KDK Archaeology Ltd

Written Scheme of Investigation for an Historic Building Watching Brief

Church End Cottage

Rushden

Buntingford

Hertfordshire

Chris Martin-Taylor BSc

February 2018

Site Data

KDK project code:	364/RCE		
OASIS ref:	kdkarcha1-309221	*Event/Accession no:*	TBC
County:	Hertfordshire		
Village/Town:	Rushden		
Civil Parish:	Rushden		
NGR (to 8 figs):	TL 3056 3168		
Present use:	Dwelling		
Planning proposal:	Single storey side extension		
Local Planning Authority:	North Hertfordshire District Council		
Planning application ref:	17/02634/1HH		
Commissioned by:	Attfield & Jones Architects Church Farm Cottage Rushden Hertfordshire SG9 0SG		
Client:	Mrs L Packman Church End Cottage Rushden Hertfordshire SG9 0SG		

Quality Check

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1 Introduction

1.1 This Written Scheme of Investigation has been prepared on behalf of Mrs L Packman as a specification for a Historic Building Watching Brief on Church End Cottage, Rushden, Hertfordshire. The work, which is part of a requirement of the *National Planning Policy Frameworks* (NPPF) and Condition 3 of Planning Permission, has been requested by Hertfordshire Historic Environment Team (HHET) on behalf of the local planning authority (LPA), North Hertfordshire District Council. The relevant planning application reference is 17/02634/1HH.

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
Rushden is a village and civil parish within the administrative district of North Hertfordshire. The site lies approximately equidistant between Baldock and Buntingford at National Grid Reference TL 30558 31675 (Fig. 1).

Description
The development site is situated on the northern edge of the village on the corner of Church End and Bennett's Lane, with Church End to the west and Bennett's Lane to the south. The property is surrounded by residential buildings except for a large garden to the north. St Mary's Church is located 85m to the north and the River Beane 250m to the west (Fig. 2). Church End Cottage is Grade II listed; the National Heritage List for England (NHLE) entry is as follows (1175904):

RUSHDEN CHURCH END TL 3031 (East side) Rushden 10/14 Church End Cottage GV II House. Probably C16, extended, floored and heated in C17, extended C19. Timber frame, weatherboarded. Thatched roof. Probably a 2 bay open hall originally with 1 bay added to right in C17 and 1 bay added to left in C19. 1 storey and attics. Early bays have C20 2 light flush frame timber casements, leaded lights. Rendered plinth. Early 2 and 3 light leaded casements in eyebrow thatched dormers with tiles below sills. Entrance to right in projecting gabled porch as lobby entry to axial ridge stack, rebuilt in C19. Right bay has a 3 light casement, slightly taller ridge and shallower pitch. Left bay is also slightly taller with a much shallower pitch. Left gable end has leaded light horizontal sliding sashes. Right gable end has a ground floor entrance, 2 light casement in attic. Catslide roof over roughcast lean-to rear outshut from C17 bay with a dormer to rear. (HE 2018a)

Proposed Development

The development comprises the construction of a single storey shower room extension to the north elevation of the cottage, while also providing a new staircase with access from the living room. The existing door in the west wall of the living room will be repositioned and the first floor above the current fixed ladder will be replaced. The new opening in the living room wall will necessitate the removal of a stud and braces (Fig. 3).



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

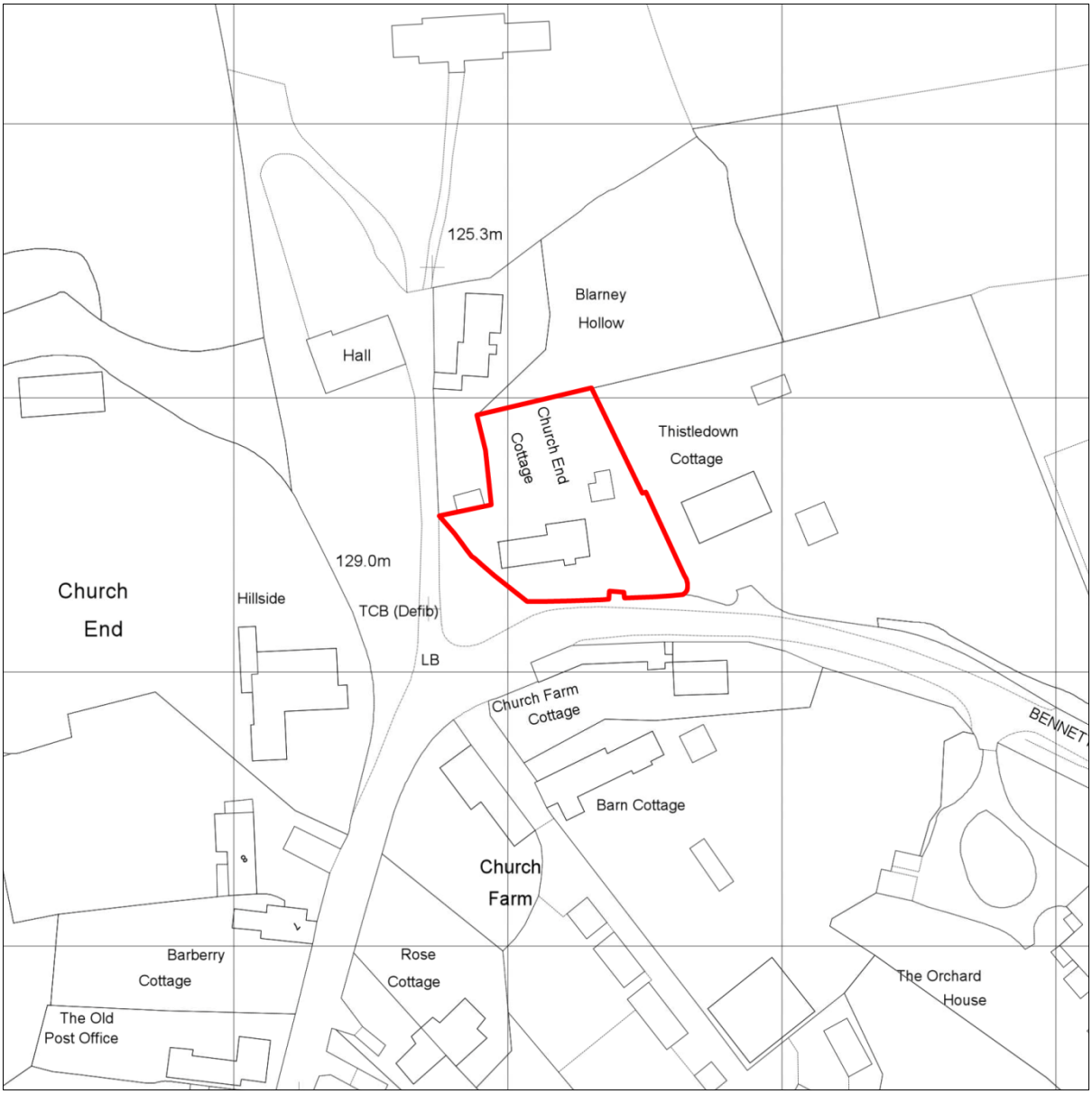

Figure 2: Site location (scale 1:1250)

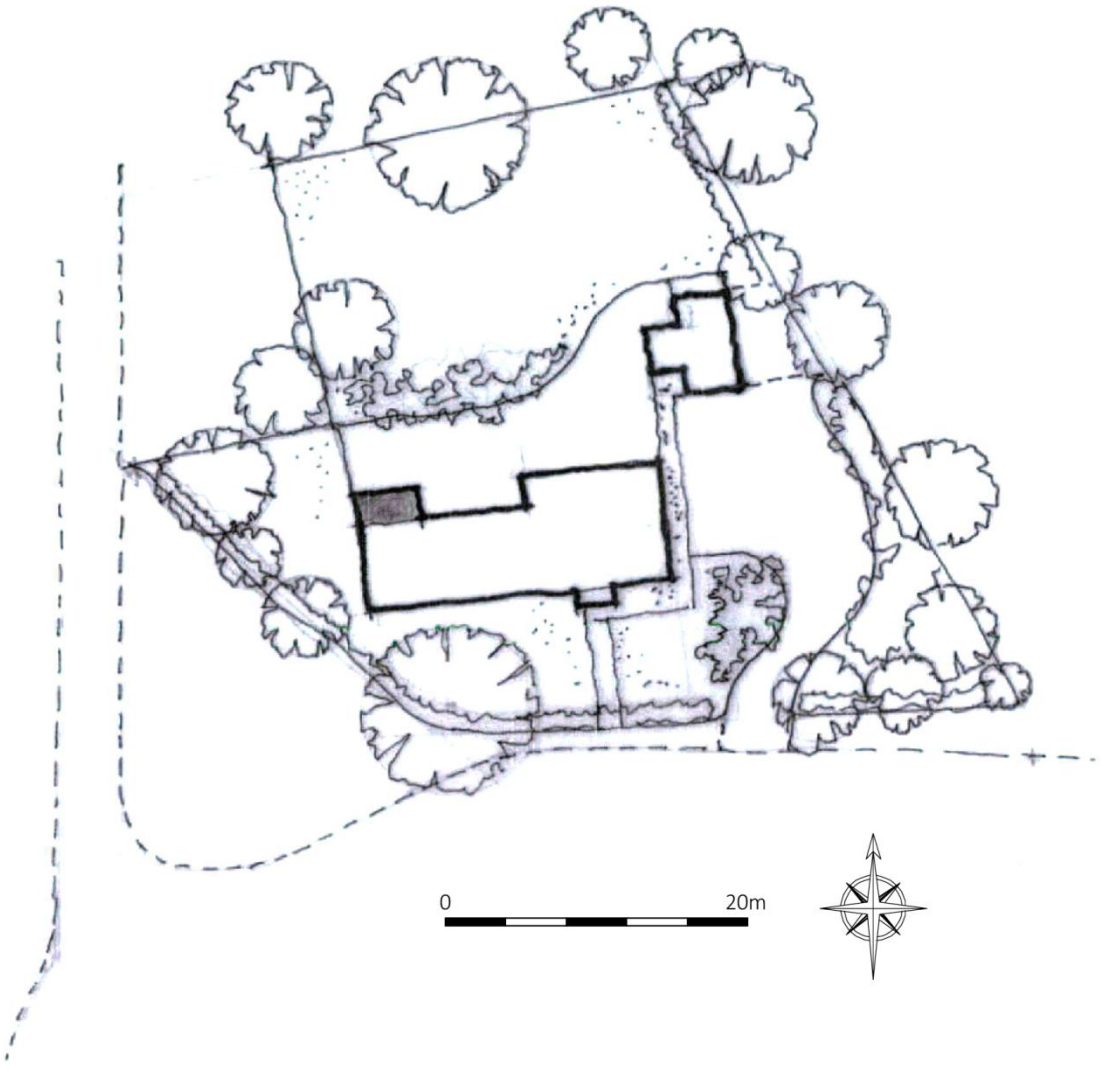

Figure 3: Proposed site plan showing new extension (scale 1:500)

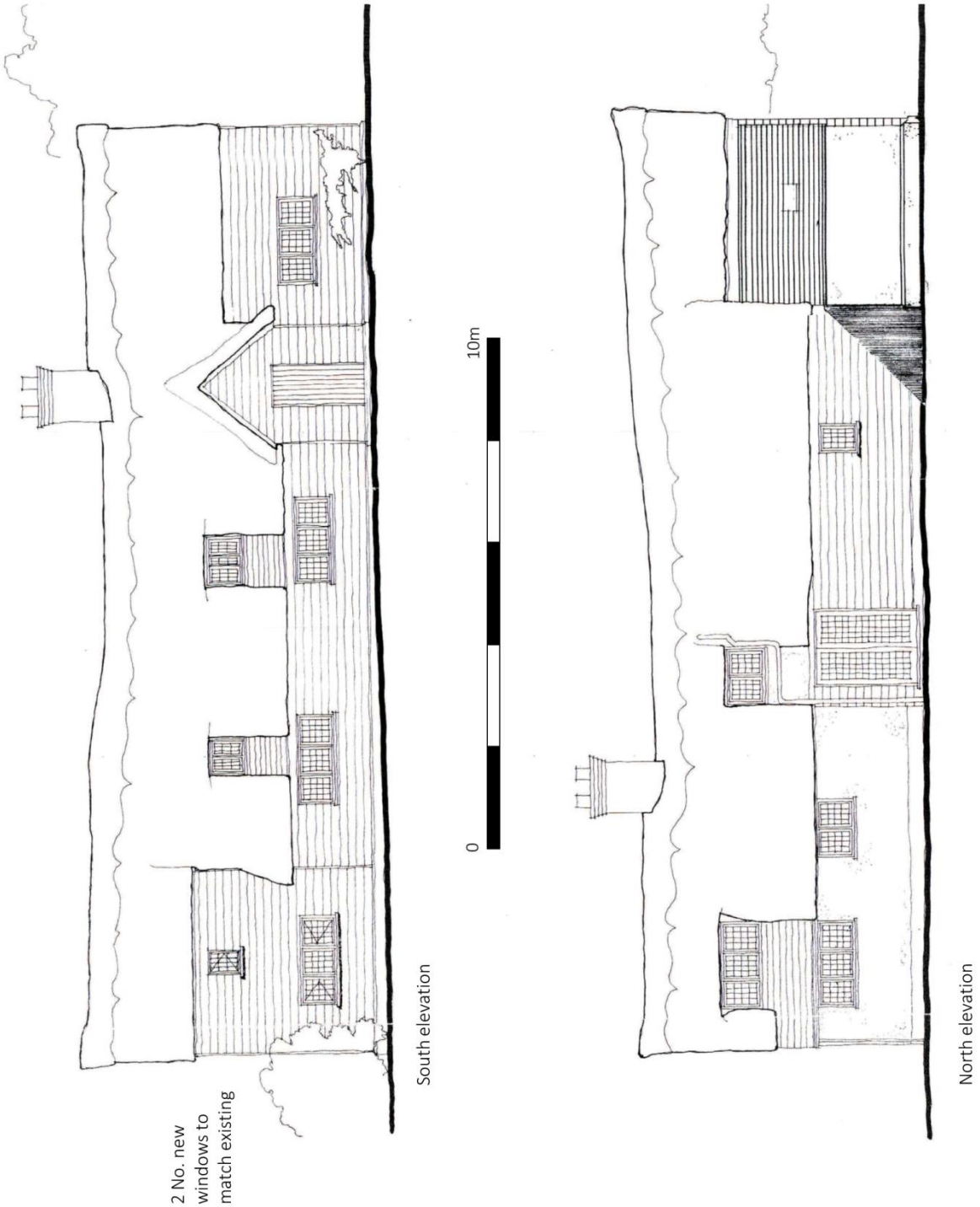

Figure 4: Proposed elevations (scale 1:125)

2 Aims & Methods

2.1 *Aims*

The aims of the project are:

- To ensure the archaeological recording of previously unexposed historic building fabric
- To ensure the archaeological recording of all aspects of the development programme likely to have an impact on the historic fabric of the building before and during the works
- To provide an adequately detailed project report that will place the findings of the investigations in their local and regional context, with reference to the relevant regional research agendas.

2.2 *Standards*

The work will conform to the following requirements:

- The relevant sections of the Chartered Institute for Archaeologists' *Standard & Guidance Notes* (CI*f*A 2014)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CI*f*A 2014)
- Current Historic England guidelines (HE 2015 & HE 2016)
- The Association of Local Government Archaeological Officers East of England Region *Standards for Field Archaeology in the East of England* (ALGAO 2003)

2.3 *Methods*

All alterations to the building that impact on the historic fabric or expose previously hidden structural and/or architectural material will be monitored by an experienced archaeologist, who may undertake additional historic building recording, analysis and assessment if required.

- A written record will be made of each site visit using KDK's Historic Building Restoration Sheet.
- These records will be accompanied by sketches if appropriate.
- In addition, a photographic record will be maintained throughout the watching brief.
- The recording will be based on drawings made available by the client/client's agent.

2.4 *Historic Building Recording (if required)*

Historic building survey involves the preparation of a detailed record and interpretation of a standing building and its fixtures and fittings, by a combination of historical research, written description, measured survey and photography. As such, it is essential that unrestricted access to the structure being recorded is given to the surveyors, subject to current health and safety requirements and site security.

2.4.1 *Historical Research*

Background historical research will follow current CI*f*A standards and guidelines for desk-based assessment (CI*f*A 2014). All sources consulted will be listed in the final report.

2.4.2 *Written Description*

The written description will be prepared from detailed notes and sketches taken on site, using the appropriate KDK Historic Building Record Sheets. This information will be augmented by a study of the drawings and photographs. The written description will be presented in a logical and consistent format (e.g. overall structure: external details, roof and walls: internal layout: internal description by room), supported by relevant drawings and photographs.

2.4.3 *Measured Survey*

Measured surveys will normally be carried out using tapes or LDM (laser distance measurement) for vertical and horizontal measurement throughout. A surveyor's level or Total Station EDM may be used as appropriate. Reference will be made to available architects' or engineers' drawings, either on paper or in an appropriate CAD format. Plastic film will be used for all field drawings. Scales used will be appropriate to the size and complexity of the structures or features being recorded: generally 1:50 or 1:100 for floor plans, 1:20 or 1:50 for elevations and sections, and 1:20 or 1:10 for architectural details, plant and machinery, etc.

2.4.5 *Photographic Survey*

The primary photographic record will normally be compiled in 35mm and/or medium format (60 × 45mm) black & white print format, supplemented by digital photography. A photographic register will be produced in association with a plan illustrating the photographic views. Digital photographs will be used to illustrate the report. Metric scales will be used in photographs where appropriate. Photography will employ natural light wherever possible, but artificial light, flash or floodlighting will be used where necessary. Other techniques, such as video photography, may be used where appropriate.

3 Archaeological & Historical Background

3.1 *Saxon - Medieval* *(AD400 – 1500)*

The name Rushden is derived from the Old English words *ryscen* and *denu*, meaning 'valley where rushes grow' (Mills 1991:279).

The Domesday Survey of 1086 records that Rushden, or *Risendene*, was held by two sokemen of Stigand, Archbishop of Canterbury, prior to the Norman Conquest and was worth 10 shillings. After the Conquest, the lands at Rushden were assessed at five hides, were worth 110 shillings and were held by Sigar de Choques (otherwise referred to as Cioches). There was land for eight ploughs, with three hides and two ploughs in demesne. Eight villans and three bordars held five ploughs; there was one sokeman, three cottars and four slaves, meadow for a half a plough, pasture for livestock and woodland for fifty pigs (Williams & Martin:392).

The manor changed hands on numerous occasions throughout the medieval period, passing from the Cioches family to William of Bethune, and later to the Bealknaps.

The Victoria County History (1912) mentions that the Knights Hospitaller and the Knights Templar both held lands at Rushden, not wholly surprising given the Templar presence at Baldock and Temple Dinsley. The lands of the Knights Templar in Rushden were passed to the Hospitallers in 1309 when the order was suppressed.

The Church of St Mary, located to the north of the main village, has a nave dating to c. 1340 and the west tower was built in the 15th century. The chancel and south porch were rebuilt in the 19th century and the roof was restored in the early 20th century (HE 2018b).

3.2 *Post-Medieval – Modern* *(1500 – present)*

The village contains a number of post-medieval buildings including the former post office and the old Rose and Crown Inn, both timber buildings of the 16th or 17th centuries. There are also a number of other thatched cottages and farm buildings dating to the 17th century, including Church End Cottage. The village smithy was located to the west at Mill End (VCH 1912). To the north of the church is the brick built 16th century Julians Park, formerly occupied by the Metcalfe family, who held Rushden Manor in the 19th century (RCHME 1910).

3.3 *Site specific*

Site specific research will be undertaken during the course of this project and the results assimilated into the final report.

4 Reporting

4.1 A report will be compiled bringing together all the field-work and post-excavation results. The report will typically 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)
- 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 Any further work required by the archaeological advisor will follow guidelines established by Historic England (HE 2015), consisting of successive stages of archive assessment, analysis, research and report preparation.

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 The appropriate local depository, whether museum, County Record Office or similar, will be contacted at the start of the project 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 CI*f*A (CI*f*A 2014), the UK Institute of Conservation (Walker 1990) and the Museums & Galleries Commission (MGC 1992).

5.3 Where local depositories are unable to take on more archival material, KDK will make alternative arrangements until deposition can be arranged.

5.4 The local depository for this particular project is Hertfordshire Archives and Local Studies (HALS).

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.

Caroline Barclay-Jones graduated from the University of Wales, Lampeter in 2004 with a BA in Archaeology, and again in 2007 with an MA in Social Archaeology. She has excavated at a variety of sites in the UK and Israel, although her most recent job was as an Account Executive with a health insurance broker. She is currently studying for her PhD in archaeology with the University of Manchester.

Carina Summerfield-Hill graduated with an honours degree in Archaeology from the University of Liverpool in 2003, which was followed by a Master's degree in Human Osteology and Funerary Archaeology from the University of Sheffield in 2004. Since 2005 Carina has worked for a number of commercial archaeological units throughout England and Wales. She has excavated and supervised a range of sites of various periods, with a particular specialism in human osteology. Carina has also supervised on a number of research projects in the Sudan. Carina is an Associate member of the Chartered Institute for Archaeologists.

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.

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 recently moved to the UK and is 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.

Rebecca Bradford initially studied for a foundation degree in Applied Architectural Stonework and Conservation, where she was trained in practical historic conservation skills. Prior to beginning her degree, she took part in the construction of Guédelon Castle using historically accurate methods and tools. She graduated with a BSc in Archaeology in 2015 from Bournemouth University. She has taken part in a number of volunteer excavations, including King Johns Hunting Lodge and the site of the Battle of Maldon. She joined KDK in January 2018 and hopes to gain more archaeological field experience, as well as pursue her interests in historic buildings and osteology.

6.2 *Specialists*

The following are KDK's preferred specialists:

Subject	Specialist	Organisation
Saxon & medieval small finds	Rosie Weetch	Freelance
Prehistoric & Roman small finds	Rebekah Pressler	Freelance
Building materials: Roman	Andy Fawcett	Freelance
Building materials: post-Roman	Karin Kaye	KDK Ltd
Ceramics: prehistoric	Emily Edwards	Freelance
Ceramics: Roman	Andy Fawcett	Freelance
Ceramics: Post-Roman	Paul Blinkhorn	Freelance
Coins: Roman	Kris Lockyear	Inst. of Archaeology, UCL
Coins: post-Roman	Anna Gannon	Freelance
Environmental: seeds & mollusca	Angela Monckton Rachel Small	ULAS
Environmental: archaeobotanical	Anna West	Suffolk Archaeology
Environmental: animal bone	Umberto Albarella	Sheffield University
Environmental: animal bone	Matilda Holmes	Freelance
Environmental: human bone	Carina Summerfield-Hill	KDK Ltd
Environmental: human teeth	Patrick Mahoney	KORA
Glass	Hilary Cool	Freelance
Illustration	Frances Saxton	Freelance
Lithics	Sarah Bates	Freelance
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance

Subject	Specialist	Organisation
Industrial waste	Lynne Keys	Freelance
Pollen	Rob Scaife	Freelance
Timber	Damian Goodburn	Freelance

7. Programme

7.1 A programme of monitoring will be agreed with HHET prior to the commencement of fieldwork and in full consultation with the client. KDK will keep HHET and the client informed of progress.

7.2 Unless significant archaeological remains are encountered requiring further analysis, the report will normally be available no later than four weeks after the fieldwork has been completed. The archive will normally be ready for deposition within six months of completion of the report.

7.3 *Proposed Programme*

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

Stage	Person-Days	Staff
Initial photographic survey	0.5	Site Director
Observation and recording	As required	Site Director
Report preparation	2 minimum	Site Director
Archive preparation	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 2007
- 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.

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	£500,000

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 WSI, 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.

9. References

Standards & Specifications

Allen J L & Holt A St J 1986 (with later updates) *Health & Safety in Field Archaeology.* London: Federation of Archaeological Managers & Employers

CIfA 2014 *Code of Conduct.* Reading: Chartered Institute for Archaeologists

CIfA 2014 *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.* Reading: Chartered Institute for Archaeologists

CIfA 2014 *Standards & Guidance for Historic Environment Desk-Based Assessment*. Reading: Chartered Institute for Archaeologists

CIfA 2014 *Standards & Guidance for the Investigation and Recording of Standing Buildings*. Reading: Chartered Institute for Archaeologists

CIfA 2014 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Reading: Chartered Institute for Archaeologists

CIfA 2014 *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Reading: Chartered Institute for Archaeologists

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Paul, S. 2018 *Hertfordshire Archaeological Archive Standards: a countywide standard for the creation, compilation and transfer of archaeological archives in Hertfordshire* Hertfordshire Association of Museums

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Secondary Sources

Brown, N & Glazebrooke J 2000 *Research and Archaeology: A Framework for the Eastern Counties – 2 Research Agenda and Strategy* East Anglian Archaeology Occasional Paper 8

HE 2018a *List Entry: Church End Cottage.* https://historicengland.org.uk/listing/the-list/list-entry/1175904 [accessed 13th February 2018]

HE 2018b *List Entry: Church of St Mary.* https://historicengland.org.uk/listing/the-list/list-entry/1175887 [accessed 16th February 2018]

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VCH 1912 *Parishes: Rushden*, in 'A History of the County of Hertford: Volume 3', ed. William Page (London), pp. 265-270. British History Online: http://www.british-history.ac.uk/vch/herts/vol3/pp265-270 [accessed 14 February 2018].

Appendix 1: 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

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:
Working on scaffolding	• Falls from insecure ladders • Tripping over scaffold planks • Tripping over equipment and other hazards • Falling through hatch • Injury or accident through poor light • Injury or accident through poor weather conditions	• Ensure ladders are secured before use • Ensure ladder is sound before use • Be aware of gaps and overlapping planks on scaffolding • Be aware of trip hazards on scaffolding • Ensure good housekeeping of equipment • Ensure hatch covers where used are in place • Be aware of the location of the hatch in relation to working area • Do not work on scaffolding if there is insufficient light • Do not work on scaffolding in high winds or if the scaffolding or ladders are slippery • Use safety gear as appropriate • Never work on scaffolding alone
Objects falling from ladders/scaffolding		• Wear full PPE • Be aware of overhead work • Make ones presence aware to other site staff
Trip hazards		• Be aware of existing hazards • Ensure good housekeeping of equipment
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.**

Project:	Church End Cottage, Church End, Rushden, Buntingford, Hertfordshire
Project Code:	364/RCE
Date of Assessment:	14.02.2018
Assessed By:	Chris Martin-Taylor
Signed by site staff:	

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	• Maintain vehicles in roadworthy condition. • Ensure suitable insurance is in place. • Only qualified staff to drive vehicles. • Staff to observe speed limits and other 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 conditions are extremely poor. • Be aware of holes in flooring. • Use appropriate footwear.	4
General site work	Manual handling	Moderate	Field staff	3	4	12	• Use equipment to transport heavy loads if possible. • Train staff to use equipment. • Instruct staff in correct lifting techniques. • Monitor staff compliance.	4
General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	• Wear appropriate clothing. • Provide welfare facilities • Cease work in very	2

							adverse weather.	
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	Fire	Catastrophic	Field staff, visitors, public	2	5	10	• Compile fire risk assessment if required. • Maintain good housekeeping • Provide suitable firefighting equipment	5
Working in buildings	Cuts	Minor	Field staff, visitors.	2	2	4	• Be aware of exposed nails and sharp objects in floors and walls. • Inform staff of identified hazards. • Wear suitable PPE	2
Working in buildings	Falling objects	Major	Field staff, visitors.	2	4	8	• Ensure ladders & scaffolding are secure • Use kick boards/netting as appropriate • Inform staff where work is being carried out above head height. • Warn staff of areas of unstable building fabric. • Wear suitable PPE	4