

Site/Project Name: **Oxford Ship Street Bastion phase 2**

Site Code: OXSSC 09

Site/Project Type: Building Survey

Year(s): 2009

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Record Group	Contents	Comments	Box/File Number
	INTRODUCTION Written Scheme of Investigation Risk Assessment	7 double sided sheets 8 double sided sheets	Box 1 file 1
A	REPORT Historic building investigation & recording report OASIS form printout	1 bound copy 3 sheets	Box 1 file 2
B	CATALOGUE OF DRAWINGS Plan record sheet Elevation record sheet	1 sheet 1 sheet	Box 1 file 3
B	PRIMARY DRAWINGS Plans Elevation	2 A3 sheets 1 A3 sheet	Box 1 file 4
D	CATALOGUE OF PHOTOGRAPHS Photographic record sheets (both black and white & digital)	3 sheets	Box 1 file 5

SCAN PDF

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Headings

Site information

Line 1: [OASouth] County:[Oxfordshire] Parish:[Oxford] Site:[Ship Street Bastion, Phase 2]

Site code[OXSSC 09]

Line 2: Excavators name[Ford, B. & Underdown, S.]

Line 3:

Classification of material

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Index to archive	<input checked="" type="checkbox"/>
Introduction	<input type="checkbox"/>
A:Final Report	<input type="checkbox"/>
A:Publication Report	<input type="checkbox"/>
B:Site Data – Text: Diary/Daybook/Fieldnotes	<input type="checkbox"/>
B: Site Data – Text: General Summaries	<input type="checkbox"/>
B: Site Data – Text: Primary Context Records	<input type="checkbox"/>
B: Site Data – Text: Synthesised Context Records	<input type="checkbox"/>
B: Site Data – Text: Survey Reports	<input type="checkbox"/>
B: Site Data – Text: Catalogue of Drawings	<input type="checkbox"/>
B: Site Data – Text: Primary Drawings	<input type="checkbox"/>
B: Site Data – Text: Synthesised Drawings	<input type="checkbox"/>
C: Finds Data – Text: Primary Finds Data	<input type="checkbox"/>
C: Finds Data – Text: Synthesised Finds Data	<input type="checkbox"/>
C: Finds Data – Text: Specialist Reports	<input type="checkbox"/>
C: Finds Data – Text: Box/Bag List	<input type="checkbox"/>
D: Catalogue of Photos/Slides/Videos/X--rays	<input type="checkbox"/>
E: Environmental/Ecofact Data: Primary Records	<input type="checkbox"/>
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E: Environmental/Ecofact Data: Specialist Reports	<input type="checkbox"/>
F: Documentary	<input type="checkbox"/>
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Oxford Ship Street Bastion, Phase 2
00055C 09

Box 1 File 1

INTRODUCTION

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**The Ship Street Centre
(former Oxford Story),
2 Ship Street,
Oxford, OX1 3AJ0**

NGR SP 5132 0639

**Written Scheme of Investigation for
Archaeological Recording**

Issue 1: 13th November 2008

1 Introduction

- 1.1 Jesus College will redevelop the former Oxford Story buildings at 2 Ship Street, Oxford into a lecture theatre with ancillary educational facilities at ground floor level and 31 student study rooms on the first, second and third floors.
- 1.2 The site is within a conservation area, and contains the standing remains of Bastion 4 an extant part of Oxfords' medieval City Walls, a Grade 1 listed building and a Scheduled Ancient Monument, County Monument No. 26H. The site also contains the extant remains of the former Bakers Warehouse, prior Banquets House (and most recently the Oxford Story) an attractive but unlisted Victorian structure built in 1881.
- 1.3 The redevelopment will require changes to the existing structures including part rebuilding/remodelling (including some demolition) of the former Bakers Warehouse, renovation of Bastion 4, new extension structures and modifications to access arrangements, services and hard landscaping.
- 1.4 Oxford City Council granted Full Planning permission on 20th September 2007, Ref: 07/01027/FUL. Condition 6 states that:

" No development shall proceed until the developer has secured the implimentation of a scheme of archaeological mitigation of the full engineering impact of the development, which may be achieved by redesign and/or by archaeological recording action in accordance with a written scheme of investigation, to be approved in writing in advance by the Local Planning Authority. The works shall be carried out in accordance with the approved scheme of mitigation unless otherwise agreed in writing with the Local Planning Authority."
- 1.5 DCMS granted Scheduled Monument Consent on 2nd May 2007. Condition 3(vi) states

“No works shall take place until the developer has secured a programme of monitoring of the scheduled monument in accordance with a written scheme which has been submitted to and approved by the Secretary of State, advised by English Heritage.”

- 1.6 A brief for the project was issued, in the form of an e-mail from David Radford (OCC) on 3rd November 2008, after a meeting to discuss the project, was held at the site between Ben Wallis of the Architects Design Partnership LLP, Oxford (ADP), David Radford (OCC) and Ben Ford and Jon Gill (OA). The brief outlined a two stage archaeological recording approach as outlined below:

Archaeological Recording outline- Stage 1

1. Test pit over line of north-south medieval town wall (within warehouse) to establish presence/absence and depth.
2. Test pit within interior wall of warehouse (to east of bastion) to see if any trace of East-West medieval wall here (avoiding cellar!).
3. Test pit on area of the lift pit to establish character of deposits in this location (this can be moved back from scaffolding and needs to avoid area of west cellar!).
4. Monitoring of any geo-technical test pits (drawing 01 P6 mentions investigations of foundations of eastern wall.)
5. Survey of bastion (English Heritage to define the scope of this).
6. Record of Victorian warehouse:

Archaeological Recording outline- Stage 2

1. The scope of stage 2 will depend on the results of stage 1 but should include a contingency for full recording of areas impacted by ground works.
- 1.7 This WSI has been commissioned through Ben Wallis of Architects Design Partnership LLP, Oxford (ADP) for the Clarkson Alliance Ltd (Oxford) and provides a detailed response to the various planning, conservation area and scheduled monument requirements listed above, and the brief. It covers the below ground archaeology and the building recording required for the former Bakers Warehouse and Bastion 4, for Stage 1 and a baseline methodology for further works in Phase 2.
- 1.8 It should be noted that archive photographs of the archaeological investigations in 1986 (OA) showed that there was significant truncation at the location of the Test Pit recommended in point 1.6/3 above which has been removed from the requirements by David Radford.

2 Topography and Geology

- 2.1 The site is situated within the historic core of modern Oxford, between the rear of properties 1-8 on the northern side of Ship Street and to the rear of properties 1-8 on the southern side of Broad Street. There is access to the site via a small alleyway between Nos. 1 and 2 Ship Street. The site's western boundary abuts the eastern boundary of St Michaels Church (Fig. 1).
- 2.2 The site sits on relatively level ground at c. 64.5 - 65.0m OD towards the

southern end of a gravel promontory consisting of Quaternary River Gravels of the 2nd (Summertown-Radley) Terrace Deposits (British Geological Survey sheet 236). The promontory extends broadly north-south between the River Isis c 500 m to the west and the River Cherwell c 600m to the east - their confluence lies c. 1km SSE. The gravels on this terrace are typically overlain by a 0.3m depth of red brown loessic loam. It is centred on NGR SP 5133 0641.

- 2.3 Data from two Geotechnical Boreholes undertaken at the site in June 2008 by Structural Soils Ltd and AKS Ward indicate that there was 5.5m (WS1) and 5.6m (BH1) of made ground before the natural gravels were encountered (locations shown on Fig. 3). The majority of the clay and gravel deposits overlying the Terrace Gravels at these locations probably relate to the infilled medieval defensive ditch. The depth of possible ditch fills concurs with observations made from borehole work in 1986 (Project archive held by OA).

3 Historical, Documentary and Building Background

Pre-historic and Roman

- 3.1 Neolithic (c 4,000-2,400 BC) pits have been found within excavations to the north of the site at Mansfield College (Booth and Hayden 2000, 293), the Institute for American Studies, and at the New Chemistry Laboratory. Recent work at St John's College's Kendrew Quadrangle has revealed a henge monument dated to around 3000 BC. The henge would have encompassed the area now occupied by Keble College and the Pitt Rivers Museum.
- 3.2 A number of Bronze Age (c 2,400-700 BC) barrow ditches have been identified in central Oxford. It is probable that there was an extensive barrow cemetery dating to this period (ref. needed), extending along the gravel promontory between the River Thames and River Cherwell from University Parks southwards to the site of the new Sackler Library (Poore and Wilkinson, 2001, fig. 13). The cemetery probably developed in the 'ritual landscape' around the former, but probably still extant earthworks relating to the earlier henge. ✓
- 3.3 Archaeological excavations to the north of the site have uncovered evidence of activity dated to the Iron Age. Recent investigations at the Rex Richards and Rodney Porter buildings, found evidence of Iron Age ditches, pits and pottery. It is possible that rectilinear cropmarks observed in University Parks relate to Iron Age field systems and/or settlement.
- 3.4 A number of sites, along with, moderate quantities of Roman pottery have been found within the city and clearly indicate a Roman presence. Seven inhumations were found at the Radcliffe Science Library, and a timber building was found at Mansfield College. Other evidence including ditched enclosures and field systems indicate the presence of a small-scale rural settlement dating from the late 1st to the 4th centuries (Booth and Hayden 2000, 301-2, 329).

Saxon and Medieval

- 3.5 Archaeological evidence for mid Saxon activity at Oxford is almost exclusively restricted to the southern limit of the south edge of the Second Gravel Terrace and the Thames crossing beyond, now the northern part of Abingdon Rd and the site of Christ Church and St Aldates Church. It comprises discoveries that attest to the establishment and maintenance of a river crossing; settlement and activity along the line of the crossing and St Frideswide's minster (Dodd et al 2003).
- 3.6 Oxford was an Anglo-Saxon *burh* founded as part of the system of 31 fortresses of Alfred's successful military strategy to drive the Vikings from Mercia and London in the Late 9th century - very early 10th century.
- 3.7 The full extent of the *burh* is not entirely certain, although it has long been accepted that the area between the later medieval Eastgate and Schools Street/Oriel Street represents an extension, perhaps of the early 11th century. The site at Ship Street (itself a possible intra-mural street) lies on the line of the northern defences of the *burh* immediately to the east of the northern entrance.
- 3.8 The earthen rampart of the late Saxon burh was reconstructed with a stone wall between 1220 and 1290. However at Bastion 4 the whole line of the town wall is set *c.* 14m northwards of the probable line of the saxon rampart; perhaps as early as 1100 to accommodate the church and cemetery (?) of St. Michael at the North Gate. The bastion, or tower, would be a 13th century addition to the line of the wall at this point.
- 3.9 Ship St (formerly XXXX) ran along the inside of the northern defensive wall. Land immediately inside and outside the walls belonged to the town as waste and was not generally developed for housing before the 16th century (see below). It is possible that within the area defined by the projecting wall, a property was developed later in the medieval period and there is record of a dispute having arisen when a house had been built in the 14th century on part of the cemetery, and in 1415 the town successfully claimed land in the cemetery as being next the wall (Hurst 1899, 69).
- 3.10 Traditionally Bastion 4 is known as 'Bishops Hole' and regarded as an offshoot of the Bocardo Prison which was situated within the, now demolished, medieval Northgate.

Post-medieval and Victorian

- 3.11 The site is possibly the location of the former 16th-century tenement and garden of Alderman Flexney, leased in 1546 and 1565 and described as 'within the wall eastward from St Michaels Church'. Bastion 4 may have been contained within Flexneys property. It is the only house shown on the north side of Ship St on Agas' map of 1578.
- 3.12 Bastion 4 is described in 19th century guidebooks as the place where Cranmer, Latimer and Ridley were confined in 1555-6. Tradition also records, possibly not accurately, that Cranmer watched the burning of Latimer and Ridley in the

Broad St ditch from within, or from the summit of the tower, labelled on the 1875 OS Town Plan as Martyrs Bastion.

- 3.13 The remainder of this side of Ship St was developed in the 17th century as Loggans map of 1675 shows. By the mid-18th century Bastion 4 stood in the yard of the Ship Inn, an infamous coaching inn built c. 1756 (Nos. 1-5 Ship St),
- 3.14 The bastion is shown on a plan in the City Vellum book from the first half of the 19th century with stables in the ground floor and there is a very valuable photograph of the interior of the bastion taken by Henry Taunt in c.1880 (reproduced in Dodd et al, 2003, Plate 4.7). The photograph shows large principal floor joists extending east to west across the bastion as well as various features, which were subsequently covered with plaster. There were fireplaces on all floors showing that it had been in human occupation prior to becoming a stable.
- 3.15 The bastion is a large, well preserved structure, although it has been much altered since forming part of the medieval defences, and parts are known to have been significantly rebuilt in the 19th century. It extends c.9 m above current ground level (although excavations have exposed stonework extending three metres below ground level) and has six secondary windows. Its parapet was renewed in the 1880s and the interior has been linked to the internal space of the abutting warehouse at the three floor levels.
- 3.16 The rooms at each of the three floors within the bastion have been considerably squared, presumably when the bastion was converted to domestic use, and the photograph from c.1880 shows it with this form. The internal walls are covered with modern plaster but the outline of features such as former fireplaces are clearly visible and the c.1880 photograph also shows that the interior had already been plastered prior to that date.

Bakers Warehouse (built 1882)

- 3.17 The following outline historical background is based largely on information contained in an excellent website (<http://www.headington.org.uk/> see also bibliography) and the Oxford Encyclopaedia.
- 3.18 The large warehouse which currently occupies part of the proposed development site and which is included in this proposal for building recording was constructed in 1882 for William Baker & Co. The company was established in c.1800 as 'cabinet makers, upholsterers, carpet factors, house decorators and complete furnishers' although they particularly specialised in china and glass, furniture and fabrics (Hibbert, 1988). The company's main premises were located at No.1 Broad St, towards the junction with Cornmarket and in 1865 they constructed an additional showroom (Headington website). In 1882 a partnership was formed with another company to form Baker & Prior and, presumably as part of the same expansion, the same year saw the construction of the new 4-storey warehouse which forms part of the current

project. The warehouse was to the rear of the company's main premises at No.1 Broad Street and extended behind No 3 (possibly the showroom constructed in 1865).

- 3.19 The partnership appears to have shortlived because in 1886 they reverted to William Baker & Co and following Baker's death in 1902 the company was taken over by Elliston & Cavell. In 1915 the company moved into newly built premises immediately to the west which formed a prominent curved facade stretching around the corner between Broad Street and Cornmarket. This building, which is still known as William Baker House, has been a bookshop since 1987 (initially Dillons and now Waterstones). The previous building on this site (immediately west from Bakers' No.1 Broad Street premises) is shown on an English Heritage's View Finder website and included the somewhat tastelessly named Martyrs Hairdressers.
- 3.20 The warehouse was vacated by Baker's in the 1980s and converted into a commercial historical display called The Oxford Story.
- 3.21 The building is only of moderate significance but it is an attractive, carefully detailed warehouse structure. It is a four-storey building (including attic storey) and has a rectangular plan. It is of polychromatic brick construction with red brick piers and yellow brick panels. There is attractive dentil brickwork at eaves and a moulded brick cornice at first floor. There are fine square-headed gauged brick lintels and the building is braced by regular tie-bars.

4 Previous archaeological investigations in the area

- 4.1 Archaeological work comprising the excavation of 3 trenches (see Fig 3) and Building recording of Bastion 4's external elevation was completed in advance of the Oxford Story development in 1986 has been published (Dodd, A, (ed), 2003, pp164 - 172).
- 4.2 Trench 1 revealed loams and gravel deposits dating to the 18th century, overlying 17th century fills of the town ditch that extended down to 3.2m b.g.l, below this depth soft deposits were augered to a depth of 5m b.g.l.
- 4.3 Trench 2 was filled with modern building materials to a depth of 1.6m b.g.l.
- 4.4 A substantial medieval wall, recorded to be 1.6m thick ran on a N-S alignment through the cellar in the south of the site. It had a passage inserted through it, and had been extensively refaced with only limited *in-situ* medieval fabric on its eastern face. The top of a probable postern gateway was observed in Trench 3. This could be the Town Wall or related to medieval undercrofts.
- 4.5 The archive holds a note on a geotechnical borehole that was located 2.5m north of No. 4 Ship Street (precise location unknown). The note records that fills were observed to a depth of 6m b.g.l. this could be due to a deep isolated feature (such as a pit or well etc) or the presence of a defensive ditch.

4.6

5 Aims of the Archaeological Works

- 5.1 The general aims are to establish the presence/absence of any archaeological remains within the development area and to determine the extent, condition, nature, character, quality and date of any archaeological remains that may affect further need for mitigation during the construction process.
- 5.2 In addition to establish the ecofactual and environmental potential of any archaeological deposits and features.
- 5.3 To unify, where possible, the recording processes and archaeology of the below ground remains and building recording of the standing structure
- 5.4 To make available the results of the investigation, in a local journal if considered by OCC, EH as significant.
- 5.5 Specific aims will be:

Below ground archaeology

- confirm the suggested line and nature of the town defences in two locations; 1. to the east of Bastion 4 on the line of a wall running E-W from the bastion wall shown on the O.S plan 1887, and 2. to the south of Bastion 4 on a continuation of a line southwards of its eastern wall.
- determine/confirm the character of any remains present, without compromising any deposit which may merit preservation in situ or additional investigation;
- ensure that archaeological data is recovered from geotechnical boreholes/pits;
- determine or estimate the date range of any remains from artefacts or otherwise;
- determine the potential of the deposits for significant palaeo-ecological information;
- seek any evidence for medieval property boundaries (and their post-medieval survival);

Above ground buildings archaeology

- 5.6 Recording of the bastion would provide a valuable opportunity to enhance our understanding of Oxford's medieval defences and to develop the work previously undertaken in 1986. The previous work provided a detailed record

and investigation of the bastion's external walls while the current work should allow a similar understanding of its complementary inner face. In addition, the project should also increase our understanding of the structure's significant conversion to domestic use (and stables) in the post-medieval period.

- 5.7 Dendrochronology and/or radiocarbon dating work would also provide the opportunity for greatly enhancing understanding of the structure through providing possible dates for the construction or alteration of the bastion.

5.8 Recording of the former Baker's warehouse will create a record for posterity of the building in advance of its alteration and partial demolition. The work will particularly concentrate on any features to be lost, altered or obscured in the development but a general record of the whole structure will also be produced to gain an overall understanding of the building.

6 Strategy and Methodology

Below Ground Archaeology

Trenching - Stage 1

- 6.1 Two Archaeological Test Pits (ATP's) will be excavated within the development area. ATP 1 will be located within the former Victorian warehouse on the suggested line of the N-S wall continuing southwards from the east wall of the bastion. ATP 3 will be located within the former Victorian warehouse on the corner of the suggested possible medieval defensive wall as shown on the O.S 1876 Town Plan (Fig 3).
- 6.2 ATP1 will measure 2.5 x 2m, ATP2 will measure 2m x 2m. ATP 1 will be excavated until the remains of the N-S aligned medieval wall are encountered and a number of courses exposed on each face, or to a maximum depth of 1.2m. ATP 2 will be excavated until the remains of the medieval wall are encountered, or a maximum depth of 1.2m. Further excavation to deeper levels in each Test Pit e.g. the Invert Level 64.2m OD (c. 1.8m b.g.l) of the proposed foul sewer pipe along the line of the pipe where it crosses the wall will be considered after discussion with David Radford of OCC.
- 6.3 The Test Pits will be excavated - in spits of 0.2m or less, by a mechanical excavator fitted with a toothless bucket (if appropriate) under control of a competent archaeologist, to the first significant archaeological horizon. This horizon will be hand cleaned and planned, prior to archaeological excavation. Suitable areas and/or features will be identified for excavation to address the aims above.
- 6.4 All brick and masonry structures encountered during this excavation phase (and subsequently) will be left *in situ* and archaeologically recorded, unless they impede safe excavation to greater depths.

- 6.5 Excavation will proceed in stratigraphic sequence and recorded using a 'single context' methodology. The fills of the stratigraphically latest features - (in the first instance service runs and the like) will be excavated to reveal the stratigraphic sequence of earlier deposits. These sections will be recorded and sample excavation of the revealed sequence will be carried out.
- 6.6 All recording will proceed according to Section 8 and Appendix 2.

Archaeological Works -Stage 2

- 6.7 Further archaeological recording or mitigation by redesign may be required depending on the results of Stage 1. The scope of the archaeological recording (up to and including full excavation of the areas impacted by groundworks) will be agreed with the OCC Archaeologist following the completion of Stage 1. Further works if required may be subject to a further WSI.
- 6.8 All recording will proceed according to Section 8 and Appendix 7.

Above ground buildings recording

Bastion 4

- 6.9 The recording will include several distinct elements and it's exact scope will depend on the conclusions of the condition survey required after the plaster has been removed from its inner face. The condition survey may recommend further structural works that would require archaeological monitoring and recording and the works outlined below form an anticipated baseline approach which may be open to revision.
- 6.10 Each element of the recording would follow IFA Standards and Guidance and approaches outlined in *Understanding Historic Buildings: Guidance for Good Recording Practice* (English Heritage).
- 6.11 **Rectified photographs:** The main element of the recording will be the production of rectified photographs showing the internal faces of the bastion and the resulting images digitised to produce accurate scaled elevation drawings. This recording will not necessarily show every individual stone but will show all architectural features and phases of construction as they appear, providing a basis for all subsequent external recording and analysis. Images for the rectified photography will be taken using a digital camera with a resolution not less than 5 megapixels. The internal elevations for each floor will be tied together by setting up control points at appropriate points. This will require access to the outside of the tower.
- 6.12 The survey will be conducted using a Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM) and, where appropriate, hand-measured elements. The survey equipment used by OA will be Leica TCRP 1205 TST and Leica 1230 GPS. The TST to be used for this survey provides an angle measurement accuracy of 5" and a distance accuracy

of 2mm + 2ppm with a prism and 3mm + 2ppm in reflectorless mode.

- 6.13 Oxford Archaeology (OA) uses as a guideline for its metric survey English Heritage Metric Survey Specifications and RCHME Recording Historic Buildings Specifications. The survey will be conducted with reference to these. The survey team will be experienced in building survey and the primary surveyor will have additional expertise in metric survey of buildings, AutoCAD mapping and GIS techniques.
- 6.14 Curved walls are not ideally suited to the production of rectified photographs but the internal walls of the bastion are now relatively flat, presumably having been squared when the structure was converted to accommodation from its defensive purpose.
- 6.15 Following the completion of the rectified photographs the site will be re-visited with the images printed at a suitable scale and annotation will be added to a permatrace overlay to add interpretative detail.
- 6.16 If required stone-by-stone line drawings can also be produced in AutoCAD by tracing the rectified photographs.
- 6.17 **General photographic survey:** In addition to the rectified photographs a general photographic survey will be undertaken during the works using 35 mm film (black and white prints) and a digital camera. The main photographs would be undertaken after the removal of plaster and would concentrate on specific features of interest to complement the rectified photographs. However, it may be that both modern gypsum plaster and older plaster (from before the construction of the warehouse) will be removed in this phase so some limited intermittent monitoring would also be undertaken during the plaster removal to observe and record potential old plaster. Wherever possible a tripod would be used with natural light illumination but with dark interiors flash lighting would be used. All films will include a chalk board indicating the film number and site code.
- 6.18 **Written record:** a general descriptive and interpretative record would be undertaken to complement the other surveys. This would explain and describe the bastion both in terms of its current form and in terms of the features exposed during the plaster-removal works. It would concentrate on features of constructional interest and would highlight evidence that relates to the structures former use and function.
- 6.19 **Dendrochronology and radiocarbon dating:** the external faces of the bastion include a number of long timber lacing pieces which curve with the face of the structure and which help to tie the stonework together. If such timbers are exposed on the inside face a specialist dendrochronologist will visit the site and assess their potential for obtaining dendrochronological samples. If there is potential a programme of sampling will be put in place - subject to agreement from English Heritage.

- 6.20 During the works the bastion will also be assessed for the potential for radiocarbon dating of carbonised material, e.g. charred timbers and charcoal included in the fabric of the mortar.

The Victorian Warehouse (formally The Oxford Story)

- 6.21 The recording of Baker's warehouse would be undertaken broadly to Level II-III as defined by English Heritage in *Understanding Historic Buildings: a Guide to Good Recording Practice*. It would cover the whole building but particular attention would be paid to parts of the building, which will be lost in the development such as a large part of the eastern half of the north facade. It would consist of three principal elements: a photographic record, a drawn record and a written record. In addition photographs of the building will be taken from the tower of St Michael at the Northgate Church.
- 6.22 The *photographic record* would form the main element of the work and would be undertaken using 35 mm film (black and white prints) and with a digital camera. It would principally comprise general external photographs but would also include some specific details and some internal views. Wherever possible a tripod would be used with natural light illumination but with dark interiors flash lighting would be used. All films will include a chalkboard indicating the film number and site code.
- 6.23 The *drawn record* would be based on an existing metric survey of the building with descriptive annotations added to explain the building. This will include floor plans and suitable elevations at a relatively small scale appropriate to the limited significance of the building (probably 1:50 or 1:100). The annotation will interpret the building and will add details relating to the construction, structure, history and use of the building. It would also show the location and orientation of the photographs taken. The recording would follow IFA Standards and Guidance.
- 6.24 The *written record* would complement the drawn record and would include a description of the building and an analysis of its construction, function and use.
- 6.25 It is anticipated that the recording of the warehouse will be undertaken prior to the start of any significant conversion works and it is not proposed to undertake a formal watching brief during works to this building. However, some 'opening-up' works have previously been undertaken in the disused building and this will provide useful information relating to the main structure behind plastered surfaces. For example the boxing around some beams has been partially removed to expose the primary steel joists. In addition, if significant features are exposed relating the warehouse which are observed by OA during the separate recording of the bastion then this will be recorded and included in the report.

7 Timetable

- 7.1 The Stage 1 archaeological trenching work is programmed to take a maximum of 10 days with a team comprising a Project Supervisor and 1 technician, managed from the office by Ben Ford. Further Stage 2 archaeological works may be required based upon the results of the trenching. A watching brief will be maintained during construction works. All OA fieldwork will be under the direction of Nick Shepherd, OA Head of Fieldwork.
- 7.2 The main recording of Bastion 4 will be undertaken after the removal of plaster from the internal walls and a condition survey (which will also follow the plaster removal).
- 7.3 ~~The main recording of Bakers warehouse will be undertaken prior to construction works (probably during the archaeological trenching works)~~
- 7.4 Close co-operation will be maintained with Ben Wallis of ADP Architects and the City's Archaeologist, David Radford, to ensure adequate monitoring as works are in progress.

8 Standard Methodology

- 8.1 All features and deposits will be issued with unique context numbers, and context recording will be in accordance with the established OA *Field Manual* (OAU 1992). All contexts, and any small finds and samples from them will be allocated unique numbers. Bulk finds will be collected by context. Colour transparency and black-and-white negative photographs will be taken of all trenches and archaeological features.
- 8.2 Provision will be made for taking environmental/organic samples in accordance with OA Environmental procedures (OA 2000).
- 8.3 Trench plans will be drawn at an appropriate scale (normally 1:20). Section drawings of features and sample sections of trenches will be drawn at a scale of 1:20. Full trench sections will be drawn at 1:10, only if complex stratigraphy is present.
- 8.4 If environmental remains are recovered, then the staff from the OA Environmental Department will scan these to assess the potential of the remains. Detailed analysis, if required, would normally be undertaken by the normal OA specialists.
- 8.5 The site archive including finds (subject to the landowner's agreement) will be deposited with the Ashmolean Museum in an approved format. A client report (Appendix 8) on the results of the investigation will be completed within four weeks of the end of the fieldwork.
- 8.6 The project supervisor and OA finds specialists will undertake the report stage

under the direction of the project manager. Copies will be forwarded to the client.

9 Health and Safety

- 9.1 OA will comply with all relevant health and safety legislation. A Risk Assessment and Method Statement including the support of deep excavations will be compiled prior to any work starting on site and agreed with the Principal Contractor.

10 General

- 10.1 Appendix 2, 7, 8, 10 and 11 are relevant to this project.

11 References

AKS Ward and Structural Soils Limited, June 2008, *Interpretative Report on Ground Investigation at Ship Street Centre, Oxford* (Client report No. 721375)

English Heritage, 2006, *Understanding Historic Buildings: a Guide to Good Recording Practice*

Hibbert, C, (ed), 1988 *The Encyclopaedia of Oxford*

OA 1992 *OA Fieldwork Manual (1st Edition, ed. D Wilkinson)*

OA, 2000, Environmental procedures

Poore, D, and Wilkinson D R P, 2001, *Beaumont Palace and the Whitefrars: excavations at the Sackler Library, Beaumont St, Oxford* OA Occasional Paper 9

Dodd, A, (ed), 2003, *Oxford Before the University* A Dodd (ed) (OA Thames Valley Landscapes Monograph No. 17) 164 -172

Websites

http://www.headington.org.uk/oxon/broad/buildings/south/00_baker.htm

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.

CONTENTS

2	Machine excavated trenches
7	Watching briefs
8	Evaluation report
9	Area excavation
10	Building recording
11	General
12	Human Burials

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. 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*.

**Oxford Archaeology
Heritage Buildings Services
Risk Assessment**

Site Name:	Ship Street, Oxford	Prepared by:	Simon Underdown	Date:	28th January 2009
Invoice Code:		Approved by:	<i>Alan Ford</i>		<i>28/01/2009</i>

CDM status: Site does not fall under CDM Regulations at this time:

Job Summary: Please list basic details of the proposed work. The minimum should be Location, type of terrain, date of work, expected duration and number of personnel. Specific risks identified on the site should also be clearly listed in brief. If Lone working state here and fill in Lone Worker reporting in procedure at end of document.

The work involves photographic and drawn recording of a Victorian warehouse and a rectified photography and investigation of a scheduled City Wall Bastion, to be done at different times by single staff from the buildings department, the bastion work will also involve a geomatics staff for some of the time. The warehouse work allows four days on site, the bastion work allows eight days on-site. A site visit will take place on 30/1/09 following which one staff will proceed with warehouse recording, the bastion work will commence later when contractors are ready as some plaster has to be removed from walls etc., Lone worker should not apply as there will other OA field staff (covered by a separate risk assessment) and/or contractors on site nearby during the project duration

Basis for this Risk Assessment State if this is a first or follow up RA and whether it forms part of a RA procedure required by client/associated consultant.

This is an initial RA preceding a first site visit for the building recording on this site so as yet no additional csite specific risks have been identified and this will be updated following the visit. OA are also undertaking below ground evaluation at this site which is covered by a separate RA

Note: All Risk assessments are organic to their parent project and all associated staff are expected to monitor the presence and level of specific risks during their work and update this risk assessment as appropriate. Space is given at the end of this document to list specific risks identified once work has commenced.

First Aid

Always ensure a first aid kit is taken and that location of A&E local to the site is known. Enter details of local A&E Below.

John Radcliffe Hospital
Headley Way
Headington
Oxford OX3 9DU
Tel: 01865 741166

Below is a generic list of common risks and suitable controls. Please review carefully and indicate whether they apply to the project. If YES indicate so in column 4 and highlight row. Add any further controls that may be necessary. If NO then strike through columns 5 - 7.

If there are identified risks not detailed amongst the generic risks listed add them with appropriate controls in the site specific section at the end of this document.

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Unfamiliarity with Site	<p>Unforeseen Hazards</p> <p>Other Contractors on Site</p> <p>Others not knowing where you are and if you are safe</p>	M	Y	<p>All OA staff to receive H&S induction based on this Risk Assessment and all staff must acknowledge by signature on the attached pro forma that they have received an on-site Health & Safety induction.</p> <p>Take appropriate caution during initial investigation (either by your own assessment or consulting those who know site). Do not enter or approach any unsafe structures or areas. Find out who else may be on the site and liase as appropriate.</p> <p>When necessary, sign in on arrival and seek explanation of site extent, procedures and possible hazards.</p> <p>Familiarise yourself with the reporting in procedure and always conform to the procedure. On some sites client (i.e. contractors for Highways Agency) may require that they are also kept informed.</p> <p>Police should be informed of presence, estimated timing and routes and vehicle type and registration if the walkover is to be conducted in an isolated or sensitive area (Such as next to an air port, MOD land etc)</p> <p>On walkovers in isolated areas inform local police of your presence, approximate routes, timings, contact number and vehicle description and registration.</p>	<p>Project Manager</p> <p>Site Safety Manager</p> <p>Employee</p>	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Roads, Traffic and Plant	Traffic and plant - crush or strike hazard, especially through narrow gaps and archways.	M	N	Proceed with care and attention at all times. Allow plant and vehicles through gaps/archways before entering on foot. Ensure drivers can see you. Exercise extreme caution. 'Hi-vi' safety vests, hard hats and safety footwear to be worn.	Employee	L
Vehicle safety	Crash, loss of control, personal injury	M	N	<p>Ensure vehicle is properly maintained and equipped; tyre pressure, oil water etc are all correct. Familiarise yourself with all vehicles before driving.</p> <p>Adhere to speed limits. Do not become flustered and speed if running late.</p> <p>Ensure driver takes adequate breaks to avoid driver fatigue. Ideally at least 20 minutes work break before/after a journey. Breaks to be taken in any journey in excess of 1 1/2 hours.</p> <p>Do not use hand held phones whilst driving.</p> <p>Cancel journeys if possible in event of extreme inclement weather (Snow, fog, gale force winds, heavy rain)</p> <p>Park in areas where obstruction and danger to other road users/pedestrians will not occur. Preferably this should be in designated off road parking areas. Liase with client/landlord to arrange for suitable parking if necessary.</p>	Project Manager Logistics Manager Employee	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Demolitions	On-going demolition operations. Risk of personal Injury	M	Y	No access to areas where demolition is in progress	Project Manager Site Safety Manager Employee	L
Manual Handling	Risk of strain injury	L	N	Assess manual handling risks. Do not overburden yourself with equipment.	Employee	L
Damaged/Defective Equipment	Risk of personal injury/ property damage	L	Y	Daily inspection of equipment (results recorded on the Schedule of Trenches proforma). PPE: Hardhat, safety boots, gloves, eye protection. Only equipment owned or hired by OA is to be used unless specifically expressed.	Site safety Manager Logistics Manager Employee	L
Falling Objects	Personal Injury	M	Y	Wear protective headgear at all times. Be aware of condition of site and assess rooms or buildings before entering.	Employee	L
Unsound floor joists/elements	Structural collapse leading to personal injury	M	Y	Take appropriate caution during initial investigation (either by your own assessment or consulting those who know site). Do not enter or approach any unsafe structures or areas. Find out who else may be on the site and liase as appropriate.	Project Manager Employee	L
Holes in floor: trapdoors or collapsed structure	Personal injury	M	Y	Never walk/step backwards. Ensure good lighting assess rooms or structures before entering	Employee	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Working from scaffolding and/or at height	Risk of personal injury from falls, dropped objects etc.	M	Y	Ensure scaffolding safe and erected by and maintained by a competent person. Ensure ladders fixed. Be aware of any breaks/holes. Consult any contractors who are or have been using or erecting scaffolding. Use harnesses where necessary.	Project Manager Site safety Manager Employee	L
Old Machinery	Personal injury	M	N	Decayed iron and steel structures may not only be dangerous as they may fall; there is also a danger from iron splinters or trapping of hands. Do not attempt to operate or test the action of machinery in any way or handle fallen or standing metalwork.	Employee	L
Overgrown Areas, Fences and Barbed Wire	Trip hazards, low branches, personal injury	M	Y	Areas of undergrowth or tall grass will only be examined where there is a pressing reason to do so. Such investigation should be carried out carefully and methodically. Where hazards are visible the immediate area will not be entered by OA staff. Fences and barbed wire should only be crossed at designated crossings such as gates and stiles. Wear appropriate long legged and sleeved clothing and stout boots.	Project Manager Employee	L
Poor lighting and Visibility	Unseen Hazards, personal injury	M	N	Walkovers should not be undertaken in very poor visibility. Care should be undertaken to ensure completion prior to onset of dusk. Staff should carry a source of illumination such as a flashlight and/or glowstick. (Take spare batteries) Do not work in fog or other low light conditions.	Project Manager Employee	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Dumping and Tipping	Dumped and Fly tipped material causing personal injury/biotic hazard	M	N	Avoid areas of tipping	Employee	L
Animals on Site (wild or domestic)	Personal injury	M	N	<p>If possible ensure any domestic or farm animals are removed prior to you accessing the site.</p> <p>If farm animals are present treat with caution and do not approach.</p> <p>Do not startle, approach or corner any wild animal or livestock.</p>	<p>Project Manager</p> <p>Employee</p>	L
Unauthorised individuals and trespassers	Physical or verbal confrontation	M	N	<p>Sites may attract trespassers or vagrants. OA staff must remain pleasant when confronted by members of the public.</p> <p>If physical/verbal conflict is unavoidable, immediately leave site and report the incident to the Site Supervisor/Project Manager and the relevant authorities.</p>	<p>Project Manager</p> <p>Employee</p>	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Inclement Weather	Frost Bite, Hypothermia heat stroke sunburn and disorientation	H	Y	<p>Extremes of hot and cold are dangerous, as is excessively wet weather</p> <p>Wear appropriate clothing, drink appropriate levels of fluid. Eat appropriate amounts of food (particularly in cold weather).</p> <ul style="list-style-type: none"> • Clothing should be high visibility or some visible element carried at all times. • Avoid exposure to hot sun (wear long sleeves and trousers). Carry sun block. • Wear multiple thin layers in cold weather. Ensure that at least one is waterproof and also that a “wicked” layer is preferably worn next to the skin. Carry an emergency blanket. <p>Do not work in weather conditions, which may be hazardous. Monitor yourself for signs of hypothermia or heat stroke and act immediately to minimise risk. Do not work motionless for any prolonged period in cold weather.</p> <p>A compass, flashlight and suitable map should be carried if conducting a walkover in isolated areas.</p> <p>Carry appropriate liquids (i.e. hot in cold and cold in hot) ideally on person.</p>	Project Manager Employee	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Chemical, Zoonotic and Biological hazard	Exposure to serious and possibly life threatening bio/chemical hazard	H	N	<p>Some sites may have formerly been contaminated ground. This should have been identified in the planning stage and accounted for.</p> <p>If contamination is recognised, report to the project manager with an assessment of the scale and do not access affected area until mitigation can be arranged.</p> <p>Good hygiene regime. Wash hands and face before eating and at end of day.</p>	<p>Project Manager</p> <p>Site safety Manager</p> <p>Employee</p>	L
Noise	Noise from plant etc causing hearing damage	M	Y	<p>Ear defenders to be worn when working near noisy plant. Limit the amount of time spent when working in close proximity to noisy plant/machinery</p>	<p>Project Manager</p> <p>Employee</p>	L
Dust	exposure to various diseases and respiratory illness	M	N	<p>Always wear suitable facemask and protective clothing in dusty environments. Ensure dust contains no hazardous materials (asbestos, chemicals etc). Do not enter excessively or suspiciously dusty areas.</p>	<p>Project Manager</p> <p>Employee</p>	L
Asbestos	Serious Respiratory disease/death	H	N	<p>If this is noted by OA staff the area must be immediately evacuated and the relevant contractor informed to arrange of correct disposal.</p>	<p>Project Manager</p> <p>Site Safety Manager</p> <p>Employee</p>	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
Parasites/Hay Fever	Risk of disease. minor injury, blood poisoning and respiratory illness	L	Y	<p>Areas may be infested with insects or other parasites. These are particularly found in wet ground used by livestock (Horse leeches) and during summer and autumn months. Wasps are most aggressive late summer/early autumn.</p> <p>Avoid walkovers on high pollen risk days on grassland.</p> <p>Wear appropriate clothing, proceed with caution and carry antihistamine creams. Project manager should be made aware if you suffer adverse reactions/asthma.</p>	Project Manager Employee	L
Drug Paraphernalia and sharps	Risk of life threatening disease	H	N	<p>Avoid contact and inform the responsible local authority as well as landowner/agent so safe removal can be arranged.</p> <p>Suitable clothing and stout footgear should be worn at all times on sites where the danger has been recognised.</p>	Project Manager Employee	L
Tetanus	Risk of life threatening disease	H	Y	All staff to have up to date inoculation. Seek medical attention and booster if cut.	Project Manager Employee	L
Pigeon and other vermin infestation	Animal borne diseases, fleas and ticks	M	Y	Avoid contact with areas, which may have been frequented by animals (birds, rats etc). Avoid areas contaminated by faeces or areas of settled standing water. Wash hands thoroughly as often as possible particularly before eating or drinking	Project Manager Employee	L

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)
First aid and general risks	Various diseases from contaminated objects	M	Y	<p>Always wash hands at end of day or before handling foods. Carry antibacterial gel/antiseptic wipes. Always check location of nearest Accident and Emergency Unit before walkover</p> <p>Carry a first aid kit at all times. (A military grade absorbent dressing is also recommended). Do not leave the First Aid Kit in your vehicle whilst conducting a walkover but carry it with you.</p>	<p>Project Manager</p> <p>Employee</p>	L
Ordnance	Unexploded munitions, injury/death	H	N	<p>Unused rounds may have been dropped; particularly on former military sites itself. Extreme care should be taken on recognised sites and any cases or metallic objects must be avoided.</p> <p>Leave area and report suspicious objects to police and landowner on other sites.</p> <p>Stout footwear and especially steel protected boots offers some protection and should be worn on any sites where the danger has been recognised</p>	<p>Project Manager</p> <p>Site Safety Manager</p> <p>Employee</p>	L
Confined Spaces	Serious personal injury	H	N	<p>OA staff should enter confined spaces only if absolutely necessary and only if properly trained. No archaeological works will commence in any enclosed space until each area made safe, and certified safe by qualified engineer.</p>	<p>Project Manager/site safety manager</p>	

Identified Non Generic Risks Specific to the Site

If any of the following additional hazards are predicted, further assessment may be required and you MUST seek advice from the Project manager and/or one of OA's Health and Safety Team (Alan Ford, Dan Poore, David Wilkinson)

- Large and/or deep bodies of water
- Hazardous material (landfill, former chemical/industrial sites)
- Machinery and plant on site
- Farmers with shotguns, organised shoots, MOD firing ranges etc
- Unstable structures/collapse, Mines etc
- Work on foreshores/inter tidal zone (tides, soft sand etc)
- Roadside or railway trackside Walking (Highways Agency, Rail track land)
- Unsteady terrain (cliffs, embankment, marsh, bog, scree etc)
- Personal health (Pregnancy, heart complaints, asthma, epilepsy, diabetes etc)
- Off Road Driving Requirement

Non generic Risks Specific to Site

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)

Lone Working Risk Assessment Attachment

The necessity for working in isolation should be carefully considered during the project set up. If it is not avoidable then the following reporting in procedure MUST be adhered to. All staff MUST carry mobile phones at all times if working alone. Failure to report in will eventually result in a call being made to the police to report a missing person. *Non compliance with this procedure could result in wasting Police time and may be treated as a disciplinary offence.*

Actions for Project Manager if Staff have failed to make contact by 17.30

- 1) Phone Mobile(s) of respective staff. If no Response try again at 18.00. No Response -> 2
- 2) Phone Place of Residence or B and B etc (if staying away). No Response ->3
- 3) Contact any relevant landowner (If known) and pass on details of staff, vehicle etc. No Response ->4
- 4) Contact Police and A&E local to walkover and make missing persons report stating details and description of staff, location and route of walkover, vehicle and registration and probable route to/from residence/B and B. Also state any known medical problems that missing staff suffer from.

Lone Worker Details

Name and Phone number of Lone Worker:	
OA Nominated Contact:	
Address and Phone number of address to which Lone Worker will be returning (ie: B&B or Home address if not returning to OA office):	
Contact Details for Landowner or Land Agent:	
Estimated time to get to site from Office, B&B or Home address:	
Vehicle Type and Registration	

Risks Identified During Course of Work

List below and assess any risks not already listed above that are encountered during course of work

1) Hazard	2) Risk	3) Risk Rating (High, Medium, Low)	4) Site Specific (Yes/No)	5) Controls	6) Action By	7) Residual Risk Rating (High, Medium, Low)

Risk Assessment Signature Sheet

All staff involved with the project MUST be entered below and sign to confirm that they have read and understood the Risk Assessment:

Position	Name	Signature
Project Manager:	Jon Gill	<i>Jon Gill</i>
Nominated Contact:		
Staff 1	Simon Underdown	<i>S Underdown</i>
Staff 2	Deirdre Forde	
Staff 3		



Coxford Ship Street Bastion, Phase 2

02055C09

Base 1 face 2

A-Report

SCAN PDF

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Site information

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Classification of material

Tick if present

Index to archive	
Introduction	
A:Final Report	<input checked="" type="checkbox"/>
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	
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B: Site Data – Text: Catalogue of Drawings	
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C: Finds Data – Text: Box/Bag List	
D: Catalogue of Photos/Slides/Videos/X--rays	
E: Environmental/Ecofact Data: Primary Records	
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Printable version

OASIS ID: oxfordar1-113514

Project details

Project name	Oxford Ship Street Bastion, phase 2
Short description of the project	Building investigation and recording of the interior of Oxford City wall Bastion no. 4 and the late Victorian warehouse at Ship Street Oxford were undertaken due to redevelopment of the buildings as a conference venue and student accommodation by Jesus College. The work ran concurrently with below ground archaeological investigations within the warehouse which have been reported separately. The investigation revealed that the internal walls of the bastion were rebuilt in about the 16th century and no medieval fabric remained on the interior. More of the south east wall of the bastion had existed before the construction of the warehouse in 1882 but this had been reduced and rebuilt as part of the warehouse construction. The warehouse retained much original fabric but the windows and original stairs had been removed and the internal floors were removed as part of the development and the eastern part of the north wall was demolished as part of the development to extend the building with new build in that area. The work was carried out alongside archaeological test pits which showed part of the bastion wall that extended further south on the east side and showed deep shuttered footings at the east end of the warehouse where there are significantly deeper archaeological deposits which may be fills of a large north-south feature possibly an extramural defensive ditch.
Project dates	Start: 30-01-2009 End: 02-07-2009
Previous/future work	Yes / Yes
Any associated project reference codes	OXSSC 09 - Sitecode
Any associated project reference codes	OXCMS:2008.145 - Museum accession ID
Type of project	Building Recording
Site status	Listed Building
Site status	Scheduled Monument (SM)
Current Land use	Other 2 - In use as a building
Monument type	BASTION Medieval
Significant Finds	N/A None

Methods & techniques 'Photographic Survey','Annotated Sketch','Rectified photography'
Prompt Listed Building Consent

Project location
Country England
Site location OXFORDSHIRE OXFORD OXFORD Ship Street Bastion, phase 2
Study area 84.00 Square metres
Site coordinates SP 5132 0639 51.7533936249 -1.2564479357 51 45 12 N 001 15 23 W Point

Project creators
Name of Organisation Oxford Archaeology
Project brief originator David Radford.Oxford City Council
Project design originator Oxford Archaeology
Project director/manager B Ford
Project supervisor S.Underdown

Project archives
Physical Archive Exists? No
Digital Archive recipient Oxford Archaeology
Digital Archive ID OXSSC09/ OXSCCBS
Digital Contents 'Stratigraphic'
Digital Media available 'Images raster / digital photography','Text'
Paper Archive recipient Oxfordshire County Museum Service
Paper Archive ID OXCMS:2008.145
Paper Contents 'Stratigraphic'
Paper Media available 'Photograph','Plan','Report','Section','Unpublished Text'

Project bibliography 1
Publication type Grey literature (unpublished document/manuscript)
Title City Wall Bastion No. 4 and Baker's Warehouse, Ship Street, Oxford:Historic Building Investigation and Recording
Author(s)/Editor(s) Underdown, S.
Date 2010
Issuer or publisher Oxford Archaeology

Place of issue or publication Oxford
Description A4 bound client report

Entered by Susan Rawlings (susan.rawlings@oxfordarch.co.uk)
Entered on 11 November 2011

OASIS:

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Oxford, Ship Street Boston Phase 2
00000000

Box 1 file 3

B. Catalogue of Drawings

SCAN PDF

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Line 3:

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Index to archive	
Introduction	
A:Final Report	
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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	
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C: Finds Data – Text: Synthesised Finds Data	
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E: Environmental/Ecofact Data: Synthesised Records	
E: Environmental/Ecofact Data: Specialist Reports	
F: Documentary	
F: Press and Publicity	
G: Correspondence	
H: Miscellaneous	

Oxford Ship Street Bastion Phase 2
02055209

Box 1 File 4

B. Primary Drawings

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Site code[OXSSC 09]

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Line 3:

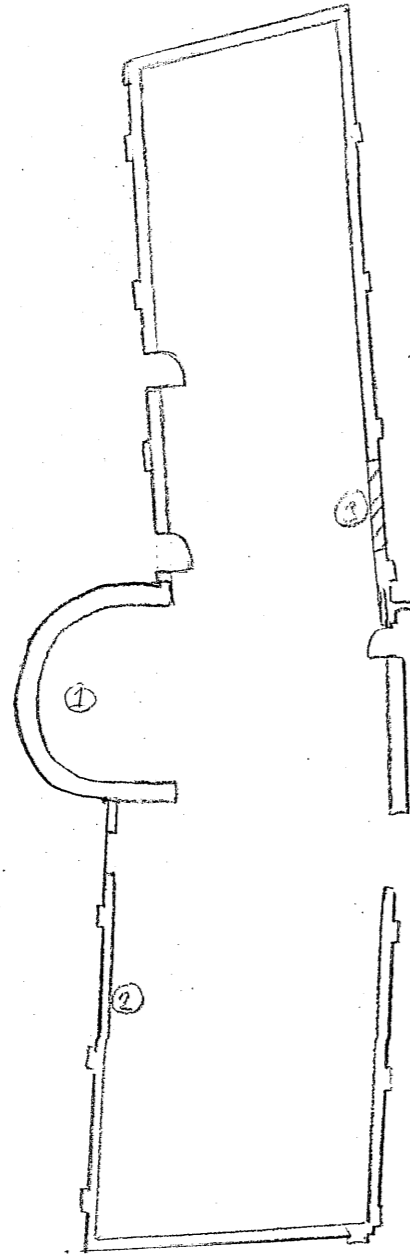
Classification of material

Tick if present

Classification of material	Tick if present
Index to archive	
Introduction	
A:Final Report	
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H: Miscellaneous	

OX SSC '09
 SHIP ST, OXFORD
 BAKER'S WAREHOUSE
 GROUND AND FIRST FLOOR LEVELS
 SCALE 1:100
 DF

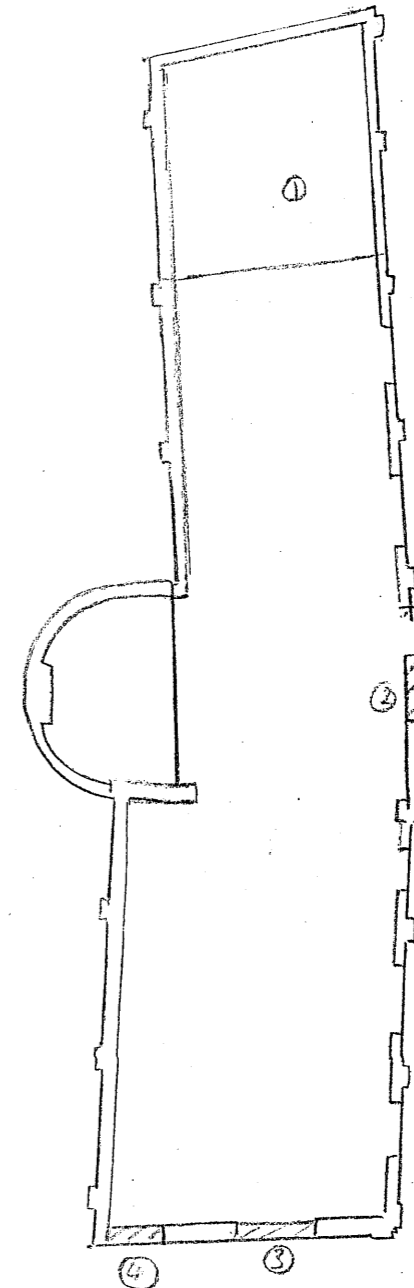
GROUND FLOOR



Plan n°1

- ① BASTION
- ② MUCH OF THE WALLS ON WEST, NORTH AND EAST SIDES COVERED WITH PANNELLING.
- ③ BLOCKED ENTRANCE

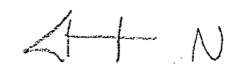
FIRST FLOOR



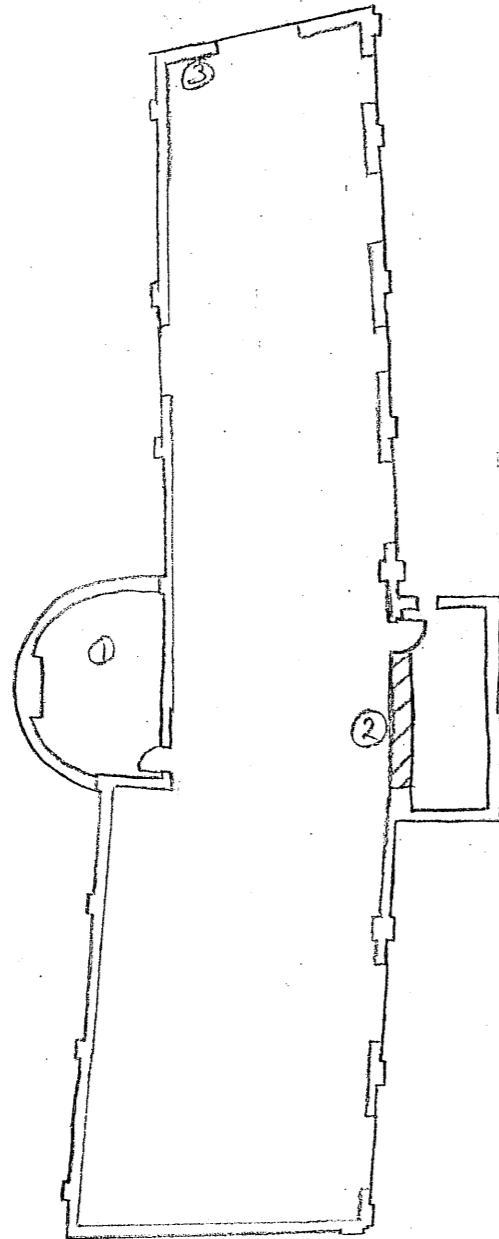
Plan n°2

- ① FLOOR BETWEEN GROUND FLOOR LEVEL AND FIRST FLOOR MISSING - HERE
- ② BLOCKED ENTRANCE INCORPORATES DOOR
- ③ BLOCKED MULLIONED WINDOW
- ④ BLOCKED ENTRANCE

OX 55 C '09
 SHIP ST, OXFORD
 BAKER'S WAREHOUSE
 SECOND AND ATTIC FLOOR LEVELS
 SCALE 1:100
 D.F.



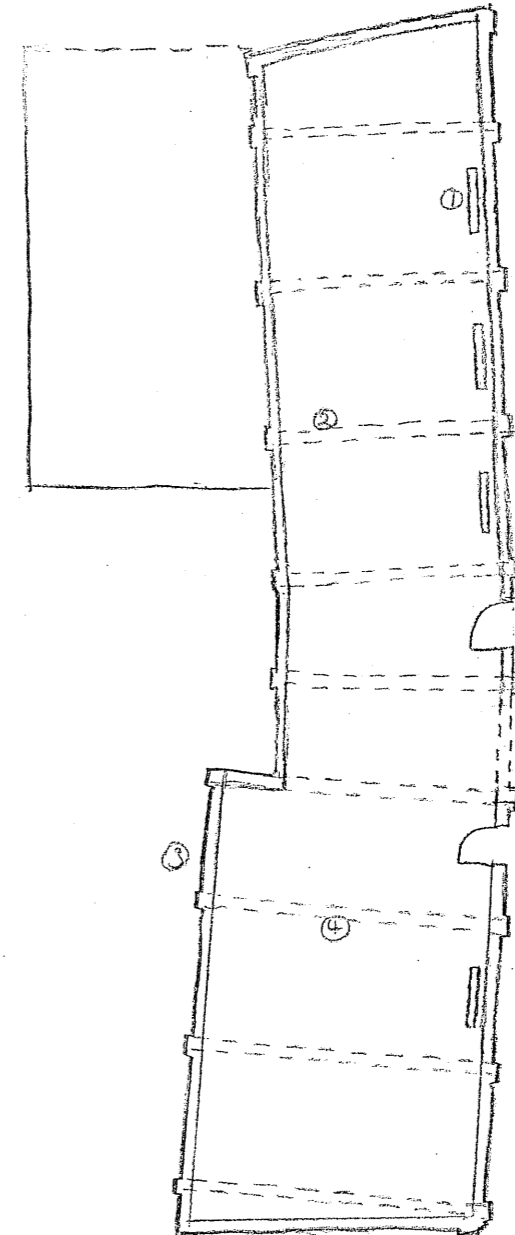
2ND FLOOR



Plan No 3

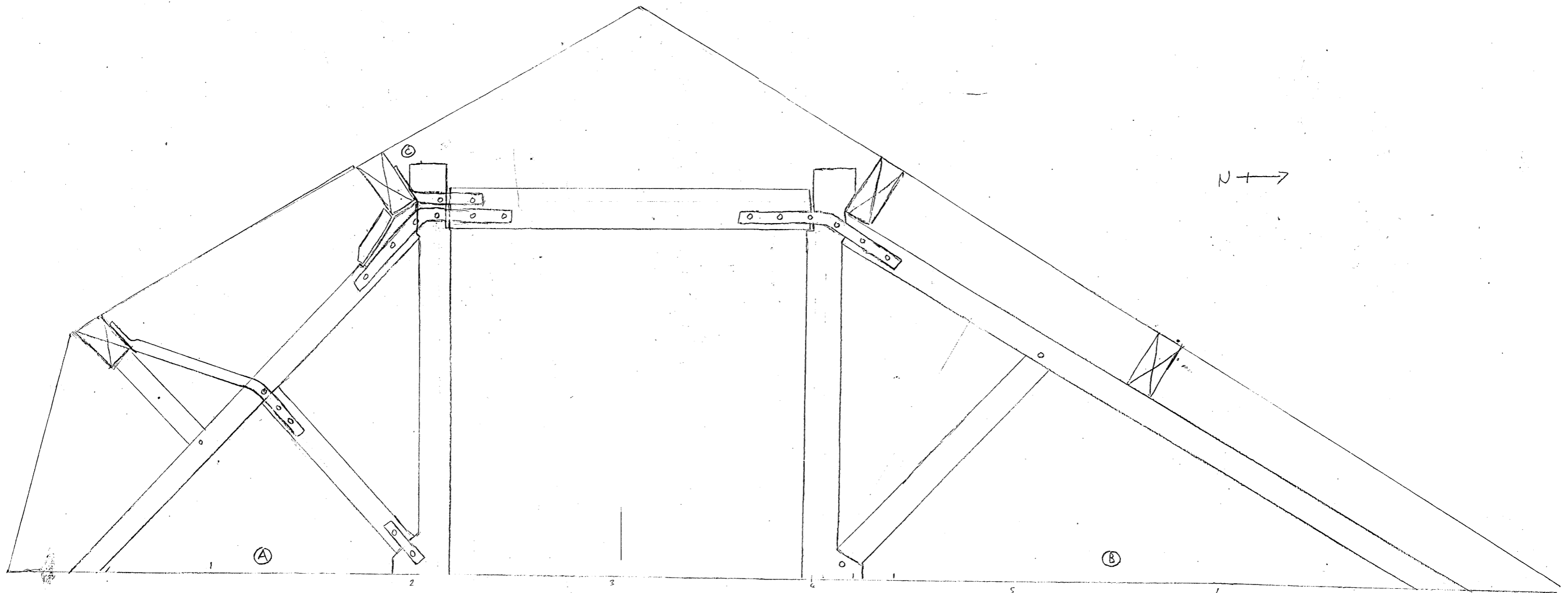
- ① ROOF OF BASTION ACCESS THROUGH DOORWAY IN SECOND FLOOR. CHANGE IN ROOF FROM GAMBREL TO SHALLOW PITCH CAN BE SEEN HERE
- ② LARGE WAREHOUSE ENTRANCE BLOCKED WITH RED BRICK AND CEMENT PATCHES OF PINKISH SANDY MORTAR SMEARED OVER
- ③ RELIEVING (?) ARCH FEATURE JUST ABOVE FLOOR LEVEL

ATTIC FLOOR



Plan No 4

- ① WINDOWS SIT IN UPPER LEVEL OF GAMBREL ROOF
- ② QUEEN POST TRUSSES WITH IRON STRAP SUPPORTS
- ③ ROOF IN EASTERN BAY AT NORTH SIDE HAS A STRAIGHT, SHALLOW PITCH
- ④ PRINCIPAL RAFTERS OF TRUSSES IN EASTERN BAY ARE LONGER AT NORTH SIDE TO MATCH THE PITCH OF THE ROOF
- COMMON RAFTERS ARE BOARDED OVER BUT CAN BE SEEN ON THE NORTH SIDE IN THE EAST BAY WHERE BOARDING HAS COME AWAY
- SOFTWOOD BOARDED FLOOR
- PURLINS ARE SCARFED IN BETWEEN TRUSSES



Ⓐ CONSTRUCTION OF TRUSS CONSIST THROUGH SOUTH SIDE OF ATTIC - ALTHOUGH ANGLES AND PROXIMITY OF TRUSSES VARY SLIGHTLY AS THE BUILDING CURVES. BRACES ARE TENONED INTO MORTICES IN THE PURLIN AND PRINCIPAL RAFTER. JOINTS ARE REINFORCED WITH IRON STRAPS BOLTED ON

Ⓑ CONSTRUCTION OF TRUSS IN WEST BAY ON NORTH SIDE OF ROOF WHERE PITCH IS STRAIGHT BRACE IS TENONED INTO MORTICES IN THE PRINCIPAL RAFTER AND THE FOOT OF THE QUEEN POST

AND EAST BAY OF NORTH SIDE WHERE ROOF IS GAMBRREL

OXSSC '09
SHIP ST, OXFORD
WAREHOUSE
EAST FACING TRUSS
ATTIC LEVEL
SCALE 1:20

3rd TRUSS FROM WEST.
DEIRDRE PONDC 2009.
Elevation 1

Oxford Ship Street Boston Phase 2
O255CO9

Box 1 File 5

D. Catalogue of Photographs

SCAN PDF

FILMING INSTRUCTIONS

Submitter OASouth

No. of CD copies: 2

Headings

Site information

Line 1: [OASouth] County:[Oxfordshire] Parish:[Oxford] Site:[Ship Street Bastion, Phase 2]

Site code[OXSSC 09]

Line 2: Excavators name[Ford, B. & Underdown, S.]

Line 3:

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	



Oxford Archaeology

PHOTOGRAPHIC RECORD SHEET

Site Code: OXSSCO9

BAKERS WAREHOUSE SHIP ST
Site Name: JESUS COLLEGE OXFORD

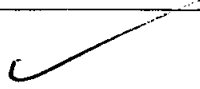
Film No: 10

Camera Number

Lens Number

Black and
White/Colour

Date	Negative Number	View	Context(s)	Initials
30/01/09	0			
	1	E	Attic floor Warehouse - East side General	DF
	2	"	"	
	3	"	North side of truss	
	4	"	South side of truss	
	5	W	Attic floor Warehouse - East side General	
	6	W	"	
	7	W	South side truss detail	
	8	W	"	
	9	SW	"	
	10	W	Rafters on North side	
	11	N	Scarf joint in North Parlin	
	12	E	Truss detail - North side	
	13	E	"	
	14	SW	"	
	15	SW	"	
	16	SW E	Dormer Window South side	
	17	S	"	
	18	-W	General - Central Partition	
	19	E	"	
	20	E	"	
	21	E	"	
	22	E	"	
	23	E	General	
	24	E	General North side of Truss	
	25	E	South side of Truss	
	26	W	Rafters	
	27	E	Gen	
	28	E	Truss South side	
	29	E	Truss North side	
	30	E	Truss	
	31	E	Truss detail	
	32	W	"	
	33	N	"	
	34	W	Gen	
	35	W	Truss detail	
	36	W	"	
	37			





Oxford Archaeology

PHOTOGRAPHIC RECORD SHEET

Site Code: OX55C09

Site Name: ~~JESUS COLLEGE~~ BAKER'S WAREHOUSE SHIP ST OXFORD

Film No: 11

Camera Number

Lens Number

Black and White/Colour

Date	Negative Number	View	Context(s)	Initials
	0			DF
30/01/09	1	SW	Scarf in South Parlin	
	2	SW	"	
	3	W	Gen	
	4	W	Gen	
	5	NE	Truss on North side	
	6	W	Gen - West side of attic	
	7	W	Gen	
	8	E	Gen	
	9	E	View of Warehouse from west	
	10	E	West gable end	
	11	E	Roof	
	12	E	Gen	
	13	E	Gen	
	14	E	2nd Floor Gen	
	15	E	" East wall	
	16	E	" Arch feature	
	17	E	"	
	18	SE	Window depth	
	19	SE	" + SE corner	
	20	S	South wall East side	
	21	S	South wall	
	22	S	"	
	23	S	"	
	24	S	"	
	25	S	"	
	26	NE	North wall East side	
	27	NW	North wall West side	
	28	S	South wall - Door + blocked Entrance	
	29	W	Gen North wall	
	30	W	Gen West bay of East wall	
	31	NE	NE corner of west bay - East wall	
	32	E	Roof	
	33	W	Gen West wall	
	34	NW	North wall - east side	
	35	N	North wall - Bastion	
	36			
	37			

ATTIC

EXTERIOR

2ND FLOOR

1st Floor





Oxford Archaeology

PHOTOGRAPHIC RECORD SHEET

Site Code: *OX SSC 09*

Site Name: *BAKER'S WAREHOUSE SHIPS ST*

Film No: *12*

Camera Number

Lens Number

Black and White/Colour

Date	Negative Number	View	Context(s)	Initials
<i>20/01/09</i>	<i>0</i>		<i>1st floor</i>	<i>DF</i>
	<i>1</i>	<i>NE</i>	<i>North wall</i>	
	<i>2</i>	<i>E</i>	<i>East wall</i>	
	<i>3</i>	<i>S</i>	<i>South wall</i>	
	<i>4</i>	<i>SW</i>	<i>"</i>	
	<i>5</i>	<i>S</i>	<i>Blocked entrance south wall</i>	
	<i>6</i>	<i>S</i>	<i>"</i>	
	<i>7</i>	<i>W</i>	<i>West wall - window</i>	
	<i>8</i>	<i>W</i>	<i>" Blocked entrance</i>	
	<i>9</i>	<i>N</i>	<i>North wall Tie beam</i>	
	<i>10</i>	<i>NE</i>	<i>NE corner</i>	
	<i>11</i>	<i>W</i>	<i>West wall Ground floor</i>	
	<i>12</i>	<i>N</i>	<i>North wall - Bastion</i>	
	<i>13</i>	<i>E</i>	<i>East wall</i>	
	<i>14</i>	<i>SE</i>	<i>South wall</i>	
	<i>15</i>	<i>SW</i>	<i>"</i>	
	<i>16</i>	<i>NE</i>	<i>East side of South Exterior</i>	
	<i>17</i>	<i>SW</i>	<i>West side of " "</i>	
	<i>18</i>	<i>N</i>	<i>Window detail</i>	
	<i>19</i>	<i>N</i>	<i>Facade detail</i>	
	<i>20</i>	<i>SW</i>	<i>Change in roof on North Elevation</i>	
	<i>21</i>	<i>SW</i>	<i>Roof detail on North elevation</i>	
	<i>22</i>			
	<i>22</i>	<i>SW</i>	<i>North Elevation from Bastion roof</i>	
	<i>23</i>	<i>SW</i>	<i>"</i>	
	<i>24</i>	<i>SW</i>	<i>"</i>	
	<i>25</i>	<i>N</i>	<i>Window detail</i>	
	<i>26</i>	<i>NW</i>	<i>Capital of exterior pilasters</i>	
	<i>27</i>	<i>N</i>	<i>Rubbed and gauged brick</i>	
	<i>28</i>	<i>NE</i>	<i>String course detail</i>	
	<i>29</i>	<i>NW</i>	<i>String course detail</i>	
	<i>30</i>			
	<i>31</i>			
	<i>32</i>			
	<i>33</i>			
	<i>34</i>			
	<i>35</i>			

GROUND FLOOR

SOUTH EXTERIOR