4.2 An average of 3-4 trenches will be excavated per day, and will be back filled the same day if clear of significant archaeological evidence. However, some trenches may need to be left open for longer periods in order to complete archaeological excavation and recording, in which case they will be fenced off with high visibility fencing overnight and a wooden plank placed within to allow anything which enters to escape.
- 1.4.3 Pending the findings of the archaeological investigation, further assessment may be required. In this situation, trenches will be filled/closed following investigation, then re-opened at a future date to allow for further assessment. At which time, trenches may be widened or deepened as necessary.
- 1.4.4 Working hours are anticipated to be between 09:00 and 17:00, Monday to Friday. Works will not progress during inclement weather (i.e. snow or hard frost on ground). Works are anticipated to progress over the course of 1-2 weeks during late-February to April/early-May as necessary (prior to the re-commencement of reptile translocation).
- 1.4.5 Access to the site will be from Leigh Road, via an existing locked gate. A site compound for welfare cabins, storage a materials and car parking will be situated on an existing area of hardstanding to the north-west corner of the site. Access routes across the site will be pre-defined following consultation with the ECoW as detailed below.
- 1.4.6 To facilitate access across the site, small areas of scrub and grassland may need to be cleared, but the majority of dense vegetation will be avoided.
- 1.4.7 Refer to Appendix B for full details of proposed working footprint, and contractor Risk Assessment and Method Statement (RAMS).

1.5 Nomenclature

- 1.5.1 The English names of flora and fauna species are given in the main text of this report. Scientific names are used alongside the English name where this first occurs. Vascular plants and Charophytes follow the nomenclature of The Botanical Society for the British Isles database (BSBI, 2007) with all other flora and fauna following the National Biodiversity Network (NBN) Gateway (NBN, 2014).

2 Relevant Legislation and Policy

2.1 Legislation

2.1.1 Wildlife legislation and policy relevant to the proposed works covered by this PWMS, are set out below. This legal information is a summary only, and the original legal documents should be consulted for definitive information.

Table 2-1: Legislation Protection Afforded to Sites/Habitats that could Potentially be Affected by the Proposed Works

Designated Site/Habitat	Legal Status
None	-

Table 2-2: Legislation Protection Afforded to Species that could Potentially be Affected by the Proposed Works

Species	Legal Status
European Protected	
None	-
Nationally Protected	
Common Lizard, Grass Snake, Slow-worm	These animals receive limited protection under The Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000), which makes it illegal to intentionally kill or injure any such animal.
Nesting Birds (general)	All wild birds are protected under the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000), which makes it illegal (subject to exceptions) to: - Intentionally kill, injure or take any wild bird; - Take, damage or destroy the nest (whilst being built or in use) or eggs of any wild bird.
Wild Mammals	The Wild Mammals (Protection) Act 1996 makes it illegal to mutilate, kick, beat, nail, or otherwise impale, stab, burn, stone, drown, crush, drag or asphyxiate any wild mammal with intent to inflict unnecessary suffering
Invasive Species	
None	-

2.1.2 Section 40 of the Natural Environment and Rural Communities Act 2006 (the NERC Act) places a legal duty on public bodies, including planning authorities, to 'have regard' to the conservation of biodiversity when carrying out their normal functions, which includes consideration of planning applications.

2.1.3 In compliance with Section 41 of the NERC Act, the Secretary of State has published a list of species and habitats considered to be of principal importance for conserving biodiversity in England under the UK Post-2010 Biodiversity Framework. This is known as the list of Habitats and Species of Principal Importance (HPI/SPI), of which there are 56 habitats and 943 species. The HPI/SPI list is used to guide planning authorities in implementing their duty under the NERC Act.

2.2 National Planning Policy

2.2.1 The NPPF set out the Government's planning policies for England and how these are expected to be applied. At the heart of the NPPF is a presumption in favour of sustainable development. This

presumption does not apply where development requiring Appropriate Assessment under the Birds or Habitats Directives is being considered, planned or determined.

2.2.2 The NPPF states that:

'When determining planning applications, local planning authorities should aim to conserve and enhance biodiversity by applying the following principles:

- if significant harm resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused;
- proposed development on land within or outside a Site of Special Scientific Interest (SSSI) likely to have an adverse effect on a SSSI (either individually or in combination with other developments) should not normally be permitted. Where an adverse effect on the site's notified special interest features is likely, an exception should only be made where the benefits of the development, at this site, clearly outweigh both the impacts that it is likely to have on the features of the site that make it of special scientific interest and any broader impacts on the national network of SSSIs;
- development proposals where the primary objective is to conserve or enhance biodiversity should be permitted;
- opportunities to incorporate biodiversity in and around developments should be encouraged;
- planning permission should be refused for development resulting in the loss or deterioration of irreplaceable habitats, including ancient woodland and the loss of aged or veteran trees found outside ancient woodland, unless the need for, and benefits of, the development in that location clearly outweigh the loss; and
- the following wildlife sites should be given the same protection as European sites: potential Special Protection Areas (SPA) and possible Special Areas of Conservation (SAC); listed or proposed Ramsar sites; and sites identified, or required, as compensatory measures for adverse effects on European sites, potential SPAs, possible SACs, and listed or proposed Ramsar sites.'

2.2.3 Under the NPPF, the Planning Authority has a responsibility to promote the preservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species populations, linked to national and local targets, and identify suitable indicators for monitoring biodiversity in the plan.

2.2.4 Also under the NPPF the planning system should contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity where possible, contributing to the Government's commitment to halt the overall decline in biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.

3 Precautionary Methods of Working

3.1 Site Briefing

- 3.1.1 Prior to the commencement of any works on site, including the setting up of site compounds and access onto the site, the main contractor (and any personnel appointed by the main contractor) will receive a formal briefing by the main ecologist or their appointed representative. This briefing will detail all relevant protected species issues as set out within this PWMS. A copy of this method statement must be read and understood by all contractors conducting the works.
- 3.1.2 The main contractor will be responsible for relaying any necessary information to contractors on site, either employed by them directly or third parties. Advice should be sought from Enzygo's Principal Ecologist in the event of complex issues arising or in cases where there is any doubt as to the action to be taken. Deviation from this PWMS will only be undertaken upon written agreement with Enzygo.

3.2 Role of Client/Third Party Contractors

- 3.2.1 The following measures will be adopted by ALL site contractors during works to avoid impacts to specific protected species and habitats.
- 3.2.2 Works will only proceed under the supervision of the ECoW or as instructed by the ECoW in accordance with the details stipulated within this PWMS.
- 3.2.3 Delivery of welfare cabins and machinery may proceed prior to site attendance by the ECoW, only if these works can be restricted to existing areas of hardstanding.
- 3.2.4 Only a single JCB with rubber tyres will be used on site at all times. No small tracked vehicles will be used as these would result in the ground being churned up.
- 3.2.5 As instructed by the ECoW, excavation trenches will be moved a few metres in either direction to avoid impacts to protected species (i.e. avoid dense areas of scrub or potential hibernacula).
- 3.2.6 Where necessary, tape/high-visibility fencing will be installed to demarcate access routes, to prevent contractors accidentally straying into areas which have not been cleared by the ECoW.
- 3.2.7 No works will be undertaken to or within an 8m buffer of Lavant Stream, or to boundary hedgerows/trees and associated root protection zones.
- 3.2.8 All works will avoid existing reptile exclusion/drift fencing where possible and associated pit-traps. There is an existing access point within the perimeter reptile exclusion fencing off Leigh Road. No further breaches will be made in the perimeter exclusion fencing.

3.3 Role of Ecological Clerk of Works

- 3.3.1 The ECoW will directly supervise the clearance of the proposed working footprint and associated access routes. The ECoW will be suitably qualified and experienced, and licensed/accredited where necessary. The role of the ECoW is in accordance with BS42020:2013 (BSI, 2013) and will satisfy the following requirement:

'An ecological clerk of works should be able to demonstrate a level of experience and competence commensurate with the complexity of the role needed on site to deal with the wide range of ecological issues likely to be encountered and to adapt to new and unforeseen challenges raised by development activities'.

- 3.3.2 The following measures will be adopted by the ECoW during works to avoid impacts to specific protected species and habitats. If at any time, evidence of other protected species is encountered, works must immediately cease and the Principal Ecologist consulted on how to progress, and the PWMS amended accordingly.

Common Reptiles

- 3.3.3 To avoid impacts to common reptiles, the ECoW will thoroughly check all suitable habitats immediately in advance of vehicle movements and directly supervise all vegetation clearance/initial turf strip. Works can then continue within cleared working footprints without the need for direct ECoW supervision. Additionally, any artificial refugia and reptile exclusion fencing which needs to be relocated, will be inspected for the presence of common reptiles. Any common reptiles encountered will be allowed to move away on their own accord or caught by hand by and immediately released into habitats beyond the proposed working footprint. To facilitate movement across the site, it may be necessary to cut small paths into dense areas of vegetation. This will be undertaken as part of habitat manipulation techniques that are to be used prior to the re-commencement of the reptile translocation.
- 3.3.4 To avoid the disturbance of any hibernating common reptiles, works will either proceed outside of the hibernation period (Nov-Feb, weather dependant) or will avoid all potential hibernacula such as log/rubble piles and brash.

Birds (general nesting)

- 3.3.5 To avoid impacts to nesting birds, clearance of suitable nesting habitat will be undertaken outside of the nesting bird period (which is from March to August inclusive), OR the ECoW will check suitable habitats immediately prior to removal. If an active nest is encountered, a 5m exclusion zone (or wider as necessary) will be set out until any young have fledged.

Hedgehog (Local BAP)

- 3.3.6 To avoid impacts to Hedgehog, the ECoW will check suitable habitats prior to their clearance. Any hedgehog encountered will be allowed to escape on their own accord, or relocated by hand (with gloves) to habitats immediately outside of the proposed working footprint.

4 References

Publications

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Enzygo, 2015a. Preliminary Ecological Appraisal. Enzygo: Bristol.

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NBN, 2014. National Biodiversity Network Gateway Species Dictionary. Available at:
<http://nbn.org.uk/Tools-Resources/NBN-Dictionaries/Species-Dictionary.aspx> [Accessed on 3rd February 2016].

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Countryside and Rights of Way Act 2000. Available at:
<http://www.legislation.gov.uk/ukpga/2000/37/contents> [Accessed on 3rd February 2016].

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<https://www.gov.uk/government/publications/national-planning-policy-framework--2> [Accessed on 3rd February 2016].

Natural Environment and Rural Communities (NERC) Act 2006: Available at:
<http://www.legislation.gov.uk/ukpga/> [Accessed on 3rd February 2016].

The Wild Mammals (Protection) Act 1996. Available at:
<http://www.legislation.gov.uk/ukpga/1996/3/contents> [Accessed on 3rd February 2016].

Wildlife and Countryside Act 1981 (as amended). Available at:
<http://www.legislation.gov.uk/ukpga/1981/69> [Accessed on 3rd February 2016].

Appendix A – Ecological Risk Assessment

Project Risk Assessment
Non-Office work



Office	Cromhall	Team	Ecology
Project Name	Oak Park, Havant	Project Number	CRM.1112.009
Assessment Number	CRM.1112.009.EC.HSE.001	Task Being Assessed	Ecological Clerk of Works (ECoW)
Date(s) Task to be carried out	Feb-Apr 2016	Time out of the office	1-10 Days
How was assessment undertaken [Site visit/Google Maps/Other]	Online and paper maps, previous work and client / landowner liaison	Site/Destination	Havant, Hampshire
If no formal assessment required Please specify why?	N/A		

Assessor	Derek W Allan	Approved (Manager/Director)	
Date of Assessment	18 th February 2016	Date	

Nearest A&E Hospital to site	Queen Alexandra Hospital, Southwick Hill Road, Cosham, Portsmouth, Hampshire, PO6 3LY Tel. 023 9228 6000
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<http://www.nhs.uk/Service-Search/Accident%20and%20Emergency%20services/LocationSearch/428>

- Staff involved in this work must be consulted on the risks and acknowledge receipt of this risk assessment.
- Work activities must not be carried out where there is an unacceptable risk to staff.
- Work should be carried out in accordance with Enzygo's Health and Safety Policy and procedures.
- Where Safe Systems of Work/ Permits-to-Work System are deemed necessary they shall be provided to the staff involved.
- Original Risk Assessments/ Safe Systems of Work/ Permits-to-Work shall be held by the Project Director/Manager.

Project Risk Assessment
Non-Office work



REMEMBER – HIERARCHY OF RISK CONTROL: Eliminate, Reduce, Control, use Personal Protective Equipment.						
Work Activity	Foreseeable Significant Hazard	People who may be harmed	Initial Risk Level (1)	Control measures in place and existing monitoring process (1)/ Action to be taken and proposed monitoring process (2)	Revised Risk Level (2)	Acceptable Risk? Yes/No
Working on site	Slips, Trips and Falls	Survey Team	Medium	Wear walking boots with ankle support. Be aware of the ground conditions especially of sudden dips in the ground surface; rabbit holes, tufted grass, boulders etc. Maintain communications with outside sources (as outlined in Method Statement) in case of emergencies. A first Aid Kit will be carried by a first aid trained surveyor, where available, otherwise the site office kit and first aiders will be utilised. No working at height is required or permitted during this survey. Where snowy/icy conditions are present a buffer should be retained from the edge of watercourses, take care on access tracks where there may be icy conditions. Surveys in heavy wind, heavy rain or foggy conditions would not be undertaken.	Low	Yes
Working on site	Work in close proximity of machinery	Survey Team	Medium	We are aware of machinery movements at all times and ensure clear lines of communication are established with machine driver, use of hand held radios as necessary. Wear appropriate PPE, including high-visibility clothing, hard hat, safety boots, gloves, glasses, and ear defenders. CSCS certification as necessary.	Low	Yes
Working on site	Risk of ticks in undergrowth, which can cause Lyme disease	Survey Team	Medium	Where there is a risk of ticks being present in undergrowth or grassland there is a risk of Lyme Disease, specifically in areas prevalent with Deer. Take measures to avoid being bitten: wear long sleeves and trousers, tuck trousers into socks, wear light-coloured clothing so ticks are easier to see, try not to sit on the ground in areas of vegetation, where possible keep to pathways and avoid areas of overgrown vegetation, check for ticks regularly during the day and especially before going to bed. If a tick is found on the skin, it should be removed straightaway by gently gripping it as close to the skin as possible, preferably using fine toothed tweezers, and pull steadily away from the skin. If you think you may have been bitten, tell your doctor, and mention that you've been in the countryside and report the incident. Read and refer to the attached factsheet on Lyme disease.	Low	Yes
Working on site	Risks of Bites, Stings and allergic reactions	Survey Team	Low	Staff with known severe allergic reactions to any physical agent, plant or animal should inform Enzygo management prior to proceeding to site. Furthermore any staff required to carry "EpiPens" or similar should ensure this is always about their person when on site is within	Low	Yes

Project Risk Assessment
Non-Office work



Work Activity	Foreseeable Significant Hazard	People who may be harmed	Initial Risk Level (1)	Control measures in place and existing monitoring process (1)/ Action to be taken and proposed monitoring process (2)	Revised Risk Level (2)	Acceptable Risk? Yes/No
				"use by" date and accompanied by appropriate identification/notification for emergency response staff. Where appropriate sensitive body areas to be appropriately covered especially when proceeding through high risk areas e.g. long grass, undergrowth etc. Avoid contact with known hazardous animals/plants such as wasps, bees, adders, giant hogweed, nettles etc. Wear appropriate PPE if handling or accessing areas where the above hazardous plants/animals could prevail. If sting/bite occurs staff member should report this to named contact, be monitored and details of the offending agent/animal taken. Symptoms should be monitored continually and if appropriate medical advice sought. Guidance Specific to being bitten by an Adder: - The offending limb should be immobilised and the person kept calm. Treatment prior to professional medical treatment should be limited to reassurance and immobilisation. - The offending area should not be bandaged. - <u>Medical assistance should be sought immediately. The person should not drive themselves to hospital.</u> The named person should be informed immediately that medical assistance has been sought		
Working on site	Needle stick injuries	Survey Team	High	Be vigilant for discarded needles. Do not touch or handle needles. Note the location of the needles and inform the Local Authority Environmental Health department to arrange removal. If you prick your skin: 1. Do not panic, and warn others ; 2. Gently squeeze the area around the wound to encourage it to bleed. Do not suck the wound; 3. Wash with clean running water or bottled water; 4. Dry off using a clean paper towel or clean cloth; 5. Apply a plaster dressing; 6. Seek medical attention from the accident and emergency department of the nearest hospital; and 7. Inform the designated contact as soon as possible.	Low	Yes

Project Risk Assessment
Non-Office work



Work Activity	Foreseeable Significant Hazard	People who may be harmed	Initial Risk Level [1]	Control measures in place and existing monitoring process (1)/ Action to be taken and proposed monitoring process (2)	Revised Risk Level [2]	Acceptable Risk? Yes/No
Working on site	Spreading disease [biosecurity]	Survey Team	Low	There are currently no known major outbreaks of notifiable diseases [i.e. foot and mouth, bird flu etc.]. Should such an outbreak occur, surveyors will obey all instructions and restrictions regarding access/ disinfection etc.	Low	Yes
Working on site	Asbestos waste and other rubbish	Survey Team	Low	Asbestos, e.g. in the form of discarded corrugated sheets, may be present, e.g. in fly-tipped material. Keep clear of any fly-tipper material, and do not touch in any circumstances. Do not touch or lift any material that you do not know what it is, and inform survey co-ordinator of its location.	Low	Yes
Working on site	Confrontation with members of the public/ landowners	Survey Team	Medium	No access will be gained onto land unless agreed as informed at the task briefing. Where confrontation is encountered be polite and leave site immediately and advise the surveyor co-ordinator.	Low	Yes
Driving to, from and around site	Collisions with other vehicles, pedestrians, livestock and other roadside obstacles	Survey team and members of the public	Medium	Designated drivers are to hold a full UK driving licence. Staff are to drive with due consideration for all other road users and the prevailing weather and road conditions. If weather deteriorates whilst en-route, staff to consider abandoning visit and returning to office. Staff are to drive and use the road in accordance with the Highway Code. Staff to remain aware that driving takes precedence over phone conversations and must terminate call if changing road/traffic/ weather conditions require increased concentration levels. Staff are not to react to inconsiderate/aggressive acts by other road users whilst driving but should report all instances to the survey co-ordinator in the first instance giving details of vehicles involved. Staff are not to make or receive mobile phone calls whilst driving, unless operationally essential or for emergency purposes [999/112] If an incoming call is not operationally important the driver is to inform the caller that they are driving and will call them back at a more convenient time.	Low	Yes

Project Risk Assessment
Non-Office work



Work Activity	Foreseeable Significant Hazard	People who may be harmed	Initial Risk Level (1)	Control measures in place and existing monitoring process (1)/ Action to be taken and proposed monitoring process (2)	Revised Risk Level (2)	Acceptable Risk? Yes/No
				Staff to remain aware that driving takes precedence over phone conversations and must terminate call if changing road/traffic/ weather conditions require increased concentration levels. Any mobile phone calls must be using a hands free device. Staff are to declare all motoring offences and convictions (pending, current and spent).		
Driving to, from and around site	Becoming stuck or obstructed access whilst parked	Survey team and members of the public	Medium	Park on a paved surface where available. No parking on road verges which may be damaged by tyre tracks. Do not park where obstructing the road or access to property/farm/field. Take care on narrow lanes, particularly when getting in/out of vehicle. Park in an obvious place (visible to other drivers).	Low	Yes
Driving to/ from/ around site and Moving around the survey area on foot	Damage to environment	Survey Team	Low	Surveyors will keep to PRow (i.e. footpaths, bridleways, roads used as a public path (RUPP) and highways) where possible to avoid unnecessary damage to the wider environment. Avoid driving onto or unnecessary trampling of any habitats.	Low	Yes
Driving to/ from/ around site and Moving around the survey area on foot	Electrocution	Survey Team	Medium	Do not climb or otherwise interfere with overhead power lines in any circumstances. Do not park or walk under power lines during a (potential) thunderstorm.	Low	Yes
Working on site	Sunburn/Hypothermia	Survey Team	Medium	Site staff are to ensure that appropriate clothing for expected weather conditions is available on site (i.e. lightweight hi-vis jacket for hot weather, appropriate waterproof clothing for wet weather etc.) A supply of sun block is to be available and staff are advised to apply if expected to stand in the open for long periods. A supply of drinking water is to be available on site.	Low	Yes
Working on site	Risk of musculoskeletal injury from Manual Handling	Survey Team	Medium	Site staff are to consider Manual Handling Awareness and use appropriate lifting techniques avoiding bending and direct back lifting. Manual Handling activities are not expected to take place however any task or activity suspected of being defined as "Manual Handling" will be separately assessed.	Low	Yes

Project Risk Assessment
Non-Office work



Work Activity	Foreseeable Significant Hazard	People who may be harmed	Initial Risk Level (1)	Control measures in place and existing monitoring process (1)/ Action to be taken and proposed monitoring process (2)	Revised Risk Level (2)	Acceptable Risk? Yes/No
Working on site	Lone Working/ Aggressive confrontation with members of public	Survey Team	Medium	Staff will be regularly checked by the survey co-ordinator. Site visits only to be conducted during daylight hours The maximum time between the checks will be 3hrs and more regularly where possible Surveyors will be expected to carry a mobile phone so that they can contact the survey co-ordinator at all times, in the event that they feel under threat. If site is remote and mobile signal cannot be obtained then lone working is not permitted and at least 2 members of staff must be present during the survey. If confrontation is encountered or you believe you may be in danger from a member of the public leave site immediately and advise the surveyor co-ordinator. If lone working, regular contact with a colleague is to be maintained. In the event of suspicious/threatening gatherings or occurrences of threats/verbal abuse the site is to be vacated immediately. On completion of daily surveys, 1 member of team is to confirm site clear to office contact.	Low	Yes

Equipment and PPE Checklist [if appropriate]:

Item	✓	Item	✓	Item	✓
Main High-power torch	n/a	Bottled water	✓	Ear Defenders	✓
Head torch and reserve torch (+ spare batteries)	n/a	Charged mobile phone	✓	Protective Headgear	✓
Visual protection clothing	✓	First aid kit	✓	CSCS Card	✓
Respiratory Protective Equipment	n/a	Pre-checked survey ladders	n/a		
Work gloves/vinyl gloves	✓	Ladder stops/tethers	n/a		
Overalls	n/a	Eye Protection	✓		
Disposable chemical suits/over-boots/ receiving bags for contaminated items	n/a	Steel toe capped/chemical resistant work boots	✓		

Project Risk Assessment
Non-Office work



I confirm that the control measures and process by which the measures are monitored and identified in this assessment accurately and adequately describe the procedures to be adopted. Where equipment is involved the staff have received the necessary information, instruction and/or training on its safe use and operation. I confirm that this risk assessment has been circulated to all those involved.

Signed



Date 18th February 2016

To be completed by ALL staff working in a non-office location. I confirm that I have received a copy of this risk assessment and agree to comply with the controls and monitoring process whilst carrying out the work. I will take all reasonable care to carry out the work in a manner not to endanger myself and others.

Project Risk Assessment
Non-Office work



Name	Signature	Date

Appendix B - Contractor RAMS

WARDELL ARMSTRONG LLP

Method Statement: Archaeological Trial Trench Evaluation at Oak Park, Havant, PO9 2EL

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1 INTRODUCTION

This document is to be complied with when carrying out or supervising archaeological excavations at Oak Park, Leigh Road, Havant, Hampshire PO9 2EL (Figure 1). The work is to be undertaken for Enzygo Ltd (the client), to inform a proposed housing development. The site is currently waste ground with some trees and shrubs present around former buildings. Access to the site is from Leigh Road on the northwest side of the site. The areas of excavation are shown in Figure 2, comprising 13 x 30m-long trenches.

SCOPE OF WORKS

- Monitoring of top soil and sub-soil machine excavation
- Excavation of features and deposits
- Production of drafted and photographic archive

2 POTENTIAL HAZARDS

- Underground services;
- Overhead services;
- Confined spaces;
- Collapse of excavation;
- Falling into excavation;
- Overturning plant;
- Contact with heavy plant and machinery;
- Diesel and other harmful fumes;
- Flammable/explosive concentrations of gas/fume;
- Contaminated water/solids/dust;
- High noise levels;
- Manual handling of sample boxes, etc.
- Slip and trip hazards.

3 SAFE SYSTEM OF WORK

3.1 General Safety Arrangements

All operatives will receive a WAA site induction.

A site specific health and safety method statement and risk assessment will be produced by Wardell Armstrong and submitted to Enzygo Ltd for approval.

3.2 Underground Services

These will be checked with Enzygo Ltd prior to commencement on site, and marked out on site if necessary. A utility survey has been undertaken for the client by Pulse Mapping Ltd (Ref. P140921), which shows a service crossing the northern area of investigation, which should be avoided (see Figure 2). Some other redundant services may also be present associated with the former buildings on site.

3.3 Overhead Services

No overhead wires are present on the site. Should it be necessary to work near overhead wires an exclusion zone and passing place will need to be established (see Risk Assessment).

3.4 Collapse of Excavation

Excavations should be on a daily basis under the direction of the WAA supervisor, who will check

conditions and stability. Excavation will only be undertaken up to depths of 1.2m. Only enter the excavation if it is safe to do so, otherwise obtain the sample from the excavator bucket. In order to eliminate the risk of being injured by the bucket always ensure bucket contents are tipped before sampling. If you have to enter an excavation greater than approximately 1.2m in depth, ensure that the sides are battered back to a safe angle, stepped, or excavation is adequately supported, i.e. shuttering with safe access/egress.

Ensure that any excavated material or plant and equipment is stored at a safe distance from, and cannot fall into excavation or cause the excavation to collapse. No ground can be considered totally stable. The ground may be inherently weak, laminated or have been previously disturbed.

Remember – no unsupported excavation can be considered safe, however shallow.

3.5 Falling into excavation

Never leave an excavation unguarded - If it is not possible to fill in or cover the excavation erect a suitable barrier and warning signs around the excavation area, barriers should be offset a minimum of 1m from the edge of the excavation. Excavations of 1m or deeper should be fenced off with netlon fencing as a minimum. Steps should be used for access and egress into an excavation unless the side slope is 1:2 or shallower. Consideration of any requirements of confined spaces should be given. Do not attempt to climb the face of deeper excavation or the supports.

3.6 Heavy Plant

Stand well back from excavators, at least 3m beyond the swing radius, do not approach the excavator unless it is turned off and beware of reversing vehicles and swing of an excavator. Stay in sight of the driver at all times and make him aware of your intentions clearly ensuring eye contact and acknowledge from the operator/driver it is safe to proceed. Always wear high visibility clothing. Do not stand or walk behind the excavator.

3.7 Diesel and Other Harmful Dust/Fumes

The basic rules are:

- Do not enter any deep excavation or any other confined space if it can be avoided;
Only personnel with a confined space card can enter a confined space under a CMS/JV confined space permit and with the appropriate equipment
- If there is the possibility that exhaust fumes have entered forced ventilation must be arranged;
- Stand well clear of exhaust;
- Where possible stand up wind of dust and fumes;
- Consider damping down in dusty conditions and wear respiratory equipment if required.

3.8 Substances Hazardous to Health

The types of substances which are most commonly encountered in our work include:

- Man-made materials including concrete, cement chemicals, etc.;
- Organisms in soil and decomposing materials, water, sewage and wastes;
- Heavy metals and decomposing materials, hydrocarbons, phenols, acidic water, chemical residues, PCB's;
- Asbestos.

A ground investigation report has been produced for Wokingham Housing Limited by A F Howland Associates (September 2015). This identified up to 0.7m of made ground containing brick, concrete, granite, wood and metal, which is considered to be of low risk.

Where there is a risk of contact with substances with the potential to cause harm, then a CoSHH risk assessment is required and preventative measures implemented as for other potential risks. (ie Foot & Mouth disease burial pits).

The sequence to be used when addressing risk is:

- AVOID (by re-design, etc.);
- REDUCE (by adopting precautionary measures such as wetting or dust collection);
- PROTECT (with protective equipment and/or clothing).

As far as possible arrange for techniques and practices which minimise the production of airborne dust. Avoid inhalation of dust by keeping upwind of any works (all dust should be regarded as being potentially harmful). Ensure that the contractor fulfils his contractual and legal obligations with regard to minimising and controlling dust. If dust is likely to be produced and exposure is difficult to avoid, then an assessment must be carried out to identify what extra control measures are required.

Treat all materials and liquids with caution and avoid any bare skin contact. Do not handle any material with unknown or unsafe content unless adequate skin, eye and respiratory protection is worn (which will also protect against ingestion) to avoid skin and eye contact and breathing in dust or fumes.

When planning work in association with sewage or sewage contamination or other potentially hazardous contamination adequate welfare, cleaning and first aid facilities should be arranged. Primarily hot water and soap should be available, however sterilising wipes may be out of necessity.

Staff are advised as a general precaution to take steps to avoid contact with contaminated material and to maintain good standards of personal hygiene including:

- Eating, smoking or drinking on sites only in a suitable 'clean' area, and after washing hands thoroughly;
- Wash and cover any cuts with suitable plasters.

Expose as little bare skin as possible and have suitable personal protective equipment, which may include waterproof/abrasion resistant gloves (the choice of gloves should reflect the ground conditions), footwear, eye and respiratory protection. Face visors are particularly effective against splashes.

Staff who are involved in work which has a higher than normal potential for bacteria/germs to be present such as contact with contaminated water, animal or human faeces and landfill materials, are additionally advised to maintain effective vaccinations against Tetanus, Polio and Hepatitis 'A', (the latter is an enteric disease associated with sewage).

All such staff should also ensure that they comply with, and carry the HSE's "Leptospirosis - are you at risk" card, available on the firm's Intranet, which gives information on avoidance, symptoms and treatment.

3.9 Noxious Gases, Fumes and Flammable Gases, Artesian water.

If the potential for escape of flammable gases or fumes is suspected, advise the contractor to provide arrangements for:

- Evaluating which gasses may be present; Workplace Exposure Limits (as per H.S.E EH40)
- Isolation and venting of services if practicable;
- Gas monitoring and alarm including a description of the action to be taken should gas be detected;
- The control or shut off of any release of gas under pressure;
- The prevention of naked lights/smoking and mobile phones within a minimum radius around the operations (20m). A DSEAR assessment may be required.

Keep upwind of possible point of issue of any gas or fumes. If gas release is expected ensure that drilling techniques are selected which reduce the possibility of ignition or issue of gas.

Ensure that gas emissions are monitored and recorded (even if the monitoring shows 'no gas') at appropriate intervals and at appropriate times throughout the works. Ensure that the contractor establishes an appropriate no-smoking/naked light zone of 20 metre around borehole.

3.10 High Noise Levels

If noise levels are obviously high (you cannot hear clearly someone speaking 2 metres away); or at a prescribed action level; or there are hearing protection notices in the area/on the machine then if possible, move out of the noise hazard area, if that is not possible then wear hearing protection.

3.11 Manual Handling

Sample boxes and bagged samples can be heavy and awkward to carry, particularly over rough and uneven ground. To avoid manual handling injuries do not attempt to carry loads greater than 20kg (14kg for females), only lift what is comfortable to lift

Minimise carrying distances as far as possible and use site transport to carry loads when available. Ask for assistance where necessary.

Be aware of rough uneven ground and any obstacles whilst carrying loads. Do not carry loads in a way that can restrict your vision. Wear appropriate non slip safety boots with good ankle support.

3.12 Slip/Trip hazards

Stay aware of the conditions. Plan your route. Keep hands out of pockets. Wear suitable footwear.

4 PERSONAL PROTECTIVE EQUIPMENT

Wear a high visibility garment, safety helmet and safety footwear (no rigger boots) with reinforced toes and soles when on site. Have hearing protection, eye protection and gloves with you to wear as required. Where risk assessment shows the requirement to wear Respiratory Protective Equipment ensure the correct type is used. PPE must fully comply with CMSJV requirements

5 ECOLOGICAL CONSTRAINTS

There is a possibility of newts on site, the presence of which will need to be determined by an ecologist prior to/during the evaluation. The trenches may have to be adjusted with regard for newt fences and the possibility of over-wintering newts. The position of trenches and the location of existing 'newt pots' will be confirmed in discussion with an ecologist and, if necessary, the location of trenches will be amended to avoid impact on these. Water Vole have been recorded in this stream bounding the east side of the site, and any works will need to be kept at least 5m from the bank.

6 FURTHER INFORMATION

- [HS-SWP-03b](#) Trial Pitting Checklist;
- [HS-TRA-08](#) Excavations and Trial Pitting;
- [T-GE-05](#) Monitoring for Carbon Monoxide During Ground Investigations;
- [T-GE-07](#) Special Requirements When Working in the Vicinity of Mine Shafts.

- [Link to](#) HSE document 'Structural Stability in Excavations';
- [HSG47](#) HSE document 'Avoiding Danger From Underground Services';
- [GS6](#) HSE document 'Avoiding Danger From Overhead Power Lines';

- Management of shoring in excavations – CPA good practice guide.

7 CONTACT INFORMATION

- Project manager (general enquiries): Martin Railton, Leigh Office 01942 260101
- Project Supervisor (site supervision): Damion Churchill, Mobile 07557 439875

8 EMERGENCY CONTACT INFORMATION

- Accident and Emergency: Queen Alexandra Hospital, Hunter Rd, Portsmouth PO6 3LY
Tel: 023 9228 6000

RISK ASSESSMENT (Ns.26) – Archaeology, Open Area Excavation



Project: Archaeological trial trench evaluation						Job No CP11281			
Site Address Land at Oak Park, Hunslet, Huddersfield PO9 2EL									
Job / Activity / Area		Person Exposed	Generic Risk Rating			Control Measures Anticipated Control to Protect Persons Exposed	Residual Risk Rating Score		
			L	S	R		L	S	R
Preparation for safe working on site	Unsafe acts due to lack of familiarity of the site and its environment	Employees and contractors	4	4	16	- Project details to be briefed to team members prior to working on site, to include appropriate Health & Safety arrangements; - Health & Safety induction to be carried out at or near site by WA to familiarise staff with the specific hazards, risks that prevail on site together with the controls in place to ensure their Health & Safety	1	4	4
Working in deep open excavations	Burial due to collapse of excavation sides, movement of excavated material or nearby plant or material collapsing into excavation.	Employees and contractors	3	5	15	- Before entering, ensure that sides are battered back, stepped or supported by shoring if deeper than approximately 1.2m; - Ensure that plant drivers are instructed not to move the plant whilst you are in the excavation, unless complying with your instruction and under your control; - Excavated material, plant equipment etc should be stored at safe distance so that it cannot fall into or collapse the excavation; - Maintain safe distance from the edge of the excavation.	1	5	5
	Site access/egress if deeper than c.1.2m	Employees and contractors	2	4	8	- Use steps or soil-ramp for access/egress if needed; - Ensure steps clean and safe to use.	1	3	3

KEY

L = Likelihood
1 = Very Unlikely
2 = Unlikely
3 = Possible
4 = Likely
5 = Highly Probable

S = Severity
1 = Negligible (no visible injury or pain)
2 = Slight (minor cuts or bruises)
3 = Moderate (heavy bruising, deep flesh wound)
4 = Severe (lost time accident, RIDDOR reportable occurrence or disease)
5 = Very Severe (long term disability, fatality)

R = Risk

1-5 = Low Risk – no additional control measures required
6-12 = Moderate Risk – implement control measures
Above 13 = High Risk – additional control measures must be taken to reduce risk immediately

RISK ASSESSMENT (No.26) – Archaeology, Open Area Excavation



Project: Archaeological trial trench evaluation						Job No CP11281			
Site Address Land at Oak Park, Havant, Hampshire PO9 2EL									
Job / Activity / Area		Person Exposed	Generic Risk Rating			Control Measures Anticipated Control to Protect Persons Exposed	Residual Risk Rating Score		
			L	S	R		L	S	R
Working near to plant (ie dozers, dumpers, etc.)	Injury caused by contact with moving or static plant/vehicles.	Employees and contractors	3	5	15	- Familiarise yourself with traffic management arrangements; - Familiarise yourself with the site environment, safe access/egress; - Always wear high visibility full length vest or jacket, trousers, safety helmet, footwear and appropriate eye protection; - Stand well away from plant (3m rule) and vehicles, ensure work area is segregated from plant and passing site traffic; be aware of reversing vehicles, make sure the driver has seen you and provided safe passage for you. Make your intentions clear; - Do not ride upon or operate any plant or vehicle.	1	5	5
Confined spaces	- Asphyxiation due to lack of oxygen; - Toxic atmosphere eg CO2, CO H2s; - Flammable atmosphere; - Collapse/entrapment.	Employees and contractors	3	5	15	- Never enter a confined space unless a full and specific risk assessment has been carried out, and a safe system of work is in place; - Comply with the Confined Spaces Regulations; - Specific training and equipment is required before entering a confined space; - Ensure that a suitable and sufficient emergency rescue plan is in place. - Archaeologists to hold confined space cards - Gas monitors, rescue set and 'top man' required	1	5	5

KEY		
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4 = Likely	4 = Severe (lost time accident, RIDDOR reportable occurrence or disease)	
5 = Highly Probable	5 = Very Severe (long term disability, fatality)	

RISK ASSESSMENT (No.26) – Archaeology, Open Area Excavation



Project: Archaeological ditch trench excavation						Job No CP11261			
Site Address Land at Oak Park, Havert, Hampshire PO9 2EL									
Job / Activity / Area		Person Exposed	Generic Risk Rating			Control Measures Anticipated Control to Protect Persons Exposed	Residual Risk Rating		
			L	S	R		L	S	R
Hazardous substances	Chemicals, dusts and fumes entering the body through inhalation, swallowing or absorption through the skin or eyes.	Employees and contractors	3	5	15	- Fumes from diesel engine – work outside, stand clear of exhaust; if in confined space provide suitable ventilation; - Stand upwind of fumes and dust; - Wear respiratory protective equipment; - Be aware of any appropriate information re any source and types of chemicals/dust/fumes to enable appropriate action to be taken; - Review Material Safety Data Sheets and COSHH assessment where available; - If suspected asbestos containing materials are encountered, stop work, and notify your Line Manager in order that appropriate action is then taken to address the contamination.	1	5	5
Biological hazards	- Tetanus; - Leptospirosis; - Sewage or effluent biohazards.	Employees and contractors	3	5	15	- Check with GP on requirement and status of tetanus inoculations; - Ensure good hygiene – wash hands thoroughly before eating, drinking or smoking; - Clean cuts/abrasions quickly with running water/antiseptic wipes – cover with dressing; - Carry/have access to first aid kit; - First aid kit to be named on 4C coordination sheet - Report any illness to your GP immediately (see Leptospirosis MS-HS-153).	3	5	5

KEY

L = Likelihood
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 2 = Unlikely
 3 = Possible
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RISK ASSESSMENT (No.26) – Archaeology, Open Area Excavation



Project: Archaeological trial trench evaluation							Job No CP11281		
Site Address Land at Oak Park, Havant, Hampshire PO9 2EL									
Job / Activity / Area		Person Exposed	Generic Risk Rating			Control Measures Anticipated Control to Protect Persons Exposed	Residual Risk Rating Score		
			L	S	R		L	S	R
Electrical/gas risk, contact with buried or overhead services	• Electrocution/burns/explosion from contact with buried power/gas services; • Electrocution/burns/explosion from contact with overhead power cables; • Disruption to local and emergency services.	Employees and contractors	4	5	20	• Consult the site owner and take care when working in or supervising excavations in the vicinity of services. Utility service positions should have already been identified by contact with the statutory undertaker and marked at design stage but there may be additional on-site temporary/private services; • Be aware of the location of underground services and take suitable precautions when carrying out excavation work in such areas; • Avoid unnecessary contact with electrical equipment; • Comply with power companies' guidance and ensure safe distances from overhead lines when using plant with long reach, if present. Use passing place provided to pass under overhead wires.	1	5	5
Hazardous weather conditions	• Bad weather including cold, wet and icy weather, wet under foot, risk of hypothermia.	Employees and contractors	3	4	12	• Be prepared, check weather forecast and ensure you have adequate warm and waterproof clothing and appropriate footwear; • Carry spare clothing to change in to if necessary; • If carrying out strenuous work, wear breathable and quick drying clothing.	1	4	4
Hazardous weather conditions (cont)	• Hot/sunny conditions, risk of sunstroke, heat exhaustion and dehydration.	Employees and contractors	3	4	12	• Wear light cotton/polycotton clothing, including a sun hat. Light colour fabric will reflect the sunlight and keep you cool; • Use sun block/sun cream; • Carry a supply of drinking water to prevent heat exhaustion/dehydration. • PPE requirement to be worn at all times	1	4	4

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RISK ASSESSMENT (No.26) – Archaeology, Open Area Excavation



Project: Archaeological trial trench evaluation							Job No: CP31281		
Site Address: Land at Oak Park, Havant, Hampshire PO9 2EL									
Job / Activity / Area		Person Exposed	Generic Risk Rating			Control Measures Anticipated Control to Protect Persons Exposed	Residual Risk Rating Score		
			L	S	H		L	S	H
Manual handling of samples/loads	- Manual handling injuries from carrying samples or equipment up to 25kg in weight; - Slips, trips, falls and sprained ankles etc whilst carrying loads.	Employees and contractors	3	3	9	- Plan the journey; - Minimise load and distances carried wherever possible; - Use site transport to carry loads; - Use correct manual handling techniques; - Share load if required; - Be aware of rough, uneven ground and any obstacles/obstructions whilst carrying loads; - Wear appropriate non slip safety footwear with ankle protection. - Limit to 20kg for males and 14kg for females, only carry what is comfortable	1	3	3

Additional Information

- Wear a high visibility garment and trousers, safety footwear and hard hat also have hearing protection, eye protection and gloves available to be worn as appropriate;
- Treat all materials and liquids with caution and avoid any bare skin contact;
- Do not handle any material with unknown or unsafe content unless adequate precautions are taken to avoid skin contact and the breathing of dust or fumes. If dust is likely to be produced and exposure is difficult to avoid, then an assessment must be carried out to identify what extra control measures are required;
- Staff are advised as a general precaution, to take steps to avoid contact with contaminated material and to maintain good standards of personal hygiene. Eating, smoking or drinking on sites only in a suitable 'clean' area and after washing hands thoroughly;
- Wash and cover any cuts with suitable plasters. Staff who are involved in work which has a higher than normal potential for bacteria/germs to be present such as contaminated water are additionally advised to maintain effective vaccinations against Tetanus, for example;
- In emergency, accident or incident, report it immediately to Taylor Wimpey staff and HSE department who will take appropriate action, contact numbers are on the attached Emergency procedures
- In an emergency contact the Company Offices at Carfile on 01228 564820 or Contact Alan Hansbury, Health & Safety Advisor at Head Office in Stoke DM45 111 7777

RISK

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- 3 = Unlikely
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- 5 = Likely
- 6 = Highly Probable

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RISK ASSESSMENT (No.26) – Archaeology, Open Area Excavation



Project: Archaeological trial trench evaluation		Job No CP11281
Site Address Land at Oak Park, Havant, Hampshire PO9 2EL		
Risk Assessment Approved by Martin Railton, Senior Project Manager (Tel. 07557 439882 Email: m.railton@wa-archaeology.com)		
Signature		10/02/2015
I confirm that I have read and understood this risk assessment and undertake to adhere to the recommendations and control measures. Issued to: (Print Name and Job Title)	Signature:	Date:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

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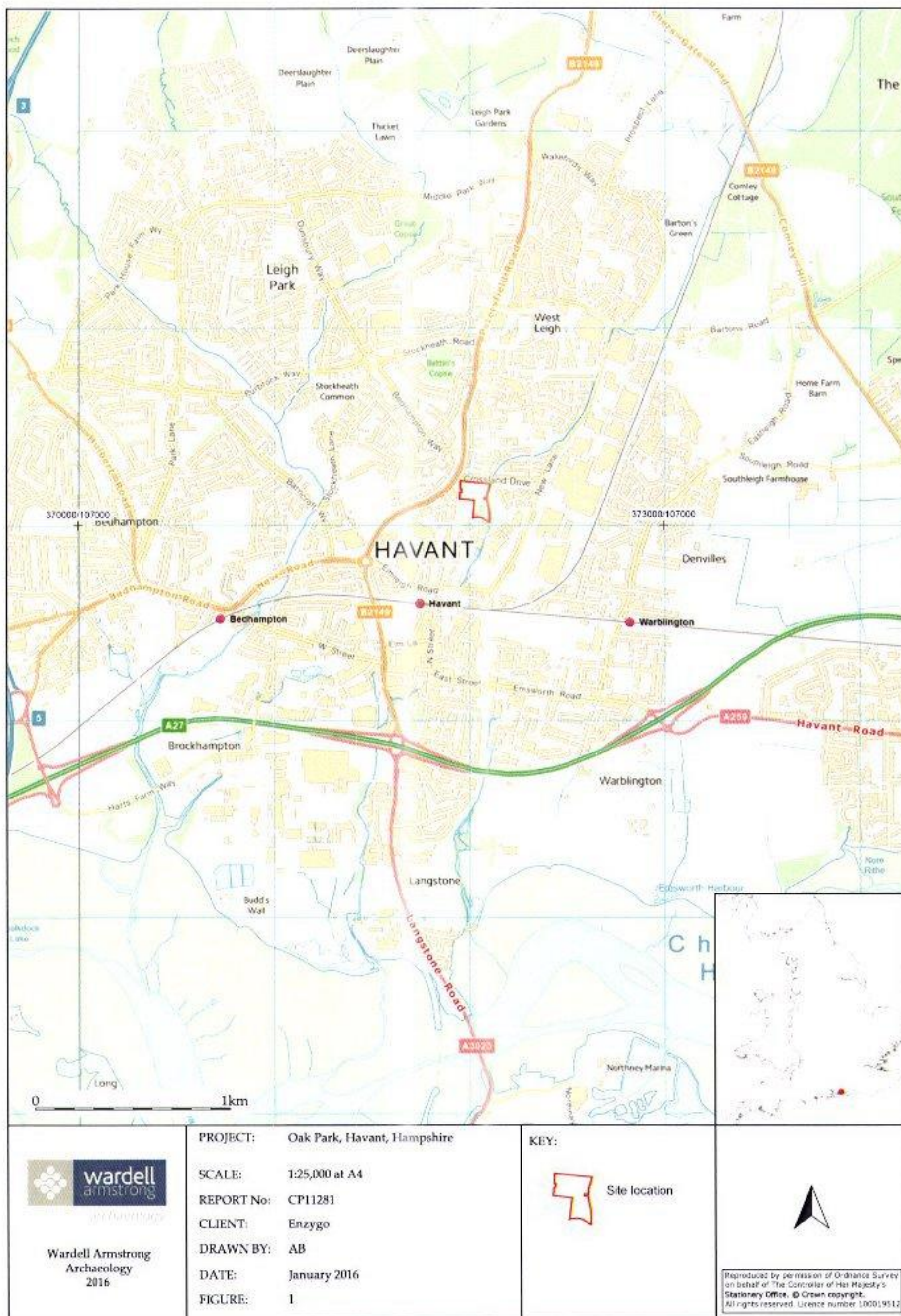


Figure 1: Site location.

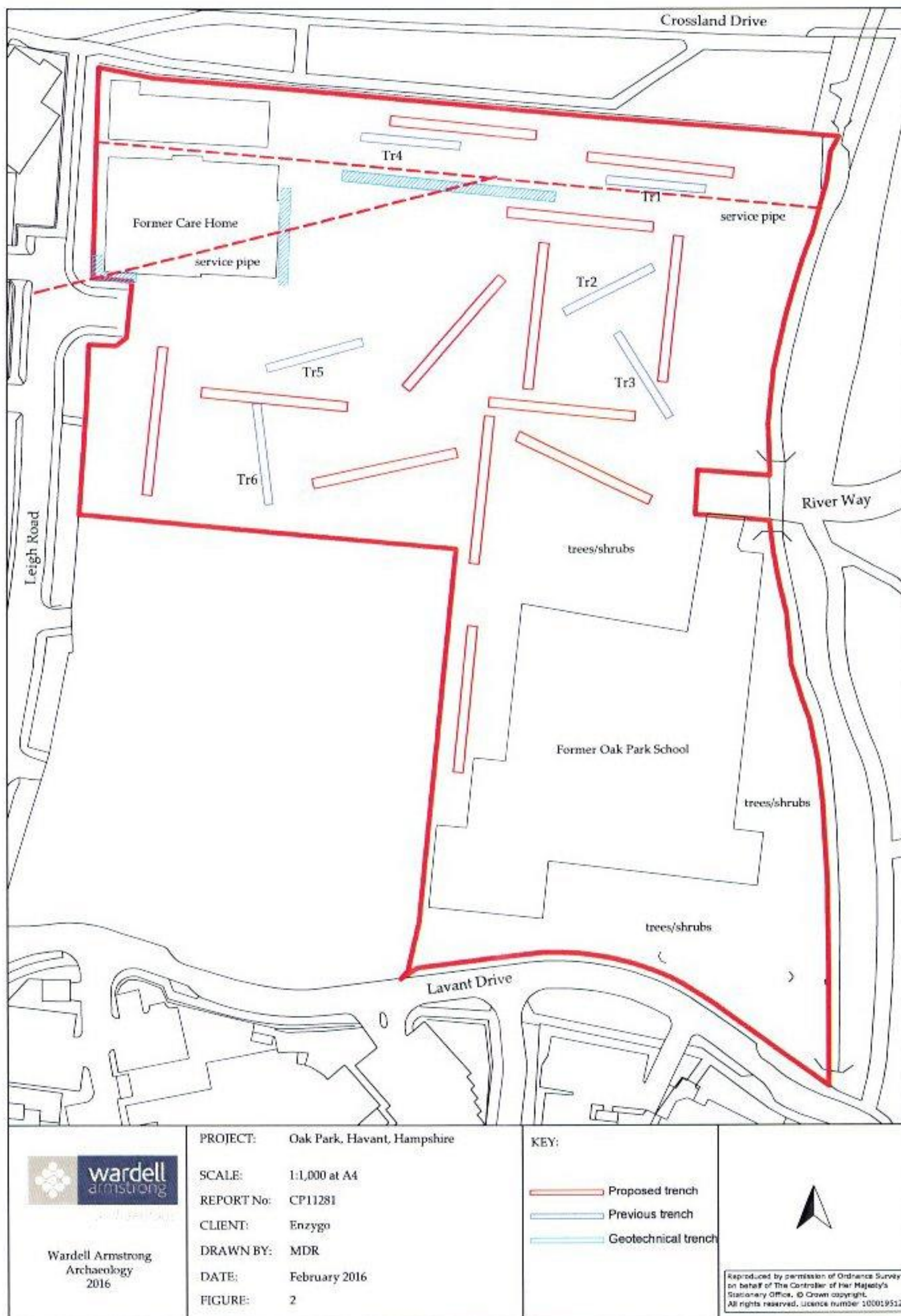
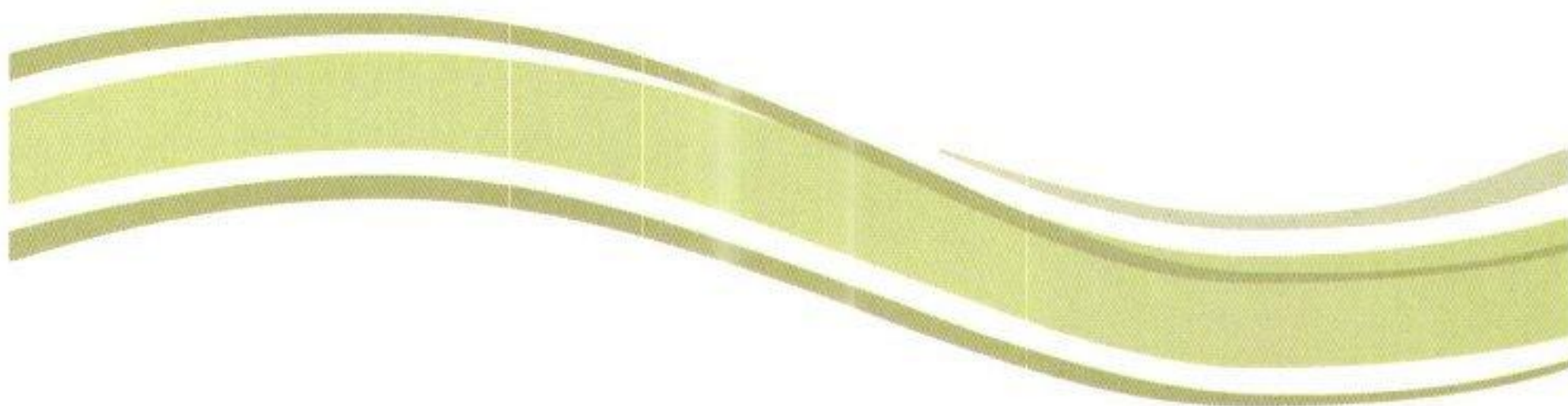


Figure 2: Proposed trench location plan.



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