



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for Archaeological Evaluation; Stage 1

Land Rear of Radcliffe Arms
Walsworth Road
Hitchin
Hertfordshire



Site Data

<i>KDK project code:</i>	731/HWR		
<i>OASIS ref:</i>	kdkarcha1-510625	<i>Event/Accession no:</i>	TBC
<i>County:</i>	Hertfordshire		
<i>Village/Town:</i>	Hitchin		
<i>Civil Parish:</i>	Unparished		
<i>NGR (to 8 figs):</i>	229508 519006		
<i>Present use:</i>	Pub garden		
<i>Planning proposal:</i>	Erection of two semi-detached 4-bed dwellings following demolition of outbuildings. Widening of existing vehicular crossover		
<i>Local Planning Authority:</i>	North Hertfordshire District Council		
<i>Planning application ref/date:</i>	21/03184/FP		
<i>Client:</i>	Davinder Shergill SureBuild Homes 71 Knowl Piece Wilbury Way Hitchin		

Quality Check

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1 Introduction

- 1.1 This Written Scheme of Investigation has been prepared on behalf of Davinder Shergill as a specification for Archaeological Evaluation at Land Rear of Radcliffe Arms, Walsworth Road, Hitchin, Hertfordshire. The work, which is part of a requirement of the National Planning Policy Framework (NPPF) and Condition 9 of the Planning Consent, has been defined by Hertfordshire Historic Environment Team (HHET), on behalf of the Local Planning Authority (LPA), North Hertfordshire District Council. The relevant planning application reference is 21/03184/FP.

This evaluation forms the first stage of an archaeological assessment of the site, and further stages may be required should significant remains be encountered.

- 1.2 This Written Scheme of Investigation incorporates the requirements set out by Historic England in *Management of Research Projects in the Historic Environment* (2015) and covers:

- The scope of the project
- The objectives and methodologies
- The archaeological & historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, e.g., insurance, copyright etc.
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The development site is situated in the unparished town of Hitchin, which is within the administrative district of North Hertfordshire District Council, at National Grid Reference (NGR) TL 1900 2951 (Fig. 1).

Description

The development site is situated to the rear (northwest) of The Radcliffe Arms Public House, and is bounded to the west by Verulam Road, and to the north and east by commercial and residential properties (Fig. 2).

Geology and Topography

The bedrock geology is chalk of the Zig Zag Chalk Formation, formed between 100.5 and 93.9 million years ago during the Cretaceous period; the overlying superficial deposits are sand and gravel Glaciofluvial Deposits, formed between 860 and 116 thousand years ago during the Quaternary period (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>). The development site is situated at an approximate elevation of 61m AOD.

Proposed Development

The proposal calls for the erection of two semi-detached 4-bedroom dwellings following the demolition of extant outbuildings, along with the widening of existing vehicular crossover (as amended 15.07.2022) (Fig. 3).

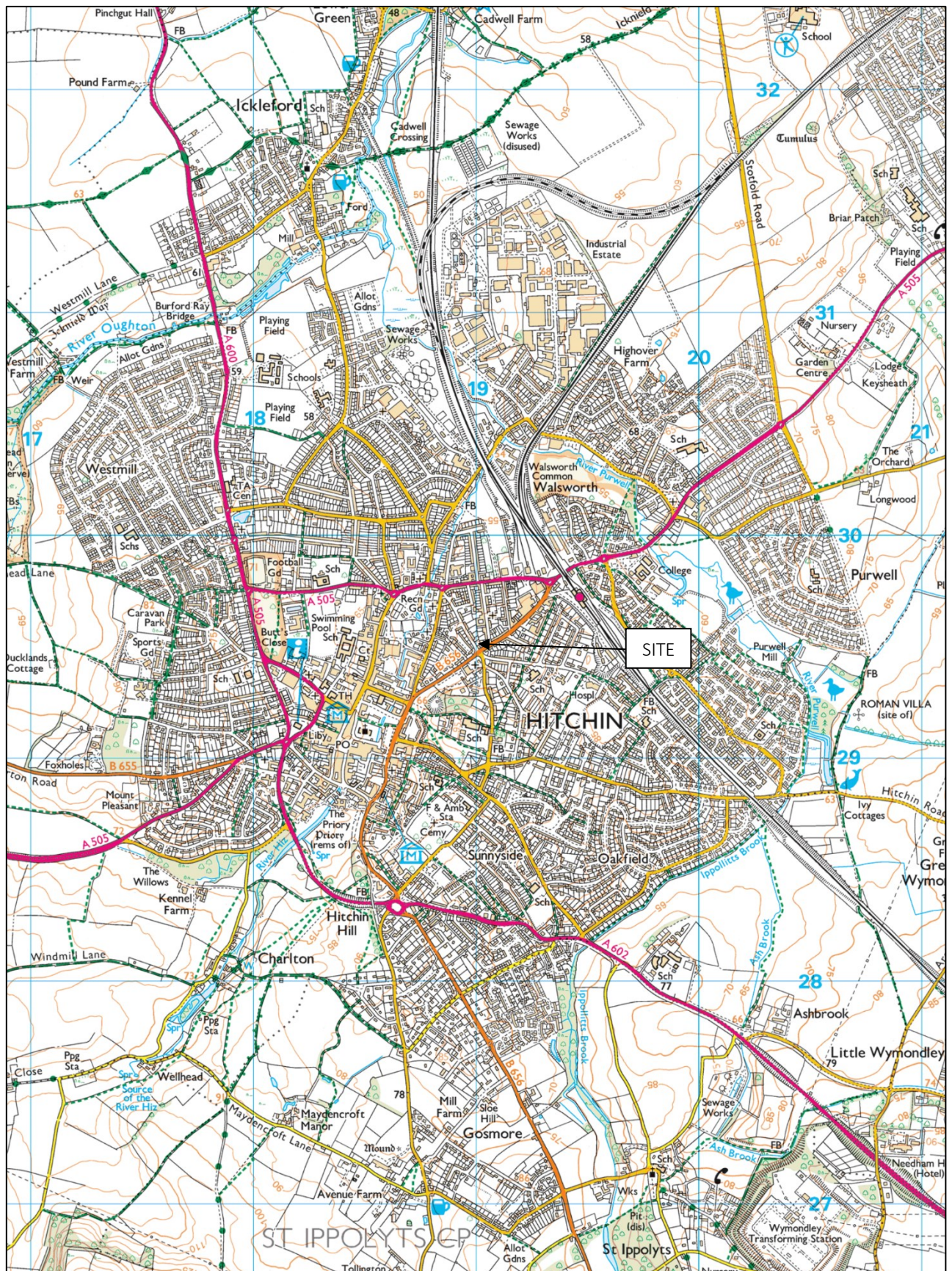


Figure 1: General location (scale 1:25,000)



Figure 2: Site location (scale 1:1250)

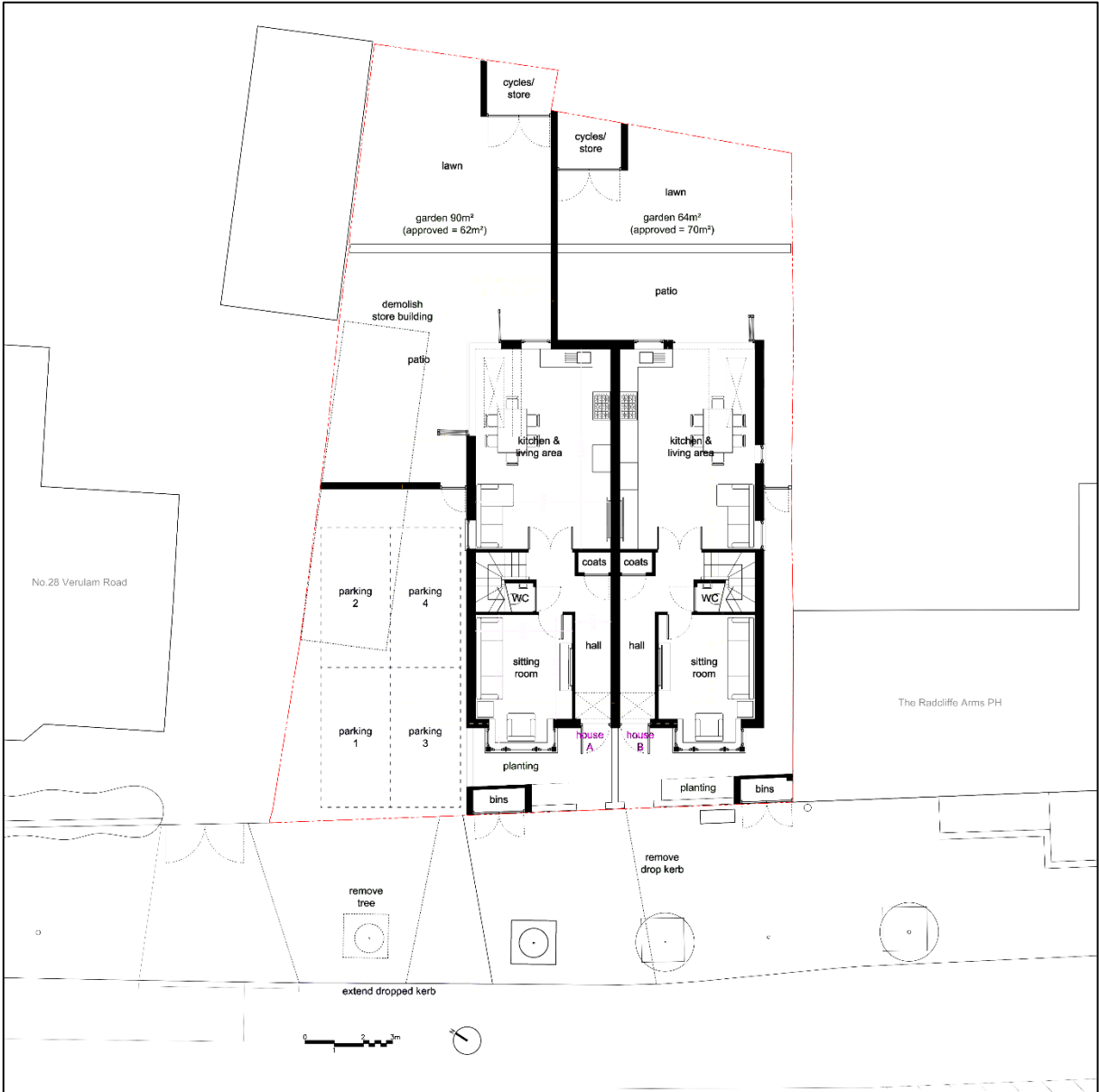


Figure 3: Proposed development (scale as shown)



2 Aims and Methods

2.1 Aims

The aims of the project are:

- To establish the date, nature and extent of activity or occupation within the development area
- To establish the relationship of any remains found to the surrounding contemporary landscape
- To recover palaeo-environmental remains to determine local environmental conditions.

2.2 Standards

The work will conform to the following requirements:

- The relevant sections of the Chartered Institute for Archaeologists' *Standard & Guidance for Archaeological Field Evaluation* (CIfA 2020a)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2021)
- Current Historic England guidelines (EH 2008, HE 2015)
- The Association of Local Government Archaeological Officers East of England Region *Standards for Field Archaeology in the East of England* (ALGAO 2003)
- Data Protection Act 2018

2.3 Methods

The methods used will be as follows:

- Summarise those set out in the Brief Stage One: An archaeological field evaluation of the site consisting of a minimum of 18m² trial trenching: equivalent to a single trench of 10m x 1.8m, plus an appropriate contingency (Fig. 4).
- Stage Two: An appraisal of the results of the evaluation and their significance with regard to the proposed development. This in turn may lead to the definition of a programme of investigation and recording of archaeological remains which will be destroyed by the development. BA may prepare a Brief for the next phase of investigation that will also cover a programme of post-excavation, analysis and publication
- Stage Three: The implementation of an agreed programme of archaeological investigation and recording based on the Brief

If heritage assets of archaeological interest are identified by the evaluation the implementation of a programme of archaeological investigation shall be secured in accordance with a WSI which will have been submitted and approved by the LPA.

Excavation

The trenches will be machine excavated under close archaeological supervision to the archaeological horizon or the natural geology, whichever is reached sooner. Due regard will be given to current Health and safety guidelines on the maximum depth of excavation. The machine, which will be of a suitable size, will be fitted with a toothless ditching bucket unless a toothed bucket or breaker is required to remove more solid material. The spoil will be scanned for artefacts.

The trenches will be hand cleaned to produce a base plan, which will be available for the first monitoring visit.



Archaeological features and deposits will be excavated by hand. All discrete features will be half sectioned, where safe to do so. At least 50% of each feature should be investigated. At least 10% of each linear feature will be sampled with slots at least 1m wide. Deeply stratified deposits will be investigated according to site conditions, location of deposits etc. and according to a site specific strategy agreed with HHET.

Bulk sampling in order to retrieve organic and environmental material will be undertaken as appropriate and following Historic England guidance (Campbell *et al.* 2011).

The trenches will not be backfilled before they have been inspected by HHET or agreement has otherwise been reached.

Surveying

A temporary benchmark will be established at the start of the project which will subsequently be tied in to the Ordnance Survey national grid. All plans and section drawings will be annotated with relative heights and all plans will be related to the OS National Grid. Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

Planning

Site plans will normally be drawn to a scale of 1:100 or 1:50. Where greater detail is required specific areas or features may be drawn to 1:20 or 1:10. Burials will be drawn at 1:10. Sections will generally be drawn at 1:10, unless the size of the section is more appropriately illustrated at 1:20. Plastic film will be used for manual site drawings.

Recording

Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.

Photography

The primary photographic record will be compiled using a high specification digital SLR camera (minimum 20 mmp) in both RAW and JPeg format. Metric scales and a north arrow will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

Finds

All stratified finds will be collected by context and, if of particular significance, individually recorded in 3 dimensions on KDK's Object Record Sheet. Un-stratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. Finds will be processed in accordance with approved industry practices (e.g. ClfA 2020b)

Finds processing, which can take place during or after fieldwork, involves cleaning, marking, packaging, quantification and initial classification. In most cases the conservation of artefacts will take place after processing, but primary conservation of delicate artefacts may be required on site. Radiography may be required to identify some objects. *First Aid for Finds* by Watkinson and Neal (1998) is considered the standard reference for finds recovery, processing and packaging. Provision has been made for finds analysis and conservation in the project estimates.

Environmental



Environmental sampling strategies will be applied as appropriate and according to Historic England guidance (Campbell *et al.* 2011). See Appendix 1 for further details.

If appropriate, environmental samples will be taken from features to enable their date, nature, and condition to be described and analysed. Samples will be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammer-scale and spherical droplets).

Samples will be taken for scientific dating (such as radiocarbon dating) where, for example, dating by artefacts is insecure or absent and where dating is necessary for the specification for subsequent mitigation strategies (see section on scientific dating below for more information).

Geoarchaeological assessment of buried soils and sediment sequences may also be undertaken if appropriate. This will be done by field inspection by a specialist geo-archaeologist who, following discussion with the Planning Archaeologist, may take samples for laboratory assessment where appropriate.

Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork if possible, in order to allow a variation of sampling strategies if necessary.

Sampling strategies for wooden structures will follow the methodologies presented in English Heritage's *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (EH 2010).

All samples will be recorded on KDK's Sample Record Sheet, and a register of samples will be maintained. Provision has been made for sampling, analysis and reporting in the project estimates.

Collection and Selection Strategy

A collection and selection strategy, relating to all aspects of the projects created data and found material, will be agreed between the KDK, HHET and the Depositing Museum. This strategy is outlined in Appendix 2.

Scientific Dating

A number of scientific dating techniques are available for scientific dating. Radio-carbon or C14 dating is commonly used to date organic remains including human remains where no other means of dating is available. Archaeomagnetic or thermoluminescence dating may be applied to pottery or ceramic building materials, kiln linings etc. Dendrochronological dating may be possible on certain species of timber where sufficient growth rings have survived. Provision has been made for scientific dating in the project estimates. A site-specific strategy will be formulated with specialist guidance from the appropriate HE Regional Science Advisor

Human Remains



An exhumation license from the Ministry of Justice is necessary if human remains are encountered (Section 8.6, below). Under the Human Tissues Act 2004, the Environmental Health Officer must also be notified if the remains are less than 100 years old. Although human remains are generally left *in situ*, if possible, during Archaeological Evaluation, any investigation or removal of remains will be agreed between KDK, the client, HHET and other appropriate authorities and will be undertaken in accordance with current guidelines (McKinley & Roberts 1993, Brickley & McKinley 2004). Any and all human remains will be treated with care and respect.

Security

The security of the archaeological remains, the archive and the site as a whole will be safeguarded as much as possible. The security of individuals on site, whether KDK staff or not, will perforce take precedence.

2.4 ***Requirements for the Building Contractor***

- Trenches to be pulled with a toothless ditching bucket
- Trenches to be taken down in spits under archaeological supervision
- Trenches to be excavated to archaeology or natural geology whichever comes first
- Trenches not to be tracked or driven over
- Spoil to be stockpiled at least 1m from the trench edge
- Trenches to be backfilled only when released by KDK

2.5 ***Post-excavation work***

The archaeological fieldwork will be followed by a period of post-excavation processing and analysis, which will include the cataloguing and analysis of any finds and samples, and the preparation of the archive for the site report and its subsequent deposition.

Artefacts, biological samples and soils will be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment may include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations.

Assessment of any technological residues may be undertaken and where appropriate, samples will be submitted for scientific dating.

All soil samples collected for biological assessment, or sub-samples of them, will be processed in-house before being sent to the specialist(s) to assess the preservation state, density and significance of material retrieved.

Samples collected for geoarchaeological assessment will be processed as deemed necessary by a recognised specialist and appropriate assessment will be undertaken. Where preservation *in situ* is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, will be assessed by our in-house or consultant specialist as appropriate.



Assessment of human remains will be based on in situ observation by our in-house specialists.

Artefacts such as pottery, glass, small finds etc, will be assessed by the relevant specialist (see Section 6.2).

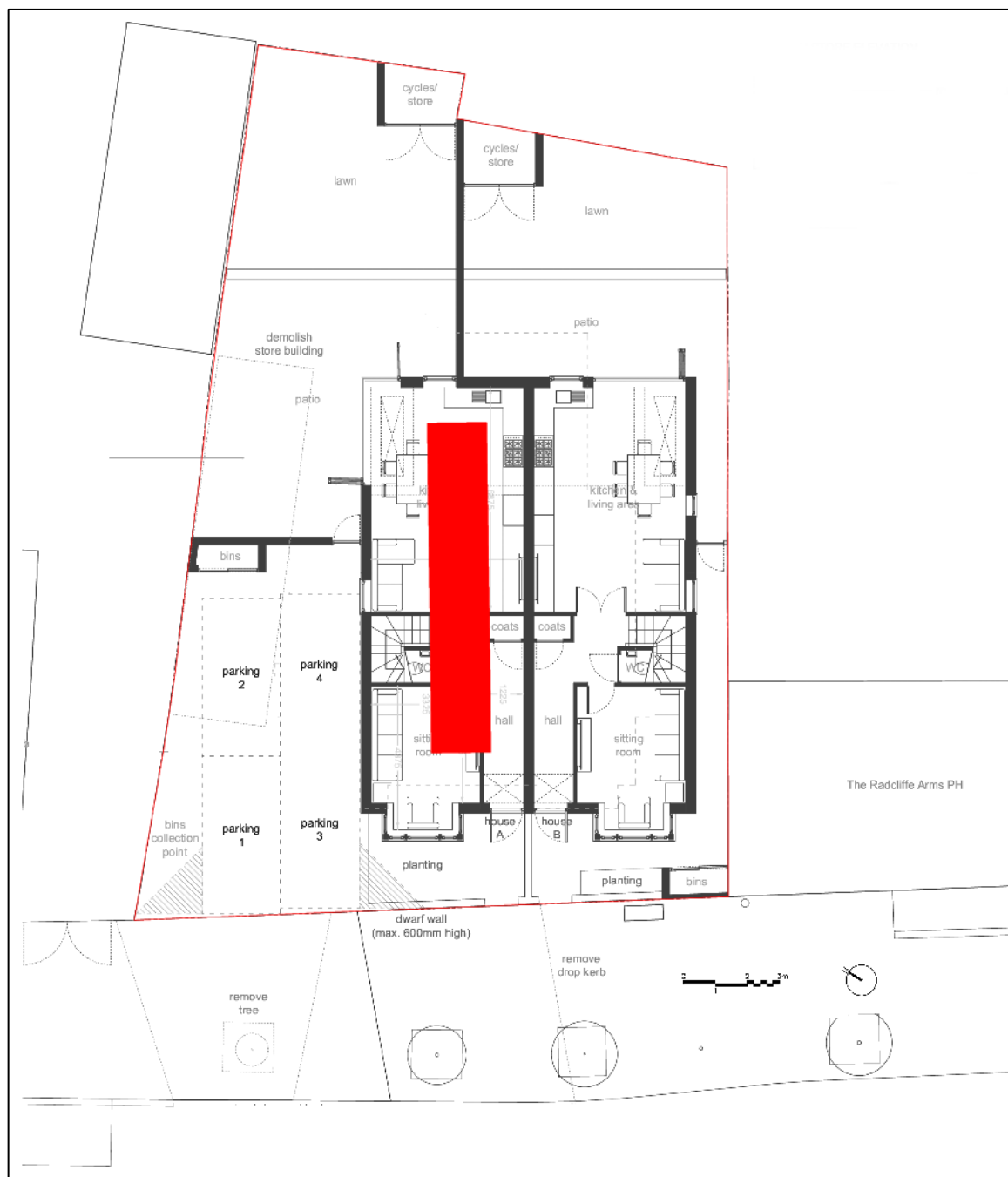


Figure 4: Proposed trench plan (scale 1:200)



3 Archaeological and Historical Background

- 3.1 Hitchin is one of the oldest continuously occupied urban centres in Hertfordshire (Hitchin Forum 2022) and human activity in the general area dates from the Palaeolithic. The origins of the modern town, however, date from the Saxon period. Indeed, the toponym derives from the name of an Anglo-Saxon tribal group, the *Hicce*, which may mean the 'the people of the horse' (CBC 2012; Thompson 2005: 10). The development site is situated outside of the Hitchin Area of Archaeological Significance (HE6), but it is within the Hitchin Conservation Area: Character Area 6 (NHDC 2011)

This section has been compiled with information from Hertfordshire County Council Historic Environment Record (HER reference no. 163.22), the Hitchin Extensive Urban Survey (Thompson 2005), the Hitchin Conservation Area: Character Statement (NHDC 2011), and reliable online sources. The HER data, with a 1km search radius, is shown in Fig. 5. The HER search area includes 182 Listed Buildings (2 = Grade I; 11 = Grade II*; 168 = Grade II; and 1 = Grade B), with most dating from the post-medieval period, and as none of these will be impacted by this development they have largely been excluded from the following summary.

3.2 *Prehistoric (before 600BC)*

Considerable numbers of flint tools dating from the earliest period of human activity, the Palaeolithic, have been found in the Hitchin area (Thompson 2005: 4). These include implements found in central Hitchin, to Brampton Park Road in the north, and Highbury to the south (HER 280, 282, 1146, 1185, 1192), with the nearest to the development site found at Benslow (HER 1186), c.500m to the west.

Mesolithic flint tools have also been widely found in the area: at 54 Wymondley Road (HER 288), 35 Tilehouse Street (HER 11795), with the nearest also found at Benslow (HER 6454). Environmental evidence for a periodically flooded water meadow dating from the early Mesolithic was discovered at Biggin Lane (HER 13614).

Many Neolithic stone implements have been found, scattered across the area of the town, including The Avenue (HER 294), Brooker's Yard (HER 18276), and Fairfield (HER 310), c.350m southeast of the development. Not all of these were made on the local flint (Thompson 2005: 4) as an axehead of polished black basalt was found at Duckland in the 19th century (HER 289), and a sinker made of dolerite came from Riddy Field (HER 297). The nearest find from this period was a flint axe discovered at Highbury Avenue (HER 298), c.250m southeast.

In the Bronze Age, the area of Hitchin can be set in a wider landscape, and the finds become more varied (Thompson 2005: 5). Groups of cropmarks of ring ditches, possibly the ploughed-down remains of burial mounds, have been documented along the southern side of the Icknield Way west of Wilbury Hill, and to the south around and west of the Ickleford Tumulus (HER 73). There is a cluster close to Hitchin town centre, in Priory Park on the bank of the river (HER 7417-18, 12060-4), which are likely to be the remains of a Bronze Age cemetery, although this has not been confirmed (Thompson 2005: 5). Various Neolithic and/or Bronze Age flint tools have been found at Periwinkle Lane (HER (HER 305), Riddy Field (HER 308), Tilehouse Street (HER 11794) and Portmill Lane (HER 15639). The nearest to the development site are the Bronze Age axes and flints (HER 303, 307, 310) found at Benslow Lane between 120m and 400m to the southwest, and the early Bronze Age arrowhead found 100m west (HER 6452). Finally, a ditch found beneath the car park of the Anchor PH on Cambridge Road, c.1km northeast, was cut into river terrace sand and gravel, and its fill contained three sherds from a later Bronze Age to earlier Iron Age decorated pot (HER 18205). The available evidence indicates extensive activity, and local settlement during prehistory.



An apparently (undated) prehistoric ditch, cut into natural chalk, was found during an archaeological evaluation at 89 Walsworth Road, c.220m northeast of the development.

3.3 **Iron Age (600BC - AD43) & Roman (AD43 - c.450)**

No archaeological evidence has been discovered that demonstrates a concentration of population in Hitchin during either the Iron Age or the Romano-British periods (Thompson 2005: 6). The late Iron Age is largely represented by burials, such as the five cremations discovered near Grove Mill in the later 19th century (HER 107), and c.400m to the southeast of the development at Fairfield (HER 6194). Roman cremation cemeteries were found at Bury Mead, to the north of the town, at Foxholes to the west (NHDC 2011: 6), two cinerary urns were discovered at Taylor's Hill to the south (HER 1201), and a fragment of a carved marble sarcophagus was found at Market Place (HER 12352) in the town centre. These funerary remains all demonstrate some form of Roman settlement in the area. It is possible that a Roman road (HER 4605), from Verulamium to Ickleford, ran to the west of the River Hiz, crossing it at a ford close to modern-day Bridge Street (NHDC 2011: 6). Scattered domestic material has been discovered in Hitchin, with Roman tiles and bricks re-used in St Mary's Church; small amounts of pre-conquest pottery were found with Roman pottery at Portmill Lane (HER 6474); finds include various scatters of pottery, and occasional cut-features and ceramic building material (HER 4863-4, 1418-20, 11793, 13611-13), Roman coins (HER 460, 1416), and glass vessels and a quern fragment (HER 1200, 1203). These remains are concentrated within central Hitchin, though Roman pottery was found at Highbury Road c.300m south of the development. No substantial Romano-British structures have been found in the HER search area although a timber framed structure, possibly dating from the late Roman period, was discovered in an excavation in Queen Street with a large quantity of residual Roman material found in Saxon and medieval contexts (HER 11350; NHDC 2011: 6).

3.4 **Saxon (c.450 - 1066)**

Hitchin is first noted as the central place of the *Hicce* people, a tribe holding 300 hides of land in a document entitled the *Tribal Hidage*: a list of thirty-five tribes that was compiled in Anglo-Saxon England between the 7th and 9th centuries (Gover *et al.*, 1938; Kessler Associates 2022; Stenton 1971: 43, 296). The first mention of the *Hicce* dates from about AD 658-675 (Hitchin Forum 2022). In 792, the great Mercian King Offa established a Benedictine religious house in Hitchin, probably precursor of the church of St Mary (*ibid.*). During the turbulence of the 9th century, Hitchin lay on the boundary between Viking Danelaw to the north east and the Saxon lands to the south west (*ibid.*).

The late Saxon manor of Hitchin recorded in Domesday Book was superseded by the laying out of the medieval marketplace and burgrave plots, perhaps in the 13th century, which would have concealed the later Saxon topography. The Domesday entry also records that St Mary's church (Grade I, NHLE: 1296273; HER 4390), in the centre of Hitchin and on the west bank of the river, was founded as a Saxon minster and held two of the 5 hides of the manor; it is therefore possible that a late Saxon rectory manor was also present at Hitchin.

Extensive archaeological evidence for an Anglo-Saxon settlement (HER 11465) has been revealed within the town. The discovery of a major boundary ditch (HER 12584), measuring up to 4.25m wide and 2.41m deep, was discovered in what would have been the west side of the medieval town, suggests that Hitchin was a 'minster-burh'. Evidence for Late Saxon & medieval occupation was discovered at 33 Queen Street (HER 12350), where the remains of a large rectangular timber building (perhaps two) was dated initially from the Roman and late Saxon/medieval periods, with an intervening gap. The earliest post-Roman features dated to the 12th century, with a possible post-built structure near the southwest end of the site, and



shallow cellars near the centre. A building near the western edge of the site had a hearth dated by archaeomagnetic analysis to AD 1220-1250. The pottery on the site included residual St Neots and other wares from the late 9th to 11th centuries, but most of the assemblage was mid to late 12th century. Despite the archaeomagnetic date, there was a notable lack of 13th century wares. A 'Late/Sub-Roman or Saxon' cemetery (HER 13353) appears to have existed in the area of the Brand Street-High Street-Bancroft junction. None of the inhumations included grave goods, so they could be late Roman, sub-Roman, or later Saxon, and lie about 50m northwest of the churchyard. Six burials at 40 Queen Street (HER 11351) may date from the mid-Saxon period, but are likely to be late or post-Roman.

At Benslow Lane, c.400m to the west of the development, is the site of a possible Saxon burial mound (HER 1610), suggested by the place name, and in the 19th century (Saxon) 'British urns of a rude type [were found] at the top of Benslow Hill'.

3.5 **Medieval** (1066 - 1500)

The entry in the Domesday Book of 1086 famously records that 'Rex Willelmus tenet Hiz' (King William holds Hitchin) as after the Norman conquest Hitchin and its surrounding lands were a royal estate and manor held by King William (Hitchin Forum 2022; Thompson 2005: 10). The estate had 103 households in 1086 putting it in the largest 20% of settlements recorded in Domesday (Powell-Smith 2022) and the biggest settlement between St Albans and Bedford (Hitchin Forum 2022). The manor was also central, with its Minster Church, to a large ecclesiastical area on the Hertfordshire-Bedfordshire border (Hitchin Forum 2022). As Hitchin's market does not have a charter this suggests it was established long before the Crown sought to control towns in this way (*ibid.*).

Hitchin was a medieval borough by 1268 when it was recorded as a 'borough farmed for 8 1/2 marks' (HER 13). The reference suggests that Hitchin had achieved a degree of status and independence by the late 13th century unmatched by most of the other medieval boroughs of the county. The modern town still retains much of its medieval topography, including the marketplace and burgage plots, and many fine late medieval and post medieval houses. During the medieval period, the town's prosperity relied on wool, and the growing and selling of grain crops; malting and brewing became the natural by-product of the latter (NHDC 2011: 7).

In 1317 local benefactors sponsored the establishment of a monastery for Carmelite monks in the town on the site of what is now The Priory Conference Centre (Grade I, NHLE: 1102211; HER 4392) situated in the 18th century Hitchin Priory Gardens (HER 12686).

Archaeological investigations have revealed ditches and pits at Bancroft (HER 10883, 17420), with pottery dating from the 12th – 14th centuries, medieval pottery at 35 Tilehouse Street (HER 11789), Old Charlton Road (HER 13058) and at Brooker's Yard, along with possible tile kiln structures and various cut features (HER 18274-5). Traces of ridge & furrow have been identified on Walsworth Road, c.350m southwest. Ridge & furrow is an archaeological pattern of ridges and troughs created by a system of ploughing used in Europe during the Middle Ages, and is typical of the open-field system.

3.6 **Post-medieval** (1500 - 1900) & **Modern** (1900 - present)

Between 1500 and 1800, Hitchin continued its role as an important local market town, with a large number of inns and hotels in the town centre, with many now listed buildings with their hidden courtyards accessed from the street through narrow carriageways (NHDC 2011: 8; Thompson 2005: 21-22). However, the town was later home to industries such the Herts Ironworks (HER 9215) and (site of) Gasworks (HER 9216), both at Wlasworth, c.600m northeast.



The coming of the Great Northern Railway to Hitchin in 1850 began a period of urban growth, particularly on the east and north side of the town, closest to the railway station (HER 5529; NHDC 2011: 8). The course of the Midland Railway (Bedford & Hitchin Branch) runs to the north of the town (HER 18548).

The Hitchin Conservation Area: Character Area 6 represents the expansion of the town following the provision of a railway line in 1850 and includes a number of mid to late 19th century residential properties, mainly in terraced form (NHDC 2011: 52). It is notable for The Church of the Holy Saviour (Grade B, NHLE: 1102182), Gainsford School, The Cloisters Almshouses and St Bridget's Orphanage (*ibid.*). The Church of the Holy Saviour, situated c.140m northeast of the development, was built in 1865 to the designs of William Butterfield: it is listed as Grade B (Buildings of special architectural or historic interest which are major examples of a particular period, style or building type) in the HER, though it is listed as Grade II* in the Hitchin Conservation Area: Character Statement (NHDC 2011: 52). A Baptist Church (HER 18291), situated south of the Walsworth Road/Verulam Road junction, was built in 1876 to serve the area near the train station.

A WWII pillbox (HER 6912) is reliably reported to have stood on the west corner of the Walsworth Road/Verulam Road junction.





4 Reporting

- 4.1 A report will be prepared, which will generally include:
- A concise non-technical summary of the results
 - The objectives of the project
 - The methodologies used
 - 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), in line with GDPR requirements.
 - A summary of the history and archaeology of the site and its context
 - A written account of the results of the project with appropriate supporting illustrations
 - A conclusion, summarising the results and examining their significance
 - Statement of confidence rating
 - References
 - An index to and the proposed location of the archive
 - Appendices as appropriate
 - An HER Summary Sheet
- 4.2 Electronic and/or paper copies of the report will be provided for the client, HHET and the HER as required.
- 4.3 Interim reports on the project will be submitted to any relevant regional and county journals (e.g. *Hertfordshire Archaeology and History*), and to any relevant specialist journals (e.g. *Industrial Archaeology Review*, *Journal of the Historic Farm Buildings Group*), within one year of the project's completion.
- 4.4 The project has been registered with the Archaeology Data Service, which will allow an OASIS summary form and the report to be submitted once it has been approved.
- 4.5 Where the archaeological remains revealed require sufficient further analysis for a detailed academic report, a post-excavation strategy will be agreed between KDK and HCCHET. This additional programme of work will follow guidelines established by Historic England (2015), consisting of successive stages of archive assessment, analysis, research, report preparation and publication.



5 Archive

- 5.1 The project archive consists of the electronic and paper records, photographs, artefacts and environmental samples. On occasion associated records, photographs or finds are also acquired. It is essential that this primary information is stored in a suitable environment to allow it to be studied by anyone with an interest to do so.
- 5.2 During the course of the project the client will be asked to sign a Transfer of Title form to allow any artefacts found during the excavation to be deposited as part of the full archive with the local museum
- 5.3 The North Herts Museum has been contacted to make preliminary deposition arrangements. On completion of the project, the archive will be prepared for long term storage in accordance with guidelines prepared by the ClfA (ClfA 2020c), the UK Institute of Conservation (Walker 1990) and the Museums & Galleries Commission (Paine 1992). If they are unable to accept the physical archive, KDK will make alternative arrangements to hold the archive until deposition can be arranged.
- 5.4 The digital archive for this project will be uploaded to the Archaeological Data Service in line with the Hertfordshire Archaeological Archive Standards 2017.



6 Staffing

6.1 *KDK Staff*

After many years of working in tourism and academic libraries, Karin Kaye fulfilled a long ambition in graduating from the Institute of Archaeology, UCL with an MA and first class honours degree in medieval archaeology. Since starting her career in commercial archaeology in 2000 she has gained considerable experience in managing all types of archaeological projects as well as specialising in historic buildings and church archaeology. She is a full member of the Chartered Institute for Archaeologists, the Cambridge Antiquarian Society, the Society for Church Archaeology, the Vernacular Architecture Society, the Dunstable History Society, St Albans and Hertfordshire Architectural and Archaeological Society and the Leighton Buzzard and District Archaeological and Historical Society.

David Kaye graduated with an honours degree from the Institute of Archaeology, UCL in 2004 following a long career in photography and graphic design. He joined Heritage Network whilst still a student and gained considerable experience in his seven years there and in the years since. Apart from the day to day site management, David has been responsible for training staff in how to survey sites and post-excavation CAD work. More recently he has developed a tablet-based electronic recording system for site records. David is an Associate member of the Chartered Institute for Archaeologists and the Leighton Buzzard and District Archaeological and Historical Society.

Laura Dodd graduated from the University of Reading in 2013 achieving a BA in archaeology. After graduating she continued her studies at Durham University where she achieved an MSc in Palaeopathology. As well as studying abnormality and diseases on the human skeleton she also has an interest in the isotopic analysis of human remains. During her time at Durham she assisted in a project to identify potential childhood origins of several individuals found in a mass grave. Laura has attended several large scale excavations such as the Roman field school at Silchester and the Amheida project in Egypt's Dakhla oasis. Laura is an Associate member of the Chartered Institute for Archaeologists.

Ellen Shlasko graduated from Yale University with a PhD in Anthropology. She also holds an MA in Anthropology with a specialization in Historical Archaeology from the College of William and Mary in Virginia. After a twenty year career in academic and commercial archaeology in the United States, she moved to the UK and has enjoyed getting back to one of her early interests, the archaeology of Roman Britain, which was the subject of her undergraduate dissertation.

Chris Martin-Taylor graduated from Bournemouth University in 2015 with a BSc in Archaeology. Prior to that, he studied for a foundation degree in Applied Architectural Stonework and Conservation in Dorchester and Weymouth, which included practical training in stonemasonry and historic building conservation. He has worked on several sites in the East of England, as well as volunteering on excavations at Bamburgh Castle and the Bradford Kaims, and taking part in the construction of Guédelon Castle in France, which is being built using only historically accurate tools and construction methods. Chris joined KDK in June 2017 and is keen to further develop his interest in the archaeology and conservation of historic buildings, as well as the Anglo-Saxon and medieval periods.

Nicola Bell joined KDK in 2016 after taking early retirement from a long career in senior management in the NHS. She manages post excavation work and is the company archivist, whilst also taking a part-time degree in archaeology at Leicester University.

Barney King began working in archaeology after a varied career as a projectionist, theatre technician and plumber's assistant, among other occupations. He started working on large scale Romano-British sites in Hertfordshire and Buckinghamshire, after enjoying a stint of



archaeological volunteer work. He joined KDK as field technician and company quartermaster in March 2017.

Derek Watson graduated from the Institute of Archaeology (IoA), UCL in 2004 with a PhD in Archaeology. Derek also has a BSc from the IoA and an MSc from the University of Sheffield in archaeological environmental science and palaeoeconomics. He has worked on both commercial and, predominantly, academic archaeological projects in North America, Europe, North and West Africa, and has directed his own research projects in Ghana.

Florian Weber graduated from the University of Zurich in August 2017 with an MA in Medieval Archaeology. After graduating he moved to the UK where he started his career in archaeology, having worked as a Business Travel Agent for several years. He worked on a number of sites in Milton Keynes and the South-East of England and was made Site Supervisor in 2019 when he became responsible for all types of archaeological projects, such as watching briefs, evaluations and open excavation sites. Florian joined KDK in May 2021 and is keen to further develop his career in archaeology and especially in the field of historic buildings. He is interested in medieval archaeology, art and architecture, the archaeology of the Roman Provinces and the classical archaeology of Greece.



6.2 *Specialists*

The following are KDK's preferred specialists:

Subject	Specialist	Organisation
Building materials: Roman	Rob Perrin	Freelance
Building materials: post-Roman	Karin Kaye	KDK Ltd
Ceramics: prehistoric	Emily Edwards	Freelance
Ceramics: Roman	Rob Perrin	Freelance
Ceramics: Post-Roman	Paul Blinkhorn	Freelance
Coins: Roman	Peter Guest	Vianova Archaeology
Coins: Saxon	Anna Gannon	Freelance
Coins: Post-Saxon	Murray Andrews	Freelance
Environmental: seeds	Lisa Gray	Freelance
Environmental: archaeobotanical	Lisa Gray	Freelance
Environmental: mollusca	Mike Allen	Freelance
Environmental: soils	Mike Allen	Freelance
Environmental: animal bone	Derek Watson	KDK Ltd
Environmental: animal bone	Matilda Holmes	Freelance
Environmental: human bone	Laura Dodd	KDK Ltd
Environmental: human teeth	Patrick Mahoney	KORA
Environmental: pollen	Rob Scaife	Freelance
Bone antler & ivory small finds	Ian Riddler	Freelance
Glass	Hilary Cool	Freelance
Lithics	Sarah Bates	Freelance
Lithics	Lyndon Cooper	Pre-Construct Archaeology
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance
Industrial waste	Lynne Keys	Freelance
Saxon & medieval small finds	Rosie Weetch	Freelance
Timber	Damian Goodburn	Freelance



7 Programme

- 7.1 A programme of works will be agreed with HHET, the client and KDK. KDK will keep HHET and the client informed of progress throughout the project.
- 7.2 Once the Written Scheme of Investigation has been approved by HHET, a start date will be agreed with the client allowing HHET at least one week's notice in order to schedule monitoring visits. All monitoring visits by HHET will be agreed with the client.
- 7.3 The client will allow site access by HHET and archaeological specialists as required and provide detailed information regarding access requirements to ensure site protocols are not breached.
- 7.4 *Proposed Programme*

A provisional outline of the timetable and staffing of the different phases of the projects are as follows:

Stage	Person-Days	Staff
Trial trenching	1-3	Site Director/Site Assistant
Report preparation	2	Site Director
Specialist reports	As required	Appropriate specialist
Archive	1	Archivist



8 Other Requirements

8.1 *Health & Safety*

All work by KDK staff will be carried out according to the relevant Health and Safety legislation. This includes, *inter alia*, the following:

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992

A copy of KDK's *Health and Safety Policy* will be supplied if requested by client or HHET. An Initial Risk Assessment (Appendix 3) has been completed prior to the commencement of the project, and will be checked and updated on site.

In the current situation with Covid-19, all health matters will be under constant review, and working practices will be adapted accordingly.

8.2 *Insurance*

KDK holds the following insurance cover (further details can be provided if required):

Employer's Liability	£10,000,000
Public Liability	£5,000,000
Professional Indemnity	£1,000,000

8.3 *Copyright*

Unless otherwise agreed, full copyright of any written, graphic, electronic or photographic records and reports rests with KDK, which will licence their use in relation to the specific project by the client or sponsoring body in all matters relating to the project, as described in this Written Scheme of Investigation.

KDK will assign joint copyright to the museum or repository undertaking curation of the archive, but retains the right to be identified as author of all project documentation and reports, as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, sec.79).

8.4 *Curatorial Requirements*

Monitoring is carried out by HHET to ensure that project is being carried out in accordance with the Brief and approved Written Scheme of Investigation, 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. HHET will be advised of the start date and the anticipated duration of the project at least one week before the commencement of the fieldwork. HHET will be allowed access to the site as required, as will other professionals as required to ensure compliance with project health and safety requirements and access controls.

8.5 *'Treasure'*

The 1996 *Treasure Act* and its 2003 amendment specifies that the finders of specific types of artefacts it defines as treasure must report them to the Coroner within fourteen days of discovery. Failure to do so could lead to a maximum penalty of three months in prison and a



fine of £5000. Further details are available on the Portable Antiquities Scheme website at www.finds.org.uk. The Portable Antiquities Scheme will be notified of any finds that could be considered treasure within 48 hours of discovery.

8.6 ***Human Remains***

Under recent changes in legislation to Section 25 of the Burials Act 1857, an application for a licence should be made whether buried human remains are to be removed from the ground or intended to be left *in situ* (since excavation is likely to disturb them). A site-specific license will be procured from the Ministry of Justice in advance of the project if human remains are thought to be encountered during the fieldwork.

Human remains in a Church of England site and municipal and private cemeteries that have been consecrated are protected by ecclesiastical as well as secular laws. The requirements for dealing with human remains on such a site should be detailed in a Faculty that must be procured from the Diocesan Registrar before works begin.

8.7 ***General Data Protection Regulations***

As data controllers for personal information collected during the project, KDK will comply with the principles and letter of the GDPR regulations in the processing, management and archiving, where appropriate, of that data.



9 References

Standards & Specifications

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ClfA 2019 *Archaeological Archive Selection Toolkit*. Reading: Chartered Institute for Archaeologists

ClfA 2020a *Standard and Guidance for Archaeological Field Evaluation*. Reading: Chartered Institute for Archaeologists

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McKinley J.I. & Roberts C. 1993 *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Chartered Institute for Archaeologists Technical Paper 13

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Watkinson D. & Neal V. 1998 *First Aid for Finds*. Hertford & London: Rescue

Secondary Sources

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Hitchin Forum 2022 Hitchin History. <https://www.hitchinforum.org.uk/about-hitchin/hitchin-history/>

Kessler Associates 2022 Anglo-Saxon Kingdoms: Angles of Central England <https://www.historyfiles.co.uk/KingListsBritain/EnglandMiddleAngles.htm>

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Stenton, F 1971 *Anglo-Saxon England*. Oxford: Oxford University Press

Thompson, I 2005 *Extensive Urban Surveys: Hitchin*. Hertfordshire Country Council



Appendix 1: Environmental Sampling Strategy

Stage 1: Pre-excavation

KDK's general environmental sampling strategy is outlined in Section 2.3. Where appropriate a more detailed site specific strategy will be formulated at the start of a project based on the advice of KDK's Environmental Specialist and/or Historic England's Regional Science Advisor. The sampling strategy will:

- Take into account the research aims and objective of each individual project
- Identify the different categories of environmental remained expected to be encountered
- Outline the environmental analysis to be completed

The sampling strategy will be regularly reviewed throughout the excavation to ensure that it remains appropriate to the specific research aims.

Stage 2: Excavation

The sampling strategy outlined during Stage I will be readdressed after the site has been stripped. The updated strategy will be discussed with all on site personnel as well as HHET, the ES and HE where appropriate. The on-site collection and treatment of samples will be as follows:

- Sample sizes will normally comprise 40 litres of material; however, more or less than 40 Litres can be taken if deemed appropriate. <100% of smaller features such as postholes will be collected.
- Samples from wet or waterlogged contexts will be prioritized as these conditions are better suited for the preservation of organic material.
- When excavating human remains, multiple samples will be taken separately and clearly labelled with the areas they represent (e.g. head, pelvis)
- Samples will be placed into clean buckets which will then be labelled inside and out with the site code, context number, sample number and bucket number
- A register of all samples will be maintained and all samples will be recorded individually on KDK's Sample Records Sheet
- All samples will be removed from site and stored within a designated area at the KDK offices
- All unlabelled, duplicated or potentially contaminated samples will be discarded on site
- Modern and post-medieval samples, or those deemed unsuitable for sampling, will not be taken unless these features address specific research aims.

When dealing with waterlogged, insect and pollen, and deeply stratified sediments (e.g. peat) it may be necessary to seek advice from ES, HE and other environmental specialists (e.g. palynologists (pollen specialists) do discuss additional sampling methods.

Stage 3: Post-Excavation

Once excavation is complete, a final sampling strategy will be produced. This will highlight the samples most appropriate for processing and those which are to be deselected. This strategy will be discussed with and approved by HHET and the ES. Some of the samples may be selected for a preliminary assessment where a single bucket of material will be processed to analyse the potential value of the sample. At this time if the sample is deemed unsuitable for further processing, no further action will be taken.



All bulk samples will either be subjected to dry sieving, or be processed using a flotation tank. The remaining material from this process will be fully dried, sorted and bagged before being sent to the relevant specialists for analysis (i.e. archaeobotanist, zooarchaeologist etc.) All other aspects of the processing, along with unsuitable samples, are discarded after the report has been approved by the planning archaeologist.

If a second phase of work is required after the Archaeological Investigation, (i.e. Strip, Map and Sample Excavation) collected samples may be processed when this is complete.



Appendix 2: Archive Collection and Selection Strategy

This strategy, which concerns the data that is created and the archaeological material recovered during the course of the project, will be agreed between the KDK, HHET and the Depositing Museum. It is consistent with the projects aims and objectives and local research framework and covers:

Digital Data

All digital data created by KDK staff or specialists working on this project will be retained by KDK. Final versions of reports, digital photographs, digital fieldwork sheets, other documents and maps, where copyright allows, will be copied onto CD and form part of the formal archive for the museum or uploaded onto the national Archaeological Data Service (ADS) in line with museum guidance.

Paper data

All project related paper documentation, for example fieldwork sheets, drawings, black and white photographs, maps, as opposed to administration paperwork, will be archived as part of the document archive with the museum. Duplicate documentation will be recycled and any administrative paperwork will be scanned and retained digitally by KDK.

Small and Blank Projects

Where archaeological work results in no finds or features of archaeological significance a single all in one report will be prepared and, if agreed with the CAO and museum, will be uploaded as the digital archive to OASIS. Also, if agreed, there will be no paper archive deposited with the museum.

For small projects where the digital archive comprises of only digitally born photographs the data will be stored on OASIS using OASIS images.

Materials and Artefacts

The key finds groups and how these will be selected for retention or discard are outlined below:

Find Type	On site selection	Post Excavation selection
Pottery	All pottery sherds will be collected other than obviously post medieval sherds from unstratified contexts unless they appear archaeologically significant	The majority of pottery collected will be retained for archiving. Exceptions may be made for sherds recovered from unstratified contexts or repetitive and undiagnostic sherds. All pottery will be quantified and subject to specialist input. Deselection will be undertaken in discussion with the specialist, HHET and the museum
CBM	All CBM will be collected other than obviously post medieval CBM from unstratified contexts unless they appear archaeologically significant. However, where large quantities are found a further discussion between KDK, HHET and the museum may result in an amended approach ie sampling	All collected CBM will be retained, although unidentifiable fragments from poor or unstratified contexts may be discarded subsequent to full quantification, specialist advice and discussion with HHET and the museum



Find Type	On site selection	Post Excavation selection
Worked Stone	All worked stone found will be collected	All worked stone will be retained for archiving, in discussion with the museum. All unworked stone will be discarded following quantification
Animal Bone (including worked bone, antler, horn and ivory)	All animal bone found will be collected	All animal bone will be retained. Disposal may be considered for very fragmented and poorly preserved objects or those which have been recovered from unstratified contexts and that have no further intrinsic interest
Ferrous and non-ferrous metals	All metal will be collected	All precious metals will be retained. Other ferrous or non-ferrous metals will be retained with the exception of unidentifiable fragments and those beyond conservation. Also common bulk finds such as nails may be subject to retention of a sample following discussion with the specialist and museum
Glass	All glass objects will be collected other than obviously post medieval glass from unstratified contexts unless they appear archaeologically significant	All items will be retained although post medieval and modern items may be sampled following discussion with HHET and the museum
Clay Pipes	All clay pipes will be collected	All items will be retained unless fragments are plain or from poor or unstratified contexts
Worked Wood and other plant derived objects	All worked wood or other plant derived objects will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with HHET and the museum
Leather and Textiles	All leather and textiles will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with HHET and the museum
Other	All other items found will be collected	All medieval or older items will be retained. Post medieval items will be discussed with HHET and the museum to agree retention strategy
Environmental samples	40l samples will be taken from archaeologically significant features in line with the agreed sampling strategy, see Appendix 3 for details. This means that environmental samples will not be taken routinely from backfilled contexts unless there are archaeologically	Tangible artefacts found through the environmental processing will be retained for archiving, this includes the flots from archaeobotanical analysis



Find Type	On site selection	Post Excavation selection
	significant reasons to do so. Environmental sampling will focus on areas of naturally silted fills and where organic matter, charcoal and carbon are more likely to be found The Environmental Specialist will be engaged to discuss more detailed strategies in areas of specific interest if they arise Securely stratified deposits that contain dating evidence will be targeted, particularly corn driers, hearths, kilns, pits and cesspits, of all periods across the site Different parts or layers in kilns /ovens will be sampled to examine function 10 litre samples for insect analysis from waterlogged deposits if present, and additional samples for plant macrofossils may also be taken. Pollen samples will be taken from a representative selection of contexts of different potential time spans 20% of the pre-medieval quarry pits, if present, will be sampled to determine the presence of mineralised material	All other retention from the processing will be discarded



Appendix 3: Initial Health & Safety Risk Assessment

In accordance with current legislation and KDK's Health & Safety Policy, an Initial Health & Safety Risk Assessment has been prepared.

The Accident and Emergency Unit closest to the site is:	Lister Hospital Coreys Mill Lane Stevenage Hertfordshire, SG1 4AB Tel: 01438 314333
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A risk assessment for tasks and hazards typical to this type of project appears on the following pages. An assessment of site-specific hazards appears below.

Site-Specific Hazards:	Risks:	Mitigation:
Close proximity to people	Danger of transmitting Covid-19	• Maintain social distancing as appropriate • Welfare provision to allow for social distancing and hand washing / sanitiser • Welfare facilities must be wiped down / disinfected regularly • Wash or sanitise hands before and after using any equipment • Share transport with the same individuals and with the minimum number of people at any one time
Close proximity to machinery	Danger of individuals being hit	• Clearly signal instructions / intentions to plant operators. • Maintain safe distance from plant. • Use appropriate PPE
Live services	Injury/death	• Check trench locations carefully with CAT & genny
Deep features	Collapse of sides; falling into features	• Maintain awareness of surroundings • Wear appropriate PPE • Shore sides if needed
Human remains	Health risks	• Wash hands before eating • Wear gloves during excavation • Wear a face mask if it is dusty • Do not handle material with soft tissue until authorised by the EHO



NB: Asbestos, contaminants etc	Serious health risks	The developer is to ensure that the site is free of hazardous materials. Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work. KDK to be informed of the use of pesticides, insecticides, herbicides or similar substances on the site prior to the start of any fieldwork.
Project:	Land Rear of Radcliffe Arms, Walsworth Road, Hitchin, Hertfordshire	
Project Code:	731/HWR	
Date of Assessment:	04.11.2022	
Assessed By:	Derek Watson PhD	
Site staff to sign:		



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Travel to and from workplace	Traffic accident	Major	Field staff, visitors, public	2	4	8	• Ensure suitable insurance is in place. • Maintain vehicles in good condition. • Staff to observe traffic regulations.	4
Access/egress workplace	Moving vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	• Observe site speed limits. • Park in designated area. • Transport by vehicle to excavation area if required.	5
Access/egress workplace	Reversing vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	• Observe site speed limits. • Park in designated area. • No reversing without assistance/supervision.	5
General site work	Trips/slips	Minor	Field staff, visitors	3	2	6	• Ensure good housekeeping. • Cease work if site conditions are extremely poor. • Use appropriate footwear. • Be mindful of environment	4
General site work	Manual handling	Moderate	Field staff	3	4	12	• Instruct staff in correct lifting techniques. • Use suitable equipment to transport heavy loads. • Train staff to use equipment.	4
General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	• Wear appropriate clothing. • Provide welfare facilities • Cease work in very adverse weather.	2
General site work	Presence of contaminants, pathogens and other hazardous substances	Major	Field staff	2	4	8	• Review results of available geotechnical assessments. • Conduct COSSH assessment if hazard identified. • Inform staff of identified hazards. • Restrict working areas if necessary. • Provide welfare/hygiene facilities. • Monitor staff health. • Use appropriate PPE.	4
General site work	Environmental pollution	Moderate	Field staff,	2	4	8	• Dampen down dry surfaces.	2



Archaeological Fieldwork: General Hazards							
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Residual Risk
			visitors, public				- Restrict hours of plant operation as necessary - Seek to minimise landfill.
General site work	Fire	Catastrophic	Field staff, visitors, public	2	5	10	- Compile fire risk assessment if required. - Maintain good housekeeping - Provide suitable firefighting equipment
Soil stripping	Excavating plant	Catastrophic	Field staff, visitors	3	5	15	- Induct plant operators - Identify designated routes for plant movement. - Clearly signal instructions / intentions to plant operators. - Maintain safe distance from plant. - Use appropriate PPE.
Soil stripping	Live services	Catastrophic	Field staff	3	5	15	- Obtain service maps - Use CAT scanner to locate services.
Soil stripping	Power lines	Catastrophic	Field staff	3	5	15	- Observe HSE guidelines for plant operation in vicinity of power lines. - Establish goal posts to constrain plant movement.
Soil stripping	Undermining structures	Catastrophic	Field staff, visitors, public	3	5	15	- Leave a suitable gap between excavation and adjacent structures (e.g. at least 5m). - Locate trenches outside tree canopy.
Soil storage	Subsidence	Catastrophic	Field staff, visitors, public	3	5	15	- Induct plant operators - Identify designated routes for plant movement. - Identify suitable storage areas away from the edges of excavation. - Compact spoil and grade slopes of soil stores.
Hand excavation	Human remains	Major	Field staff	2	4	8	- Instruct staff in appropriate protocols and hygiene - Provision of welfare/hygiene facilities. - Use appropriate PPE.
Hand excavation	Deep features	Catastrophic	Field staff	4	5	20	- Fence or suitably demarcate areas of deep excavation. - Step or batter edges of excavated area - Assess stability of strata - Shore all vertical faces



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
							deeper than 1.2m • Use secured ladder for access/egress. • Monitor regularly for signs of subsidence. • Cease work if heavy rain causes strata to become unstable. • Consider use of auger to record the depth and sample the base of feature. • Machine excavate if permitted. • Use appropriate PPE.	
Hand excavation	Hand tools	Minor	Field staff	3	2	6	• Train field staff in correct use of tools. • Instruct and closely supervise staff until competent. • Monitor staff compliance. • Use appropriate PPE.	5
Hand excavation	Power tools	Major	Field staff	3	4	12	• Employ suitably qualified contractors if appropriate. • Use correct tools for job. • Train field staff in correct use of tools. • Instruct and supervise staff until competent. • Monitor staff compliance. • Use appropriate PPE.	4
Hand Excavation	Tool/equipment failure	Major	Field staff	3	4	12	• Maintain equipment. • Replace worn or broken equipment.	4
Recording Excavation	Working at height (photography)	Catastrophic	Field staff	3	5	15	• Subcontract a remotely operated elevated camera or cherry picker.	4