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Site Code: OXBELB 10

Site/Project Type: Evaluation

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Record Group	Contents	Comments	Box/File Number
	INTRODUCTION Brief for archaeological evaluation Written scheme of investigation	5 double sided sheets 8 double sided sheets	Box 1 file 1
A	REPORT Archaeological evaluation report OASIS form print out	1 bound copy 3 sheets	Box 1 file 2
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B	CATALOGUE OF DRAWINGS Plan record sheet Section record sheet	1 sheet 1 sheet	Box 1 file 4
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B: Site Data – Text: General Summaries	<input type="checkbox"/>
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OXFORD BELBROUGHTON ROAD
SUMMERTOWN

OXBELB 10

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INTRODUCTION

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**Oxford City Council Planning Control and Conservation
Brief for an Archaeological Field Evaluation (Trial trenching)
Project: 15 Belbroughton Road, Oxford
Development: Construction of basement
Prepared by: David Radford
Brief issued: 18/3/10**

1. SUMMARY

This brief sets out the requirement for an archaeological evaluation at 15 Belbroughton Road. The purpose of the evaluation is to establish the character and extent of any significant archaeological deposits, bearing in mind the potential for Prehistoric and Roman remains in this location.

2. DEFINITION

"The definition of archaeological field 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 on land ... or underwater. 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 or international context as appropriate." (IFA, 1999)

3. SITE DESCRIPTION

The site is a domestic dwelling and garden.

4. PLANNING BACKGROUND

- a. This brief relates to a pre-application enquiry.
- b. Planning Policy Guidance 16 (Archaeology and Planning) states that local planning authorities can expect developers to provide the results of archaeological desk-based assessments and field evaluations as part of their planning applications for sites where there is good reason to believe there are remains of archaeological importance. Whilst a desk-based assessment will sometimes provide sufficient archaeological information to determine an application it will more often lead on to a recommendation for field evaluation from the City Council Archaeologist. Field evaluation can involve a wide range of survey and investigative techniques, including fieldwalking, geophysical survey and trial trenching.

5. ARCHAEOLOGICAL BACKGROUND

- a. This brief sets out the requirements for trial trenching which will complete the field evaluation to be conducted at this site. A field evaluation is considered necessary because the site lies in a poorly understood area on the edge of the Oxford (Summertown-Radley) 2nd gravel terrace. Evidence from aerial photographs and archaeological excavations indicates the presence of an

extensive prehistoric ritual and agricultural landscape across this part of the gravel terrace, involving Neolithic/Bronze Age ritual and funerary monuments, Iron Age /Roman agricultural field systems and subsequent Saxon settlement.

- b. Prehistoric and Roman finds have been recovered to the south at Park Town and a concentration of Roman and Saxon activity, including an inhumation cemetery, is recorded to the north at Summer Fields. A 2001 TVAS desk based assessment/trial trenching report for a new building at Oxford High School, located 80m to the north of No 15 Belbroughton Road, summarises the relevant find and map evidence:
<http://www.tvas.co.uk/reports/project.asp?ChooseProject=377>

6. PROJECT OBJECTIVES

7. Trial trenching should aim to gather sufficient information to generate a reliable predictive model of the extent, character, date, state of preservation and depth of burial of important archaeological remains¹ within the area of study. In this case the following specific objectives have been identified:

- Establish whether late prehistoric, Roman or Saxon remains are present, noting the potential for palaeoenvironmental evidence in this location.

8. PROCEDURE AND PROFESSIONAL STANDARDS

- a. Trial trenching should be undertaken in accordance with the *Standard and Guidance for archaeological field evaluations*" published by the Institute for Archaeologists (IFA, 1999). Each project must be governed by a project design which has been agreed in writing by the City Council Archaeologist. The project design should be based on a thorough study of all relevant background information (especially assessment and evaluation reports, historic maps and data held or referenced in the HER/UAD). It should conform to the guidelines set out in paragraph 3.2.17 of the IFA guidelines and should in particular specify:

- The project's objectives.
- The location of trial trenches and any constraints (to be shown on a plan).
- Procedures for project management (to follow the principles set out in Management of Archaeological Projects (MAP) (English Heritage, 1991)).
- The expertise of the project team. The project manager should be a named Member of the Institute for Archaeologists (MIFA) who is adequately qualified to manage the required archaeological work in line with the guidance set out in the IFA code of conduct. The composition and experience of the project team should be described. Specialists should be identified where required (e.g. for finds and environmental work). CVs

¹ and associated palaeo-environmental deposits

should be supplied outlining the relevant qualifications and experience of key personnel - where relevant this should include specific reference to knowledge of particular periods and local/ regional traditions. *Note: Specialists should be able to demonstrate a relevant qualification and track record of at least 3 years continuous relevant work (or equivalent) and appropriate publication. In appropriate circumstances, less experienced staff may conduct work under the supervision of well established and widely recognised specialists.*

- Reporting and archiving arrangements.
- An outline of the proposed timetable and staff resources - this must be non-binding and presented "for information only"
- Contingency arrangements.

9. FIELDWORK METHODOLOGY

a. Surveying

- i. Accurate and precise surveying is essential. At the commencement of each fieldwork project a site grid should be carefully laid out by an experienced surveyor and related to the national grid (the accuracy of any previously surveyed grids should also be checked). All subsequent fieldwork should use the site grid. The grid should be established using semi-permanent survey stations or by relating the survey to equivalent fixed points. Trial trench locations should be plotted to within $\pm 1\text{m}$ relative to the national grid. Within an excavation or survey area internal grid points should be located to within an error of no more than $\pm 0.1\text{m}$ relative to the site grid. On most sites the use of an EDM or theodolite will be essential to set out site grids. All levels should be recorded relative to an Ordnance Survey datum level.

b. Machine stripping

- i. Trial trenches are normally a minimum of c 1.6m wide, although wider trenches or "boxes" are sometimes more appropriate. Machinery may be used to remove topsoil and overburden to reveal the significant archaeological deposits. Such excavation should be undertaken in level spits using an appropriate machine using a toothless bucket and working under archaeological supervision. **Archaeological deposits should not be removed by machine except where such a procedure has been sanctioned by the City Council Archaeologist** Particular care should be taken when controlling machining in situations where vertical stratigraphy is to be expected or where it is considered that significant archaeological deposits may be vulnerable to damage - in such circumstances machining should be controlled by experienced senior staff. Potentially significant deposits should not be removed by machine before their character is reasonably understood.

- ii. Subject to site constraints, 15m of trial trenches should be excavated within the development footprint.

c. Cleaning and Recording in plan-form

- i. Each trench should be cleaned by hand sufficiently to allow the identification and planning of archaeological features and scanned with a metal-detector². Where archaeological features appear to be absent sufficient work should be done to demonstrate this. Each trench should be planned at an appropriate scale (normally 1:20 where complex deposits are present or 1:50 or 1:100 in areas of lesser complexity). Spot levels should be taken as appropriate.

d. Sampling

- i. Sufficient features should be sampled by hand excavation to achieve the project objectives. For discrete features such as pits and postholes this will normally involve half-sectioning a representative sample. Linear features should be sectioned. Individual complex features such as kilns or burials should be cleaned and recorded but, subject to the agreement of the City Council Archaeologist, it will normally be preferable to leave them in-situ (if necessary with specific protection against disturbance during backfilling). If deeply stratified deposits are encountered it may be appropriate to excavate sample boxes and/or examine the stratigraphy revealed in the section of excavated cut features.

e. Context recording

- i. Each context should be recorded on pro-forma records which should include the following minimum details: character; contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); associated finds; interpretation and phasing as well as cross-references to the drawn, photographic and finds registers. Normally each context should be recorded on an individual record. Sections should be drawn through all significant cut features and levelled to ordnance datum. Trench sides should also be drawn in section where they contain significant information.
- ii. A black and white photographic record should be maintained including photos of all significant features and overall photos of each area or trench. Selected colour transparencies should also be taken.

f. Artefact and Ecofact collection and recording

² Spoil heaps should also be scanned. Experienced metal-detectorists should be used but only on the understanding that they work to the direction of the archaeological contractor and that the ownership of all finds remains with the landowner.

- i. All stratified finds should be collected by context or, where appropriate, individually recorded in 3 dimensions. Unstratified finds should only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. Provision should be made for on-site conservation advice for the lifting and treatment of fragile objects. Finds of "treasure" must be reported to the Coroner in accordance with the Treasure Act procedures.
- ii. Collection policies for structural remains and industrial residues have been set out by the Society of Museum Archaeologists (SMA, 1993). The presence of such materials within a context should always be recorded and, where they are considered to be of importance, the evaluation strategy should aim to quantify their occurrence, even where comprehensive retention is not considered appropriate.
- iii. Contractors should, where relevant, follow the guidelines for handling Post-Roman Ceramics produced by the Medieval Pottery Research Group (Slowikowski, Nenck & Pearce, 2001). This specifies that all ceramic finds must be collected, washed, marked, bagged, boxed and assessed with regard to the project aims and objectives. Where a sampling procedure is employed this should be undertaken in consultation with a ceramic specialist.
- iv. Contractors should refer to *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post excavation* (English Heritage, 2002) as a guide to best practice in this field.
- v. Waterlogged wood should be treated accordance with English Heritage guidelines (English Heritage, 1996) and left in-situ where this is practical and its long-term preservation is achievable.
- vi. A contingency for scientific dates should be allowed.
- vii. In the event of discovery of any human remains the archaeological contractor should inform the client, the City Council Archaeologist, the Coroner, the Police and the Ministry of Justice via the submission of an application form for the 'Archaeological/Accidental/Site Investigation Licence regarding the disturbance of human remains'. The Human remains should be left in-situ, covered and protected. Where a licence for their excavation is issued by the Ministry of Justice, the requirements of that licence should be followed. Where the Ministry of Justice is unable to issue a licence and it is reasonably determined that the remains are likely to be subject to further unavoidable disturbance or deterioration the archaeological contractor should inform the client and Ministry of Justice of their intention to excavate the remains with due decency and in accordance with the general conditions formerly attached to licences issued for excavation of human remains under similar circumstances. The only exception is where excavations are being undertaken in a churchyard under a faculty issued by the Chancellor of Oxford Diocese (in such cases the faculty requirements should be followed). In certain situations special

arrangements may be required for the recovery of samples for DNA analysis. Human remains should be treated in accordance with IFA guidelines (IFA, 2004) and the advice set out in *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (English Heritage, 2005).

- viii. An initial assessment of the site's palaeo-environmental potential should be made by the project manager in consultation with the City Council Archaeologist. Where a site may have significant potential it may be necessary to obtain specialist advice and undertake sampling in accordance with a programme agreed with English Heritage's Adviser in Archaeological Science. A contingency should be allowed for this.

g. Metal Detecting

- i. Whenever private individuals or subcontractors are engaged to undertake metal detecting as part of an archaeological fieldwork project they should be asked to sign a formal agreement in which the right to claim Treasure is waived. Please refer to the revised Treasure Act Code of Practice (2003, paragraph 81). A suggested clause is:-

“In the process of working on the archaeological/ excavation at [location of site] between the dates of [insert dates], [name of person contributing to the project] has been working under the direction or permission of [name of archaeological organisation or responsible individual archaeologist] and hereby waives all rights to rewards for objects discovered that could be otherwise payable under the Treasure Act 1996.”

- ii. Contracts should ensure that investigations are covered by a written agreement with the owner & occupier regarding rewards which may be payable.

10. POST-EXCAVATION METHODOLOGY

- a. A report will be required for every field evaluation and should always contain the following elements:
- A non-technical summary
 - The objectives of the project
 - The circumstances and date at which it was undertaken
 - The identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists)
 - A summary written account of the evaluation strategy and the results of the project with appropriate supporting illustrations.

- A site location plan at 1:2500 or 1:10000 as appropriate.
- A gazetteer, referenced summary, and location plan (at 1:2500 or 1:10000) of all previously known and newly discovered sites within or adjacent to the evaluation site.
- A 1:2500 or 1:10,000 scale plan indicating areas surveyed by each method; present landuse; geology and topography.
- A summary of physical and health and safety constraints
- A conclusion, including a confidence rating
- An index to and the proposed location of the archive
- References
- Reports on evaluations which identified significant archaeological remains should also include:
 - Detailed description and plans (at appropriate scales) of any surveys or trial trenches which provided significant archaeological information.
 - Finds quantification and assessment
 - Environmental archaeology assessment
 - A summary of the extent, depth and state of preservation of archaeological deposits across the site. For large urban sites, a "deposit model" (Ove Arup, 1991) will usually be necessary.
 - Where more than one technique has been used, the report should integrate the results of the trenching with the previous survey work.

b. In addition:

- All plans should be clearly related to the national grid.
- All levels should be quoted relative to ordnance datum.
- *If a report includes assessments of archaeological importance or recommendations for further work these will be noted but will not be binding on the City Council.*

c. Submission of the report

- i. **Two** copies of the final report should be supplied to the City Council Archaeologist along with a digital copy in PDF format (to allow reports

to be made available on the web). A copy of any specialist papers relating to the project should also be supplied.

- ii. Reports submitted in support of planning applications are automatically considered to be public documents and will be made available for public consultation through the Historic Environment Record. Other reports will also be treated as a public document unless specifically identified as being confidential. Where a report is so identified then confidentiality should apply for an agreed period not normally exceeding 12 months from its submission to the City Council Archaeologist.

11. PUBLICATION

A summary report (including illustrations where appropriate) should be sent to the editors of *South Midlands Archaeology* not later than three months after the end of the calendar year in which the work is undertaken. A publication grant should be provided to the publishers in accordance with their requirements.

12. OASIS

Once the final report has been accepted by the City Council Archaeologist, contractors taking part in the OASIS scheme should complete an OASIS fieldwork summary form and submit it to the Archaeology Data Service. Contributors not yet formally participating are also encouraged to submit data. The form and guidance for its completion can be found at <http://ads.ahds.ac.uk/project/oasis/first.html>.

13. ARCHIVING

- a. The archaeological contractor should endeavour to ensure that the site archive (including any artefacts recovered) are deposited in an acceptable condition with museum which is registered with the Museums, Libraries and Archives Council and approved for the storage of archaeological archives. The preferred archive for Oxford is the County Museum. The procedures and requirements which must be followed for the deposit of archaeological archives should be obtained from the County Museum. A storage grant should be provided to the museum in accordance with their requirements.
- b. The archaeological contractor should arrange for the archive to be copied on microfiche to the standard required by the National Monuments Record. One copy should be deposited with the NMR and a second copy with the County Historic Environment Record.

14. MONITORING

- a. Monitoring is carried out by the City Council Archaeologist (CCA), normally acting on behalf of the local planning authority, to ensure that projects are being carried out in accordance with the brief and approved project design, to enable

the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies.

- b. A programme of monitoring should be agreed with the CCA prior to the commencement of fieldwork. The archaeological contractor should keep the CCA regularly informed of the project's progress and facilitate the monitoring of the project at each stage, including post-excavation. In particular, there should be no substantial modification of the approved brief and project design without the prior consent of the CCA and no fieldwork should be carried out without the service's knowledge and approval - the service should always be afforded the opportunity to observe archaeological excavations.
- c. All monitoring visits will be documented by the City Council Archaeologist (CCA) and the archaeological contractor will be informed of any perceived deficiencies.
- d. The CCA should be informed at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project design. The archaeological contractor should carry out such reasonable contingency works as requested by the CCA within the resources defined in the project design.

15. HEALTH AND SAFETY AND OTHER CONSTRAINTS

- a. **Health and Safety must take priority over archaeological requirements.** It is essential that all projects are carried out in accordance with safe working practices and under a defined Health and Safety Policy. **Risk Assessments must be carried out for every field project.** If the risk assessment indicates it is necessary, the requirements of the brief can be varied in the interests of health and safety.
- b. It is the responsibility of the archaeological contractor and their client to ensure that other constraints (e.g. SSSI's or protected trees) are identified and properly safeguarded.
- c. Approval for proposed changes to the project design must be obtained from the City Council Archaeologist.

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CONTACTS

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Archaeological Evaluation at 15 Belbroughton Road, Oxford

Written Scheme of Investigation

Centred NGR SP 5121 0847

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1 INTRODUCTION

1.1 Project Details

1.1.1 Oxford Archaeology South (OAS), has been commissioned by Gareth Phillips (owner) to undertake an archaeological evaluation at 15 Belbroughton Road, Oxford. This document outlines how OAS will meet the requirements of a Brief issued by David Radford, Oxford City Council Archaeologist. The evaluation is being undertaken as a pre-application to planning.

1.2 Location, Geology and Topography

1.2.1 The site is located in a residential area in the north of Oxford at grid reference SP 5121 0847. It is bound to the south by Belbroughton Road, to the east by Charlbury Road and to the north and west by a school and another residential property (see accompanying location figure).

1.2.2 The site is situated on the 2nd (Summertown-Radley) River Gravel Terrace Deposits and is currently a maintained garden to the domestic dwelling.

1.3 Archaeological and Historical Background

1.3.1 Evidence from aerial photographs and archaeological excavations indicates the presence of an extensive prehistoric ritual and agricultural landscape across this part of the gravel terrace of Oxford, involving Neolithic/Bronze Age ritual and funerary monuments, Iron Age /Roman agricultural field systems and subsequent Saxon settlement.

1.3.2 Prehistoric and Roman finds have been recovered to the south at Park Town and a concentration of Roman and Saxon activity, including an inhumation cemetery, is recorded to the north at Summer Fields. A desk-based assessment and trial trenching has also been undertaken previously for a new building at Oxford High School, located 80m to the north of No 15 Belbroughton Road although this did not encounter any archaeological deposits (TVAS 2001).

2 AIMS OF THE EVALUATION

2.1 General

2.1.1 The aim of the evaluation is to determine the location, extent, date, character, and state of preservation of any archaeological remains surviving within the proposed development area.

2.2 Detailed Aims and Objectives

2.2.1 The aims and objectives of the evaluation are as follows:

- (i) To establish if late prehistoric, Roman or Saxon remains are present, noting the potential for palaeo-environmental evidence at this location;
- (ii) To determine or confirm the general nature of any remains present;
- (iii) To determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence;
- (iv) To determine or confirm the approximate extent of any remains;



- (v) To determine the condition and state of preservation of any remains;
- (vi) To determine the degree of complexity of the horizontal and/or vertical stratigraphy present;
- (vii) To determine or confirm the likely range, quality and quantity of any artefactual evidence present;
- (viii) to determine the potential of the site to provide palaeo-environmental and/or economic evidence and the forms in which such evidence may be present.

3 TRIAL TRENCHING METHODOLOGY

3.1 Scope of works

3.1.1 A single 15 m by 2 m trench will be positioned centrally to the footprint of the proposed development (see accompanying figure). The figure is intended as a guideline only and the exact location will be determined by site conditions such as obstructions and services. However, it is expected that the final location will be broadly comparable to that presented here.

Programme

3.1.2 It is envisaged that the work will be undertaken in approximately two days by a Project Supervisor under a Project Manager (Steve Lawrence MIFA).

Monitoring of works

3.1.3 David Radford will be given notice of the commencement of the evaluation works subject to the acceptance of this document at the earliest opportunity.

3.1.4 Free access to the site and all records will be made possible at all times to ensure the works are being carried in accordance with this WSI and all other relevant standards.

3.2 Evaluation methodology

Survey

3.2.1 The trench will be laid out precisely by an experienced archaeologist/surveyor and accurately related to the national grid. All levels will be taken using an Ordnance Survey datum level.

Mechanical excavation

3.2.2 Trenches will be machine excavated using a toothless ditching bucket down to the surface of the first archaeological deposit or natural geology (whichever is encountered first). Care will be taken not to damage archaeological deposits through excessive use of mechanical excavation.

3.2.3 All machine excavation will be under the supervision of the site Project Supervisor. The topsoil and subsoil will be stored separately either side of each trench. OAS will backfill all trenches after approval is given by David Radford.

Excavation and recording

3.2.4 The trench will be excavated by a mechanical excavator fitted with a flat-bladed bucket and under close archaeological supervision to the surface of natural deposits (gravel) or the top of any significant archaeological horizon depending upon which is



encountered first. Any exposed archaeological horizons or features will be cleaned to clarify the remains and sample excavated to fulfil the aims outlined above. Particular care will be taken to ensure that archaeological deposits are not damaged through excessive use of machine excavation.

- 3.2.5 All features and deposits will be issued with unique context numbers, and context recording will be in accordance with established OAS practice and the Institute of Field Archaeologist's *Standard and Guidance for Archaeological Excavations, 1999*. Detailed recording procedures are outlined in the OAS Standard Fieldwork Methodology Appendices below. All contexts, and any small finds and samples from them will be allocated unique numbers. Bulk finds will be collected by context. The stratigraphy of each trench will be recorded even where no archaeological deposits can be identified.
- 3.2.6 Colour transparency and black-and-white negative photographs will be taken during the works. Site plans will be drawn at an appropriate scale (normally 1:50 or 1:100) with larger scale plans of features as necessary. Section drawings of features and sample sections of stratigraphy will be drawn at a scale of 1:20. If significant deposits are present then the full lengths of trench sections will be drawn. General site excavation and recording procedures are as defined in the appendices at the end of this document.

Finds

- 3.2.7 If human remains are encountered these will initially be left *in situ*. If removal is necessary this will comply with the relevant Home Office regulations and a burial license will be obtained.
- 3.2.8 Artefact assemblages will be recovered to assist in characterising and dating stratigraphic sequences and for obtaining ceramic and other assemblages for comparison with surrounding sites. Small finds will be allocated unique numbers and their locations recorded three-dimensionally where appropriate. All artefacts will be retained from excavated contexts unless they are of recent origin. In these cases sufficient material will be retained to date and establish the function of the feature. However, no finds will be discarded without the prior approval of the nominated representative of the receiving museum.
- 3.2.9 Appropriate procedures will be followed in the event of discovery of objects that fall within the scope of the Treasure Act (1996). It should be noted that *there is a presumption that objects of treasure found during the course of archaeological excavations will be kept with the rest of the archive*. OAS will inform the appropriate authorities of any finds that may fall under this act at the earliest opportunity following discovery.
- 3.2.10 All finds and samples will be treated in a proper manner and to standards agreed in advance with the approved recipient museum. These will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in UKIC's *Conservation Guidelines No. 2*. Metal objects will be X-rayed and then selected for conservation.

4 REPORT AND ARCHIVE PREPARATION

4.1 Programme and delivery

- 4.1.1 The report will normally be completed within four weeks of the completion of the fieldwork and will contain all of the required elements as specified within the Brief. Should a specialist contribution be required, which may cause a delay to the delivery of



the report, consideration will be given to the production of the main report with the specialist report being added at a later date as an addendum.

- 4.1.2 Two bound copies of the completed report(s) will be provided to David Radford along with a digital copy in Adobe Acrobat (.pdf) format.
- 4.1.3 A summary report (including illustrations where appropriate) will be sent to the editors of ***South Midlands Archaeology*** not later than three months after the end of the calendar year in which the work shall be undertaken.
- 4.1.4 The site archive will be deposited with an appropriate receiving museum following completion of the project.

4.2



4.3 Specialist input

4.3.1 A list of specialists used by OA and that may be required for this evaluation is presented below:

Internal specialists

Specialist	Specialism
Lisa Brown	Early Prehistoric pottery
Paul Booth	Iron Age and Roman pottery
John Cotter	Medieval and Post Medieval pottery
Cynthia Poole	CBM and Fired Clay
Dave Mullin	Flint
Ian Scott	Metalwork and Glass
Leigh Allen	Metalwork and worked bone
Dr Ruth Shaffrey	Worked stone artefacts
Julian Munby	Architectural Stone
Dr Rebecca Nicholson	Fish and Bird Bone
Elizabeth Huckerby	Pollen and waterlogged plant remains
Lena Strid	Animal bone
Dr Wendy Smith	Charred and waterlogged plant remains
Dr Denise Druce	Pollen, charred plant remains and charcoal
Liz Stafford	Geoarchaeology and land snails

External specialists

Specialist	Specialism
Lynne Keys	Slag
Quita Mould	Leather
Penelope Walton Rogers	Textiles
Dana Goodburn Brown	Conservation
Steve Allen York Archaeological Trust	Conservation
Dr Richard McPhail	Micromorphology
Dr David Smith (Birmingham)	Insects
Professor Adrian Parker	Phytoliths and pollen
Dr John Crowther	Soil Chemistry
Dr Dan Miles	Dendrochronology
Dr Jean-luc Schwenninger	Optically Stimulated Luminescence Dating



5 GENERAL

5.1 Standards and Implementation

- 5.1.1 OAS conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Field Evaluations, Desk Based Assessments, etc. and the British Archaeologists and Developers Liaison Group Code of Practice.
- 5.1.2 The requirements of the Brief will be met in full where reasonably practicable.
- 5.1.3 Any significant variations to the proposed methodology will be agreed with David Radford in advance.
- 5.1.4 The scope of work detailed in the main part of the Method Statement is aimed at meeting the aims of the project in a cost effective manner. Oxford Archaeology attempts to foresee possible site specific problems and resource these. However there may be unusual circumstances which have not been included in the costing and programme:
- 5.1.5 Unavoidable delays due to extreme bad weather, poor ground conditions, vandalism, etc.
- (i) Complex structures or objects, including those in waterlogged conditions, requiring specialist removal.
 - (ii) Extensions to feature sample sizes requested by the archaeological curator.
 - (iii) OA 1998 appendices apply. Appendices 2, 8 and 11 are relevant although where the content differs to the main body of this document the above applies first.

5.2 Health and Safety

- 5.2.1 All work will be carried out to the requirements of *Health and Safety at Work, etc. Act 1974*, *The Management of Health and Safety Regulations 1992*, H & S manual *Health and Safety in Field Archaeology 1991*, the OA Health and Safety Policy, and any main contractors requirements.
- 5.2.2 OAS has a written Health and Safety policy, which covers all its work, and is tied in to national legislation, regulations, and professional guidelines. OAS has a Safety officer and Health and Safety Committee that oversees Health and safety matters on a regular basis. A copy of the OAS' Health and Safety Policy is available on request.
- 5.2.3 A separate Safety Plan and Risk Assessment will be produced for this site by OAS prior to commencing fieldwork.

5.3 Copyright and Confidentiality

- 5.3.1 OAS will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Method Statement.
- 5.3.2 OAS will advise the client of any such materials supplied in the course of projects which are not OAS' copyright.
- 5.3.3 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions



shall not unreasonably impede the satisfactory performance of the services required. OA will undertake to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

6 REFERENCES

- EH 1991 Management of Archaeological Projects.
- Radford, D. 2010 Brief for an Archaeological Field Evaluation at 15 Belbroughton Road, Oxford (2010)
- IFA 1999 Institute of Field Archaeologists Standards and Guidance for Archaeological Evaluation (1999)
- OAU 1992 Fieldwork Manual (ed. D.Wilkinson, first edition, 1992)
- OA 2000 Environmental Sampling Guidelines and Instruction Manual, Oxford Archaeology (First edition, July 2000)
- TVAS 2010 Oxford High School, Belbroughton Road, Oxford: Archaeological Desk-Based Assessment and Evaluation for the Girls' Day School Trust (2010)



OXFORD ARCHAEOLOGY (OA) STANDARD FIELDWORK METHODOLOGY APPENDICES

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by undertakings specified in a detailed Written Scheme of Investigation.

2 MACHINE EXCAVATED TRENCHES

- 2.1 A visual inspection of the entire site will be undertaken. This will include the examination of any available exposures (e.g. recently cut field ditches and geological test pits).
- 2.2 An appropriate mechanical excavator will be used for machine excavated trenches. This will normally be a JCB 3CX Sitemaster or 360° tracked excavator with a 5' or 6' wide toothless bucket. For work with restricted access or working room a mini excavator such as a Kubota KH 90 will be used.
- 2.3 All machining will be undertaken under direct archaeological supervision.
- 2.4 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- 2.5 Following machine clearance, all faces of the trench that require examination or recording will be cleaned using appropriate hand tools.
- 2.6 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- 2.7 All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and section.
- 2.8 Within significant archaeological levels a minimum number of features required to meet the aims will be hand excavated. Pits and postholes will be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. Features not suited to excavation within narrow trenches will not be sampled. No archaeological deposits will be entirely removed unless this is unavoidable. It is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the entire site will be assessed. The stratigraphy of all evaluation trenches will be recorded even where no archaeological deposits have been identified.
- 2.9 Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation *in situ*.
- 2.10 Different environmental sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Bulk samples, the standard sample is 40 litres, or all of the deposit if less, for early prehistoric features will be taken for flotation for charred plant remains. Bulk samples will be taken from any waterlogged deposits present for macroscopic plant remains. Columns for pollen analysis will be taken if appropriate. Mollusc samples will be collected if present. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate contexts.
- 2.11 Any finds of human remains will be left in-situ, covered and protected and the coroner informed. If removal is essential it will only take place under appropriate Home Office licence, section 25 of the Burial Act 1857 and local environmental health regulations, and if appropriate in compliance with the Disused Burial Grounds (Amendment) Act 1981.
- 2.12 All finds of gold and silver will be removed to a safe place and reported to the local Coroner according to the procedures relating to Treasure Trove. Where removal can not be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.
- 2.13 OA welcomes monitoring visits by the local authorities' archaeological representatives. Timetables of the on-site work will be provided in order that visits can be made at appropriate times.
- 2.14 After recording, the trenches will be backfilled with excavated material, but will otherwise not be reinstated.



RECORDING

- 2.15 Contexts
- If less than ten trenches are to be recorded, a block of numbers, in a continuous sequence will be allocated to each trench.
 - If more than ten trenches are to be recorded, a continuous unique numbering system will operate within each trench only.
 - Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
 - Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- 2.16 Plans
- These will normally drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10.
 - The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
 - A register of plans will be kept.
- 2.17 Sections
- Long sections of trenches showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
 - A register of sections will be kept.
 - Generally all sections will be tied in to Ordnance Datum. The exception to this is where the proposal for the site is mineral extraction where depth in relation to the development proposals is irrelevant. In these cases only some significant sections will be tied in to OD.
- 2.18 Photography
- A full black and white and colour (digital) photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work.
 - Photographs will be recorded on OA Photographic Record Sheets.
- 2.19 All recording will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992).

FINDS

- 2.20 All identified finds and artefacts will be retained, although certain classes of building material or post medieval pottery may sometimes be discarded after recording if an appropriate sample is retained. However, no finds will be discarded without the prior approval of the nominated representative of the local authority and the receiving Museum. All appropriate ironwork will be X-rayed.
- 2.21 The pottery and other relevant artefacts will be scanned to assess the date range of the assemblage.
- 2.22 All finds and samples will be treated in a proper manner and to standards agreed in advance with the approved recipient museum. These will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in UKIC's "Conservation Guidelines No. 2".
- 2.23 The level of artefact analysis will be sufficient to establish date ranges of archaeological deposits, a general assessment of the types of pottery and other artefacts to assist in characterising the archaeology, and to establish the potential for all categories of artefacts should further archaeological work be necessary.
- 2.24 At the beginning of a project, the local relevant museum and the landowner will be contacted regarding the preparation and deposition of the archive and finds.
- 2.25 Environmental samples, if appropriate will be processed and scanned for potential date. This will usually be co-ordinated by Dr M Robinson of University Museum, Oxford using appropriate specialists.

8 EVALUATION REPORTS

- 8.1 Style and format of the report will be determined by OA, but will include as a minimum the following:



- A location plan of trenches and/or other fieldwork in relation to the proposed development.
- Plans and sections of features located at an appropriate scale.
- A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
- A summary statement of the results.
- A table summarising per trench the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
- A reconsideration of the methodology used, and a confidence rating for the results.
- An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.

8.2 Copies of the report will be supplied to the client and the Archaeological Officer monitoring the works. Copies of the report will also be supplied to the County Sites and Monuments Record on the understanding that it will become a public document after an appropriate period of time (normally six months).

8.3 If the evaluation works generate archaeological results of importance which merit wider publication, the client will be consulted about further arrangements.

ARCHIVES

8.4 The site archive, including finds and environmental material, will be ordered, catalogued, labelled and conserved and stored according to the UKIC Guidelines for the preparation of excavation archives for long-term storage.

8.5 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, English Heritage 1991.

8.6 The site archive will be microfilmed by the RCHME National Archaeological Record as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

8.7 The site archive will be deposited with the relevant receiving Museum at the earliest opportunity unless further archaeological work on the site is expected within one year of completion of the archive. The OA will advise the landowner that any artefacts resulting from the project work should be given to the relevant Museum.

11 GENERAL

11.1 The requirements of the Brief will be met in full where reasonably practicable.

11.2 Any significant variations to the proposed methodology will be agreed with the local authority's archaeological representative in advance.

11.3 The scope of work detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. The Oxford Archaeological Unit attempts to foresee possible site specific problems and resource these. However there may be unusual circumstances which have not been included in the costing and programme.

- Unavoidable delays due to extreme bad weather, ground conditions, vandalism, etc.
- Complex structures or objects, including those in waterlogged conditions, requiring specialist removal.
- Extensions to specified trenches or feature sample sizes requested by the archaeological curator.
- Trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions requiring additional plant, specialist reinstatement of surfaces (i.e. tarmac, turf).

HEALTH AND SAFETY and INSURANCE

11.4 All work will be carried out to the requirements of *Health and Safety at Work, etc. Act 1974*, *The Management of Health and Safety Regulations 1992*, the SCAUM (Standing Conference of Archaeological Unit Managers) H & S manual *Health and Safety in Field Archaeology 1991*, the OA Health and Safety Policy, and any main contractors requirements.

11.5 A copy of the OA's Health and Safety Policy is available on request. OA will require copies of the H & S policies of all other contractors and operators present on site in compliance with *The Management of Health and Safety at Work Regulations 1999*.

11.6 The OA holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details will be supplied on request.



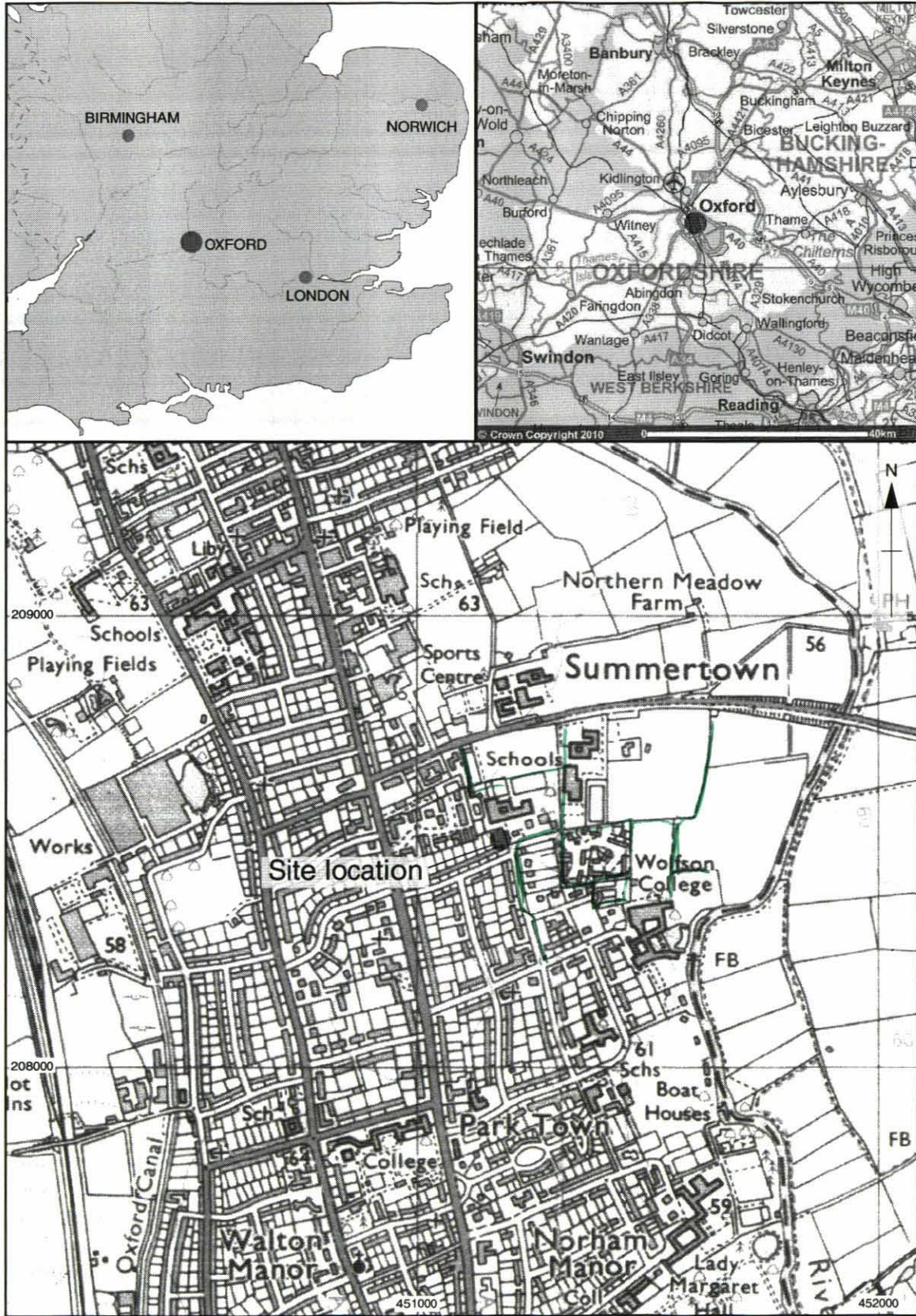
- 11.7 The OA will not be liable to indemnify the client against any compensation or damages for or with respect to:
- Damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor);
 - The use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way, light, air or water or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement;
 - Any other damage which is the unavoidable result of the Project in accordance with the Agreement;
 - Injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents, servants or their contractors (not being employed by the Oxford Archaeological Unit) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

COPYRIGHT and CONFIDENTIALITY

- 11.8 Oxford Archaeological Unit will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 11.9 OA will advise the client of any such materials supplied in the course of projects which are not OA's copyright.
- 11.10 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. OA further undertake to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

OA STANDARDS AND PROCEDURES

- 11.11 OA shall conform to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Field Evaluations, Desk Based Assessments, etc. and the British Archaeologists and Developers Liaison Group Code of Practice.
- 11.12 OA is a member of the Institute of Environmental Assessment and the Council for British Archaeology.
- 11.13 Project Directors normally will be recognised in an appropriate Area of Competence by the IFA. For more extensive and complicated evaluation projects especially where they are part of large-scale programmes of work in historic urban centres, the procedures outlined in English Heritage's *Management of Archaeological Projects* 2nd Edition 1991 (MAP 2) will be followed for immediate post-field archive preparation and initial assessment. Agreement to then be reached, in collaboration with the local authority's archaeological representative, about what aspects will need to be taken forward to provide a report in the required format containing the information needed for planning purposes.

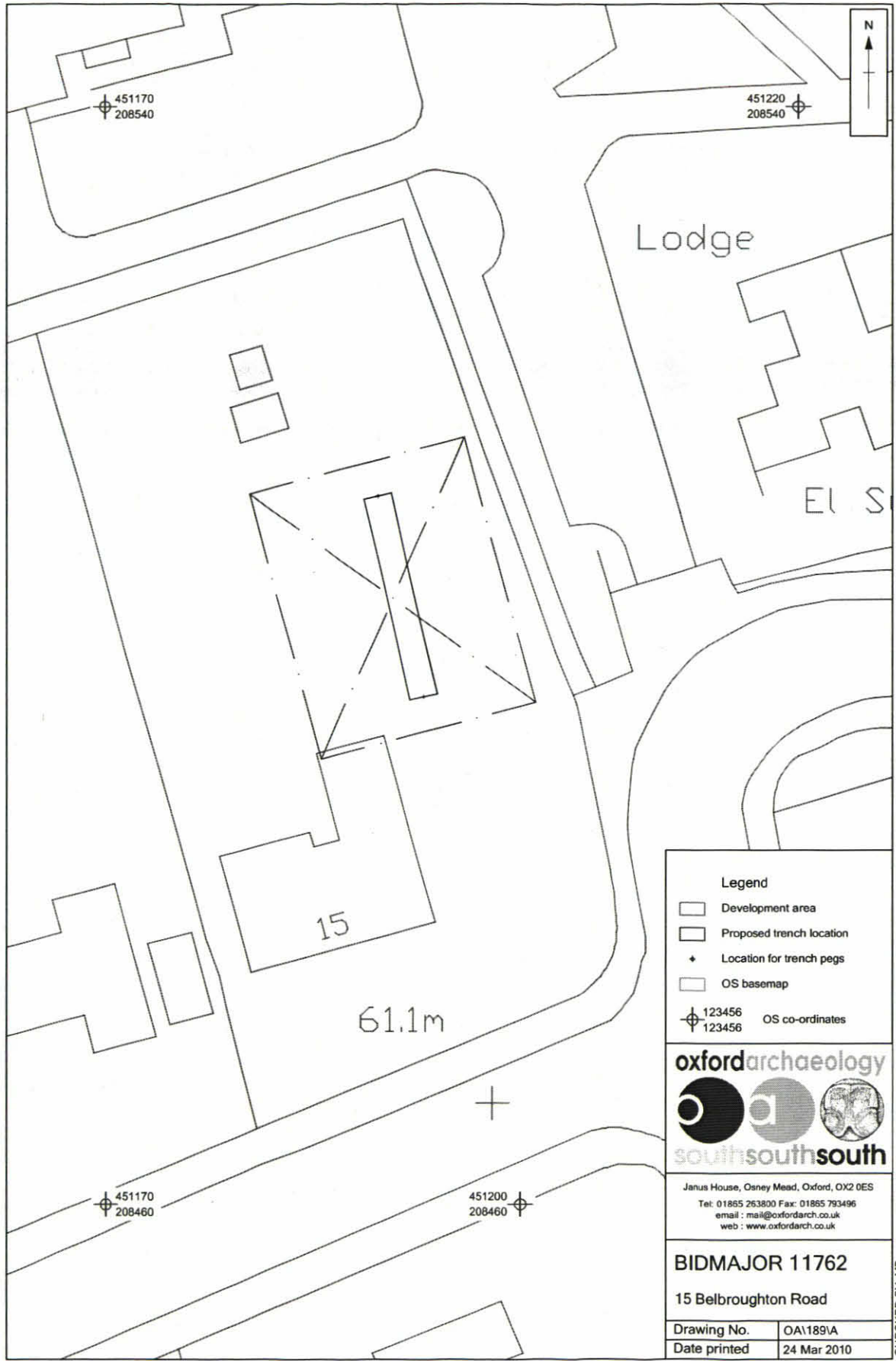


Scale 1:12,500

Reproduced from the Pathfinder 1:25,000 scale by permission of the Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office
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Figure 1: Site location

S:\PROJECTS\BIDMAJOR_11762\15 Belbroughton Rd 2010-03-24.dwg(A4 portrait)\BIDMAJOR 11762\15 Belbroughton Road\conan.parsons' 24 Mar 2010



Legend

- Development area
- Proposed trench location
- Location for trench pegs
- OS basemap

123456 123456 OS co-ordinates

oxfordarchaeology

southsouthsouth

Janus House, Osney Mead, Oxford, OX2 0ES
 Tel: 01865 263800 Fax: 01865 793496
 email: mail@oxfordarch.co.uk
 web: www.oxfordarch.co.uk

BIDMAJOR 11762
 15 Belbroughton Road

Drawing No.	OA\189\A
Date printed	24 Mar 2010

CHECKED BY: MB

Survey Data supplied by:
 Conan Parsons

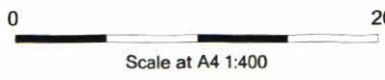



FIGURE 1: Proposed trench location at 15 Belbroughton Road, Oxford

**OXFORD ARCHAEOLOGY
RISK ASSESSMENT**

Site name:	Belbroughton Road, Oxford	Prepared by:	Steve Lawrence	07/04/10
Site code:	OXBELB 10	Approved by:	Dan Poore D WILKINSON	07/04/10 
Invoice code:	OXBELB EV	Date:	CDM Status: Site does not fall under CDM Regulations at this time.	

Job summary: Please give sufficient detail, so that the risk assessment can be checked. Minimum = type of project / number of trenches or size of area / urban or rural / number of people and duration.

Urban trial trench eval. x1 trench 15m to be excavated in a garden setting to the rear of an existing property, x1 person (although not lone worker situation), 1-2 days. Plant operative and other ground workers present on site.

Basis for this Risk Assessment:

First RA

First Aid

The regulations require that your risk assessment considers the appropriate level of 1st Aid cover necessary for each site. You must consider the size of the team, the nature of the hazards present (e.g. plant on site, working in deep excavations), the remoteness from the emergency services and whether the site is shared with other contractors engaged in hazardous activities. If you feel that a first aider is required for your site please advise Nick Shepherd (Head of Fieldwork). If you are unclear about 1st Aid provision please ask Dan Poore (Health and Safety Advisor) for advice.

If you do not need a First Aider, you will need as a minimum an 'Appointed Person', whose responsibility is to take charge when someone is injured or fall ill, and who calls an ambulance if necessary. The appointed person also looks after and re-stocks the 1st Aid box.

Number of First Aiders required:

Nominated First Aider/Appointed person: Robin Bashford

The following is a list of common risks, and suitable controls. Please review carefully, decide whether they apply to your project and complete Column 4. If Yes, add any further site specific controls that might be necessary (in Column 5), beyond those already detailed, or follow the instructions given. If No, delete or strike-through the contents of Columns 5 to 7.

If there are risks on your project that are not detailed below please add them, and appropriate controls, to the Site Specific Risk Assessment table below.

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
Lack of understanding of the site and its hazards.	Personal injury.	Medium	Y	All staff to receive and sign for an induction based on this risk assessment and the Project Specification.	Fieldwork Director (i.e. Project Officer or Supervisor)	Low
Vehicle movement	Personal injury. Vehicle/ property damage	Medium	Y	Authorised, assessed drivers only to drive OA vehicles (owned or hired). Banksman must be present for all reversing of vans, minibuses or any vehicle with restricted rear view. PPE: Hi-vis vests	Fieldwork Director	Low
Vehicle security	Unauthorised use of vehicles/ vandalism	Low	Y	Contractor to immobilise plant. Park in designated areas. Tools to be kept in locked OA vehicle.	Fieldwork Director / Driver	Low
Driving to and from site	Road traffic accident	Medium	Y	All drivers, either of OA or of hired vehicles, must be qualified and competent to drive. Each driver must have their licence checked by Duncan Waltham (DW), OA Head of Logistics. Each driver must have their driving ability assessed, either by DW or as part of a MIDAS test undertaken by Bryan Matthews. Each driver must have a copy of the driver's Code of Conduct, which details their rights and responsibilities as a driver. On long journeys it	Duncan Waltham/Project Manager	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
				<p>is particularly important that drivers take breaks, or that driving is shared by more than one driver.</p> <p>The Project Manager is responsible for the safety of the site team once they have left the office (either Oxford or Lancaster), although this does not affect the legal responsibilities that drivers assume each time they drive for OA - see 'Drivers Risk Assessment'</p> <p>Parking will be at a safe and legal position on the adjacent roadway. Care must be taken to ensure the regular access points to the van (side entrance) is not facing into the roadway (i.e. it must be kerbside). The roadside access will not be used.</p>		
Equipment in general	Personal injury, property damage	Medium	Y	No OA staff to use equipment not owned or hired by OA.	Fieldwork Director	Low
Damaged/ defective equipment	Personal injury, property damage	Medium	Y	Daily inspection of equipment. Replace defective equipment where necessary, and ensure that Logistics Dept. are aware that defective equipment has been returned.	Fieldwork Director	Low
Slips, trips and falls	Personal injury	Medium	Y	All access and egress routes to be clearly defined and kept as dry and free from mud as practicable (regular inspections must be undertaken to ensure this). Tools and other equipment to be kept tidy and away from defined access routes. Only manageable loads to be carried. Edge protection to be installed as necessary.	Fieldwork Director	Low
Mechanical excavator	Personal injury	Medium	Y	Authorised and competent driver. Driver's ability/attitude	Fieldwork Director	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
				<p>regarding safe working should be monitored, and action taken if necessary. Competent OA signaller to be used for plant work on site. Banksman to be used for plant movements around site</p> <p>Minimum banksman PPE: hard hat, hi-vis vest, safety boots.</p> <p>DRIVER'S CPCS TICKET NEEDS TO BE CHECKED BEFORE WORK COMMENCES – Red or blue ticket (date on red ticket should be less than 2 years ago). Ensure ticket is the right one for the machine being used – refer to OA Safety Advisors if you are in doubt.</p> <p>Except as defined below, never enter the working arc of the machine. Working under a machine bucket is a common cause of accidents, many of them fatal.</p> <p>If the signaller wishes to investigate possible archaeology, to speak to the driver, or approach the machine for any reason, she/he must give the signal to stop (one or two hands raised, palm(s) towards the driver) <u>and</u> then signal that she/he is going to approach (one hand placed on chest, then point where you are going). Make sure the signals have been understood, and <u>only approach when the driver has moved the excavator arm to one side and rested the bucket on the ground.</u></p>	and Banksman /Signaller	
Machine excavation -	Personal injury	Medium	Y	The evaluation trench will be positioned according to the	Fieldwork Director	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
access and movement and trench access.				<p>specific site conditions that will be assessed prior to any machine excavation. Buildings are located adjacent to the area so the trench must be positioned a suitable distance from these. It is anticipated that the trench will be approximately 5 m from the nearest wall which is sufficient for the anticipated trench depth of c 0.5m. As a rule of thumb the trench should not be any closer to a wall than the depth of the trench. To avoid any risk the trench will be excavated no less than 3 m from the nearest structural wall.</p> <p>Prior to machine excavation OA will ensure that there is ample room for spoil storage to either side of the trench location so as to allow safe access to the trench should it exceed 0.5 m. However, should the trench depth be in excess of 0.5 m the OA staff will make an assessment of the ground conditions and surrounding risks prior to accessing the trench or instigating suitable safety measures. If additional controls are needed, the site PO will contact the Project Manager.</p>	and Banksman /Signaller	

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
Quick Hitch mechanism on mechanical excavator	Crush or strike injury if bucket becomes detached	High	Y	<p>A quick hitch (QH) is the system that allows the driver to quickly change between buckets/breaker or other equipment.</p> <p>To be legal the QH must have a locking pin, whether this is locked automatically from the cab, or manually by the driver getting out of the cab to put a pin in place. To be safe, the locking pin must always be used and the driver must know how to operate it.</p> <p><u>Before starting, ask the driver to confirm which of these systems is in place, and to confirm that the system will be used. Only proceed if the driver clearly states which type he will be using.</u></p> <p>If you are present when the bucket is being changed on a manual type, watch that the pin is put in place.</p>	Banksman / signaller	Low
Working in deep excavations	Trench collapse, falling objects, falling into trench. Personal injury.	High	Y	<p>Deep excavations can be considered as any excavation which creates the potential for a significant fall or collapse of material. This can apply to excavations as shallow as 0.5 m deep. An assessment of the stability of soils for all excavations >500 mm deep MUST be made. If in doubt, do not enter, or step/batter/shore. Edge protection, to prevent falls, must also be installed.</p> <p>Under no circumstances will any excavation be undertaken where one side of the feature (be it section, trench or feature edge) is in excess of 1 m. The following paragraph will apply and the site PO/SUP must complete and agree a Method Statement as an addendum to this RA before continuing. All excavation with a vertical edge in excess</p>	Project Manager	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
				<p>of 1 m must be undertaken with additional support mechanisms or mitigation in place (i.e. shoring or battering of edges).</p> <p>Deep excavations will require a Method Statement to accompany a detailed Risk Assessment (to be added below in the Site Specific Risk Assessment section if required) - detailed guidance is available on the Intranet. Deep excavations may also constitute Confined Spaces - this issue must be addressed in the detailed RA.</p>		
Underground Services	Risk of Electrocution, gas leaks or flooding.	Medium	Y	<p>A service check and area inspection has been undertaken by the site contractors. However, the trench location will be checked prior to starting any machine excavation. Any suspicious 'features' will also be checked prior to continuation of machine excavation to the desired depth.</p> <p>The following applies.</p> <p>Competent person (defined by the HSE as someone who has received, as a minimum, training from a qualified operative) to check for unknown underground services prior to machining using a Cable Avoidance Tool ("Cat and Jenny"). Hand excavate in areas of suspected live services to locate and isolate from interference from mechanical excavation. Notify statutory bodies/clients if suspected live services are found. ALWAYS ASSUME THAT ALL SERVICES ARE LIVE.</p>	Fieldwork Director	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
Weather	Cold/ wet weather: hypothermia/ice Hot weather: heatstroke/ dehydration Electrocution	Low	Y	Re-arrange fieldwork if practicable. Staff will be issued with suitable clothing and suitable footwear. Additional breaks to be taken in the event of very hot weather. Work on site to be suspended in the event of prolonged heavy rain, or when site becomes too slippery to be safely worked. Weather forecasts should be monitored and precautions taken in the event of predictions of dangerous weather e.g. high winds - shelter in a cabin or vehicle; electrical storms - shelter in a vehicle.	Project Manager	Low
Soil contamination/ zoonotic hazards	Ingestion/contact with contaminated soils or bacteria within soils	Medium	Y	Where no contamination is known treat as suspected anyway. Good hygiene regime. Wash face and hands (hot water and soap) before each break and at end of day. No smoking or eating on site except in designated areas. Should evidence of contamination be found (either by odour or appearance) excavation to cease and suitable advice to be sought. Relevant departments should be notified of the risk (logistics, environmental, finds, archives depts). All material (e.g. finds, records and equipment) returning from contaminated sites should be as clean as possible in order to minimise the risk of contaminants being brought back to the office or stores.	Fieldwork Director / Project Manager	Low
Leptospirosis (Weil's Disease), Tetanus	Contraction of serious disease	Medium	Y	Induction. Issue information cards. High standard of hygiene (controls as for contaminated ground).	Fieldwork Director	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
Noise	Hearing damage; tinnitus	High	Y	<p>Hearing protection in the form of ear plugs, or preferably ear defenders compatible with hard hats, must be available for sites where noise is likely to be a hazard.</p> <p>As a general rule of thumb, if you are having to raise your voice to make yourself heard by someone less than 2 m away, the noise level is likely to be higher than 80 decibels. At this level it is advisable although not compulsory to wear ear defenders or ear plugs. This advice must be passed on to all staff by the person responsible for monitoring sound levels (usually the Supervisor or Project Officer). If you have to shout to be heard, the level is likely to be in excess of 85dB. At this level the wearing of ear defenders or plugs is mandatory, and must be enforced by the Supervisor or Project Officer.</p> <p>Hearing protection zones must be established on sites where noise is a problem, and appropriate PPE worn within them. In most case this zone will be the area around a working mechanical excavator.</p>	Fieldwork Director	
Gas bottle	Fire/explosion	High	Y	If using a gas bottle for the preparation of hot drinks, the bottle itself MUST be safely positioned outside the mess hut, to ensure adequate ventilation in the event of a gas leak. If the gas ring is positioned within the mess hut, it must be placed on a fire mat, in a safe position away from walls and any overhanging materials. In transit the bottle must be securely fixed within the vehicle. The bottle, ring and connecting pipe should be regularly checked for leaks.	Fieldwork Director	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
				The ring and regulator should be removed from the bottle prior to the gas bottle being moved, and especially when placed in vehicle. The regulator in the crew bus should always be disconnected from the bottle before the vehicle is driven anywhere, as the motion of the vehicle will cause the bottle to leak.		
Manual handling	Risk of strain injuries from incorrect or excessive manual handling	Medium	Y	<p>A considerable amount of manual handling will be involved in the archaeological work. This will include loading and unloading equipment, lifting wheelbarrows and buckets, shovelling, lifting soil samples.</p> <p>Consideration must always be given to whether the load in question can be lifted by other means, e.g. the mechanical excavator can be used for large quantities of spoil unless archaeological circumstances dictate otherwise.</p> <p>Members of the excavation team will not be asked to lift loads beyond their capabilities.</p> <p>Manual lifting will be carried out carefully, and in a manner calculated not to cause injury to the lifter. In general, for the type of loads predicted, this means a lift carried out with the load close to the body. The back of the lifter should be kept upright so that the legs rather than the back provide the lifting force.</p> <p>Staff will be rotated so that they do not perform very repetitive tasks (eg hand cleaning with trowels) for very long periods.</p> <p>Buckets will be filled to take account of the abilities of the user, and the distance/gradient to be travelled.</p> <p>Shovels and spades will be used from a firm, stable standing position which uses the legs rather than the back to lift the</p>	Fieldwork Director	Low

1. HAZARD	2. RISK	3. RISK RATING (High Medium Low)	4. Applies to this project? Yes/No	5. CONTROLS	6. ACTION BY?	7. RESIDUAL RISK RATING (High Medium Low Insignificant)
				<p>weight. The surrounding area is to be free of obstructions and other personnel.</p> <p>When using a pick or mattock, the users feet must be placed apart to obtain a firm footing, and the pick wielded so that the point of contact is within easy reach, but not too close to the feet. The surrounding area, including overhead, is to be free of obstructions and other personnel.</p> <p>Care is required when carrying trowels, and when putting high manual pressure on the trowel when pulling towards the body. In the latter situation the trowel may slip or jump against the user.</p> <p>Wheelbarrows will be loaded only to the lifting and pushing capabilities of the pusher, taking account of the weight and bulk of the material, and of the route to be travelled. Plank runs will be installed if the ground conditions require them, and will be kept clean and as dry as is practicable. Where the run goes uphill, planks with treads will be installed on either side of the central plank.</p>		
Harassment	Stress, personal injury	Medium	Y	<p>No harassment or bullying of any type (be it physical, verbal, sexual, racial etc) will be tolerated on any OA project. Should any member of staff encounter harassment or feel threatened by the actions of another (within or external to OA), they must report it to the Site PO/Supervisor who in turn will report it to the appropriate authority and make a record of the harassment and any actions taken. If harassment persists, OA staff will remove themselves from the site.</p>	Project Manager/ Fieldwork Director /OA Staff	Low

ADDITIONAL RISK ASSESSMENT

HAZARD	RISK	RISK RATING (High Medium Low)	CONTROLS	ACTION BY?	RESIDUAL RISK RATING (High Medium Low Insignificant)

The following empty rows are for the assessment of additional risks during the course of the works **WHEN ARRIVING AT THE SITE FOR THE FIRST TIME, IT IS IMPERATIVE THAT A FURTHER ASSESSMENT OF THE RISKS IS UNDERTAKEN, AND THE FINDINGS/REQUIRED ACTIONS ARE RECORDED BELOW TO FORM PART OF THE INDUCTION, BEFORE WORK COMMENCES.** Some risks will only become apparent once you are on site.

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

OXFORD BELBROUGHTON ROAD
SUMMERTOWN
OXBELB10

Box 1 FILE 2

A. REPORT

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No. 978033 BUFF



PDF A SCAN

FILMING INSTRUCTIONS

Submitter OASouth

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Headings

Site information

Line 1: [OASouth] County: [Oxfordshire] Parish:[Oxford]

Site: [Oxford Belbroughton Road Summertown] Site code: [OXBELB10]

Line 2: Excavators name[S. Lawrance]

Line 3:

Classification of material

Tick if present

Classification of material	Tick if present
Index to archive	
Introduction	
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A:Publication Report	
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B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
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E: Environmental/Ecofact Data: Specialist Reports	
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F: Press and Publicity	
G: Correspondence	
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OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: oxfordar1-82841

Project details

Project name	Oxford Belbroughton Road Summertown
Short description of the project	In April 2010, Oxford Archaeology South completed a field evaluation at 15 Belbroughton Road, Oxford. Excavation of a single trench did not encounter any significant archaeological features and only revealed deposits associated with the construction of the existing property in the first half of the 20th century and a preceding ploughsoil horizon.
Project dates	Start: 08-04-2010 End: 08-04-2010
Previous/future work	Not known / Not known
Any associated project reference codes	OXBELB 10 - Sitecode
Type of project	Field evaluation
Site status	None
Current Land use	Residential 1 - General Residential
Monument type	NONE None
Significant Finds	CLAY PIPE Post Medieval
Significant Finds	POTTERY Post Medieval
Significant Finds	POTTERY Medieval
Significant Finds	GLASS Post Medieval
Methods & techniques	'Targeted Trenches'
Development type	Small-scale extensions (e.g. garages, porches, etc.)
Prompt	Direction from Local Planning Authority - PPG16
Position in the planning process	Pre-application

Project location

Country	England
Site location	OXFORDSHIRE OXFORD OXFORD Belbroughton Road Summertown

Study area 24.00 Square metres
 Site coordinates SP 511 085 51.7723855012 -1.2593247294 51 46 20 N 001 15 33 W Point

Project creators

Name of Organisation Oxford Archaeology
 Project brief originator Oxford County archaeological officer
 Project design originator Oxford Archaeology
 Project director/manager S. Lawrence
 Project supervisor R Bashford

Project archives

Physical Archive recipient Oxfordshire County Museum Service
 Physical Archive ID OXCMS:2010.22
 Physical Contents 'Ceramics','Glass','other'
 Digital Archive recipient Oxford Archaeology
 Digital Archive ID OXBELB 10/OXBELBEV
 Digital Contents 'Stratigraphic'
 Digital Media available 'Images raster / digital photography','Text'
 Paper Archive recipient Oxfordshire County Museum Service
 Paper Archive ID OXCMS:2010.22
 Paper Contents 'Stratigraphic'
 Paper Media available 'Context sheet','Microfilm','Photograph','Plan','Report','Section','Unpublished Text'

Project bibliography 1

Publication type Grey literature (unpublished document/manuscript)
 Title 15 Belbroughton Road Oxford, Archaeological Evaluation Report
 Author(s)/Editor(s) Bashford R.
 Date 2010
 Issuer or publisher OXFORD ARCHAEOLOGY
 Place of issue or publication OXFORD
 Description A4 plastic bound client report
 Entered by wajdan.majeed (wajdan.majeed@oxfordarch.co.uk)

Entered on 16 September 2010

OASIS:

Please e-mail English Heritage for OASIS help and advice

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Cite only: /dl/export/home/web/oasis/form/print.cfm for this page

OXFORD BELBROUGHTON ROAD
SUMMERTOWN
OX BELB10
Box 1 FILE 3
B. PRIMARY CONTEXT RECORDS

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No.978033 Buff



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B: Site Data – Text: Primary Context Records	✓
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
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SITE OXBEB10		EVALUATION TRENCH RECORD SHEET		Trench No. 1
Trench orientation E-W		Grid reference		Field No.
Length 12m	Width 2m	Average depth to top of natural 0.3m	Was archaeology present ?	
Plan Nos ? 1		Section Nos ? 2		Were finds recovered ? YES

If a trench contains only a small number of contexts, and requires only one or two plans and sections, list plans and sections on this sheet. If the trench contains large numbers of contexts use a conventional context check list and plan and section list sheets as necessary.

Context check list / Descriptions

Context No.	Description
	Present topsoil/ploughsoil
1	DISTURBED ? LOESS
2	LENS OF BRICK DUST - CONSTRUCTION HORIZON FOR N° 15?
3	TOPSOIL - IMPORTED GARDEN SOIL CONTEMPORARY WITH N° 15?
4	? LOESS
5	'CUT' - PROB BIOTURBATION (TTH?) OR DISTURBANCE FROM CONST. OF N° 15
6	MIXED MID BROWNISH GREY CLAY SILT + c. 5% CHARCOAL + R-D ? LOESS
7	SPREAD OF MID BROWNISH GREY CLAY SILT. SAME INT. AS 15/6
8	MID-DARK GREY CLAY SILT - SIMILAR TO T/S c. 0.04m DEEP SAME INT. AS 15/6
9	NATURAL - laminated sand and gravel
	Natural (described)

Brief description of archaeology/comments

Archaeological horizon comprised of mid orangey brown clayey sand, not dissimilar to loess of central Oxford, top c. 0.15m disturbed (? during construction of ~~to~~ no 15) cut by c. 3 irregular and shallow spreads of clay silt (6, 7, 8), although (8) more regular in plan and a roughly NW-SE aligned linear which proved to have a ceramic pipe in the base. Anecdotal evidence from contractor suggested field drains to the SW, but this more like ? storm / ? foul water pipe - poss. feeding to main to west ?? natural = poss. paleochannel fill??

OK variation in gravel terrace

Recorder **RB**
Date

OXFORD BELBROUGHTON ROAD
SUMMERTOWN
OXBELB10

Box 1 FILE 4

B. CATALOGUE OF DRAWINGS

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OXFORD BELBROUGHTON ROAD
SUMMERTOWN
02138-1010

Box 1 FILES

B. PRIMARY DRAWINGS

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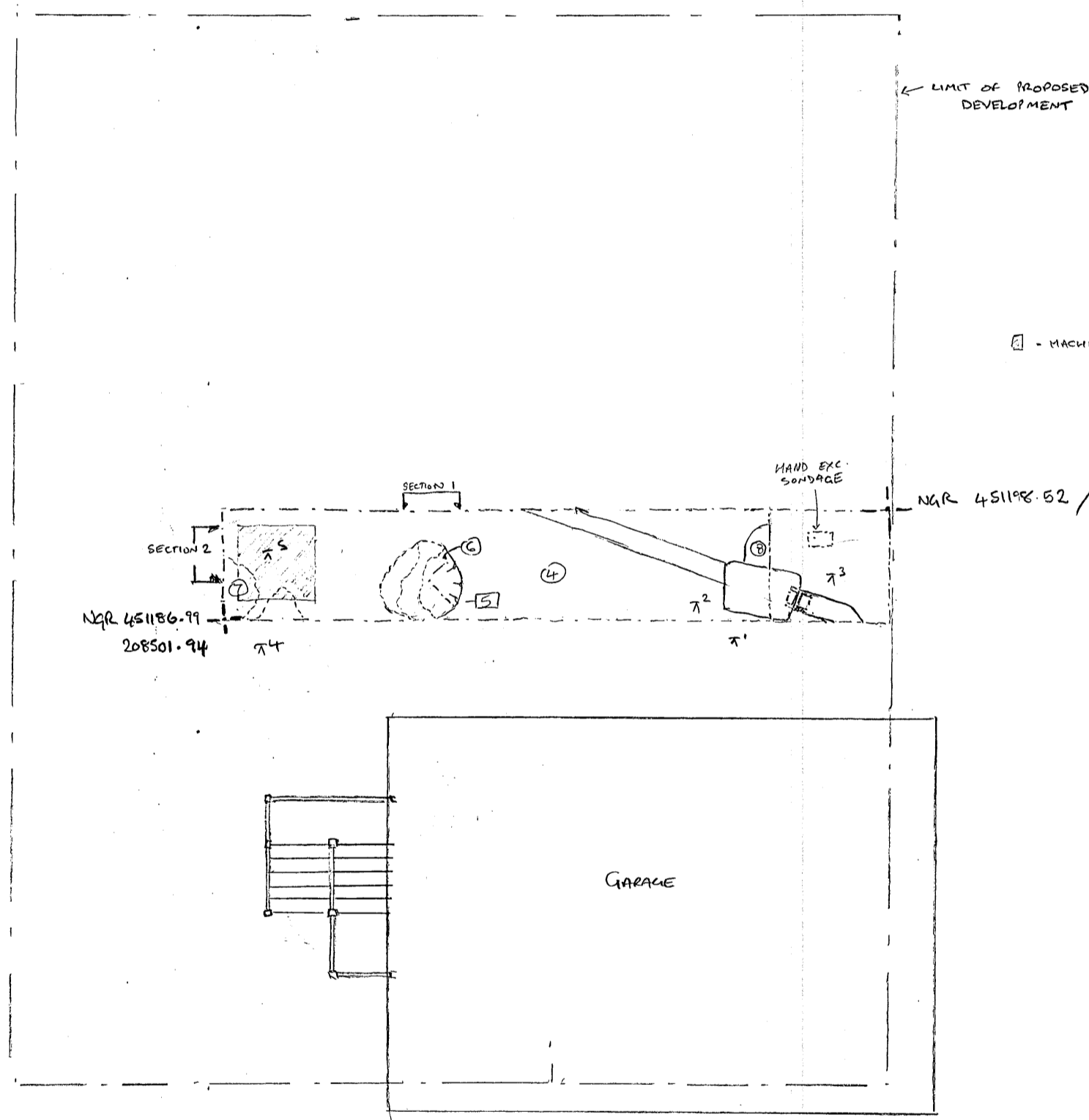
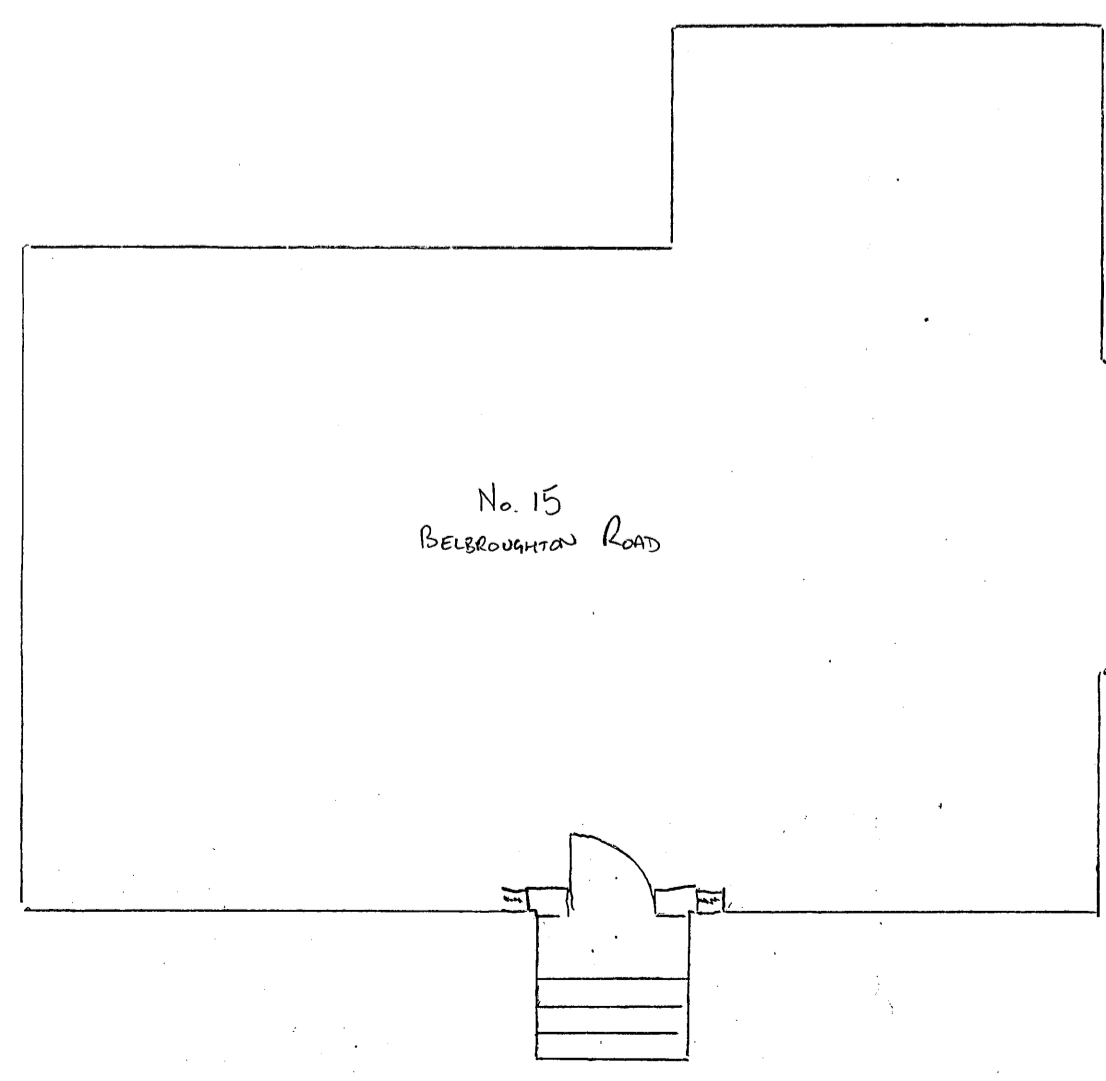
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OXBELB10
OXCMS:2010.22

OXFORD BELBROUGHTAN ROAD SUMMERTOWN
Plan 1 & Sections 1 & 2

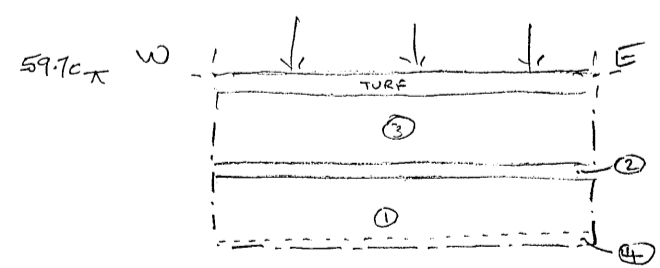
Scales 1:100
Plan 1
Sections 1-2
1:20

OXBELB10
PLAN 1
1:100
RB

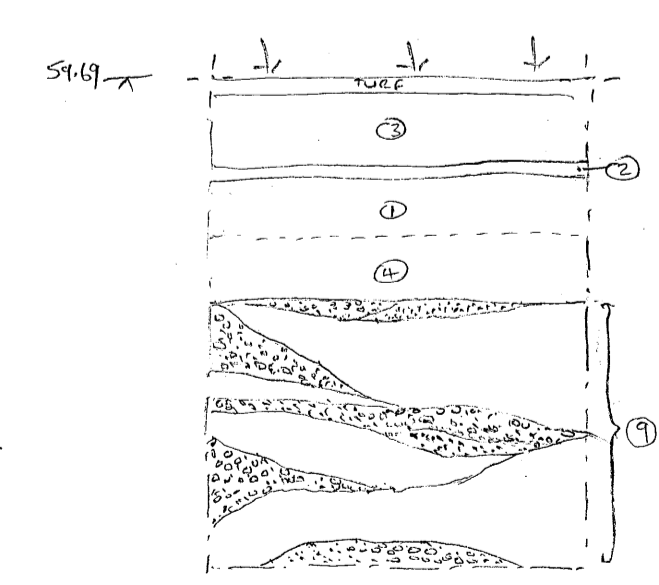


N.R. 451192.62 / 20857.06

- 1 - 59.71
- 2 - 59.06
- 3 - 58.84
- 4 - 59.69
- 5 - 59.23



OXBELB10
SECTION 1
1:20 RB



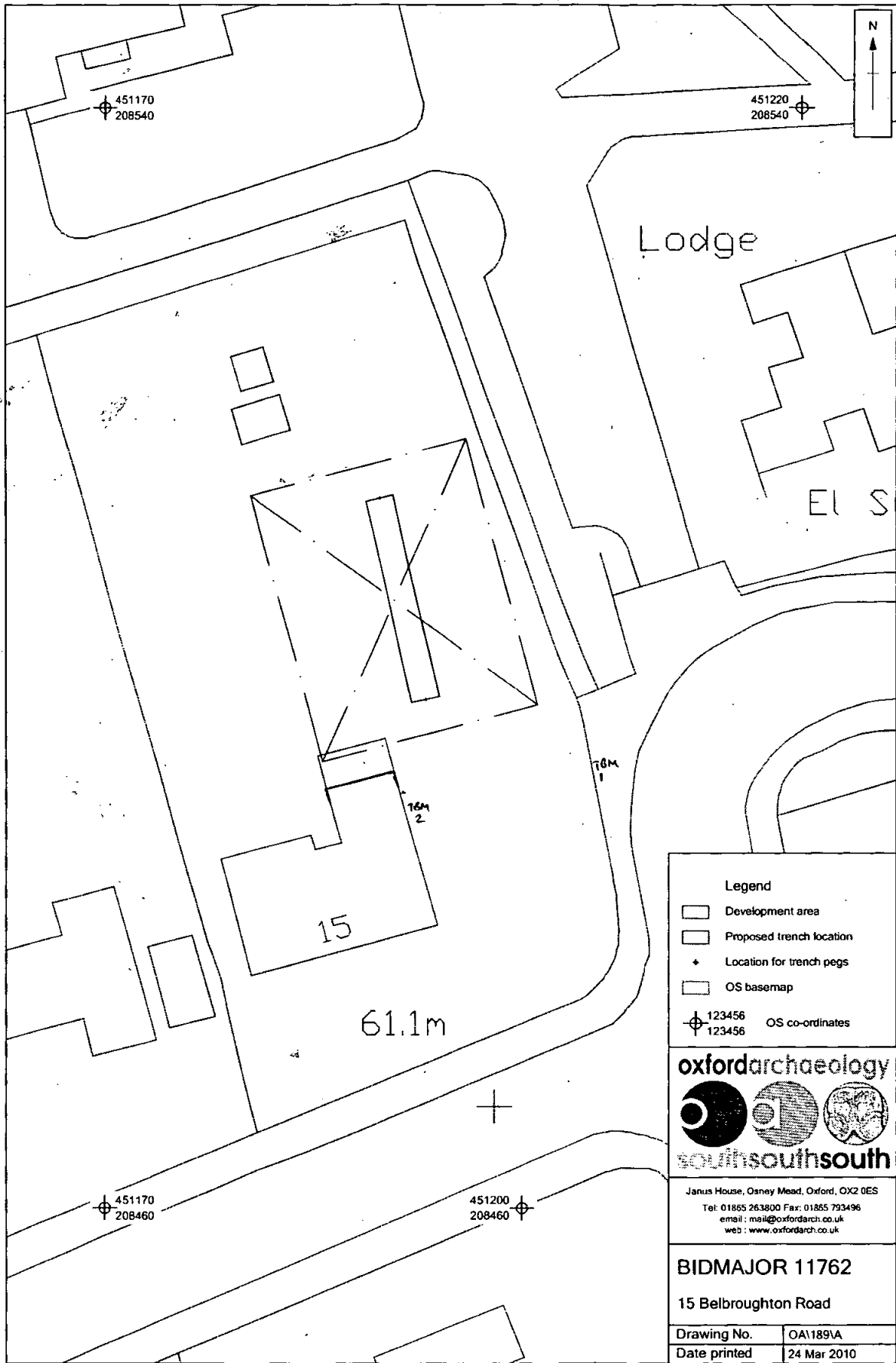
OXBELB10
SECTION 2
1:20 RB

B/S = 1.49
 (to + = 61.1?)

F/S = 1.91 = TBM 1

TO TBM 1
 B/S = 1.11 = TBM 2
 F/S = 1.68

S:\PROJECTS\BIDMAJOR_11762\15 Belbroughton Rd 2010-03-24.dwg(A4 portrait)\BIDMAJOR 11762\15 Belbroughton Road\conan.parsons* 24 Mar 2010



Survey Data supplied by:
 Conan Parsons

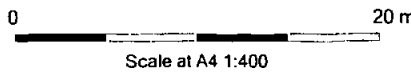


FIGURE 1: Proposed trench location at 15 Belbroughton Road, Oxford

OXFORD BELBROUGHTON ROAD
SUMMERTOWN
OX BELB10

Box 1 FILE 6

C. PRIMARY FINDS DATA

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No. 978033 Buff



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Oxford Archaeology

FINDS CONTEXT CHECKLIST

SITE CODE *OXF210*

SITE NAME *Balewinton Rd*

LISTED BY *RA87*

BULK FINDS				SMALL FINDS			
Context	Number of bags	Date	In	Small find number	Date	In	*✓
<i>6</i>	<i>1</i>	<i>14/4/10</i>					
<i>7</i>	<i>1</i>	<i>"</i>					
<i>8</i>	<i>1</i>	<i>"</i>					

Checked by:



Oxford Archaeology

FINDS CONTEXT CHECKLIST

SITE CODE OXB10

SITE NAME BARNUMTON ROAD

LISTED BY RAS

BULK FINDS

SMALL FINDS

Context	Number of bags	Date	In	Small find number	Date	In	*✓
6 ✓	1	14/4/10					
7 ✓	1	"					
8 ✓	1	"					

Checked by:

OXFORD BELBROUGHTON ROAD
OXBELB10

Box 1 FILE 7

Co FINDS Box & BAG LISTS

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Finds Compendium

Site Code	Invoice Code	Site Name	Accession No	OAU No
OXBELB 10	OXBELBEV	Belbroughton Road, Oxford		

Finds materials summarised for Site Code: OXBELB 10 and invoice code: OXBELBEV

Material	No of Boxes	No Of Contexts	No Of Sherds	Total Weight (g)	Box Sizes	Box Numbers
Clay Pipe		2	2	9		MISC.01
Fired Clay		1	1	7		MISC.01
Glass (Window)		1	1	2		MISC.01
Pottery		2	5	32		MISC.01
Shell		1	1	5		MISC.01
Stone		1	1	6		MISC.01
	Totals:		11	61 g		

Total No of Boxes: 1 boxes +

Miscellaneous Box Sizes:

Box Contents Sheets

Site Code		OXBELB 10				Material:		All			
Box Size		Size 4				Box No	MISC.01	Accession No			
Context	SF No	No of Bags	No of Objects	Material:	Weight (g)	Context	SF Number	No of Bags	No of Objects	Material:	Weight (g)
7		1	1	Clay Pipe	4						
8		1	1	Clay Pipe	5						
6		1	1	Fired Clay	7						
6		1	1	Glass (Window)	2						
6		1	4	Pottery	19						
8		1	1	Pottery	13						
6		1	1	Shell	5						
8		1	1	Stone	6						
No of Contexts:		8	Total Bags:		8						
Total Objects:		11	Total Weight:		61						

OXFORD BELBROUGHTON ROAD
SUMMERTOWN
OXBELB 10

Box 1 FILES

D. CATALOGUE OF PHOTOGRAPHS

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Site: [Oxford Belbroughton Road Summertown] Site code: [OXBELB10]

Line 2: Excavators name[S. Lawrance]

Line 3:

Classification of material

Tick if present

Classification of material	Tick if present
Index to archive	
Introduction	
A:Final Report	
A:Publication Report	
B:Site Data – Text: Diary/Daybook/Fieldnotes	
B: Site Data – Text: General Summaries	
B: Site Data – Text: Primary Context Records	
B: Site Data – Text: Synthesised Context Records	
B: Site Data – Text: Survey Reports	
B: Site Data – Text: Catalogue of Drawings	
B: Site Data – Text: Primary Drawings	
B: Site Data – Text: Synthesised Drawings	
C: Finds Data – Text: Primary Finds Data	
C: Finds Data – Text: Synthesised Finds Data	
C: Finds Data – Text: Specialist Reports	
C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	<input checked="" type="checkbox"/>
E: Environmental/Ecofact Data: Primary Records	
E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	



PHOTOGRAPHIC RECORD SHEET

SITE CODE **OXB610**

SITE NAME **SABROXTON ROAD**

FILM NO. **1**

Camera number

Lens number

Black & white / colour **(B&W)**

Date	Negative number	View	Context(s)	Initials
	0	VARIOUS	TRENCH 1: GENERAL SHOTS	RB
	1		REF. R.BASH	RB
	2			RB
	3			RB
	4			RB
	5			RB
	6		General shot Trench 1	RB
	7	-	General shot Trench 1	RB
	8		General shot Trench 1	RB
	9		General shot Trench 1	RB
	10		General shot Trench 1	RB
	11		General shot Trench 1	RB
	12		ID shot for Trench 1	RB
	13		Trench 1 General shot	RB
	14		Trench 1 General shot	
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PHOTOGRAPHIC RECORD SHEET

SITE CODE *ox8610*

SITE NAME? *BARROXTON ROAD*

FILM NO. *1*

Camera number

Lens number

Black & white colour

Date	Negative number	View	Context(s)	Initials
	0	VARIOUS	TRENCH 1: GENERAL SHOTS	RB
	1	W	REF. R.BASH Trench 1	RB
	2	W	Trench 1 General Shot	RB
	3		Trench 1	RB
	4		Trench 1	RB
	5		Trench 1	RB
	6		Trench 1	RB
	7		Trench 1	RB
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14-04-10

Sheet1

Site Code: OXBELB10		Site Name: Oxford Belbroughton Road Summertown		
Shot Number	View	Description	Initials	Date
0001	E	Pre-Ex of trench location		
0002	SE	Pre-Ex of trench location		
0003	E	Pre-Ex of trench location		
0004	WSW	Pre-Ex of trench location		
0005	W	Trench 1 + BD		
0006	W	Trench 1 + BD		
0007	W	Part of section 2		
0008	W	Exc of sondage (S.2)		
0009	W	Exc of sondage (S.2)		
0010	W	Section 2		
0011	W	Section 3		
0012	W	Section 4		
0013	W	Trench 1		
0014	E	Trench 1		
0015	E	Trench 1		
0016	NE	Trench 1		
0017	NW	Trench 1 (back filled sondage)		
0018	NE	Trench 1		
0019		Pipe in NW – SE aliened linear		
0020	W	a		
0021	NE	Backfilled trench		
0022	NW	Backfilled trench		
0023	ENE	Backfilled trench		