



Bright Water Landscape Partnership

Lot 1B: East Park Roman Settlement

Written Scheme of Investigation

Indie Jago

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Prepared for:

Bright Water Landscape Partnership and Durham County Council Archaeology Section

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Purpose of document

This document has been prepared as a Written Scheme of Investigation outlining the aims, objectives, and methodology to undertake a community archaeological project at the East Park Roman Settlement. The project forms part of a number of projects delivered as part of the Bright Water Landscape Partnership Project, and the project scope has been discussed in full with Durham County Council Archaeology Section (DCCAS).

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Project summary

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Social Value Act

DigVentures is a social enterprise dedicated to designing and delivering publicly focussed archaeology projects. We are constituted as a limited company, with a constitution reflecting the wider social, economic and environmental benefits of the projects we deliver.

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DigVentures is aiming to reduce its per capita carbon emissions.

Acknowledgements

We'd like to begin with a sincere thank you to the Bright Water Landscape Partnership for commissioning us to undertake this exciting project. Particular thanks are due to the Bright Water team, Sarah Barton and Dafydd Jones. In addition, we would like to acknowledge the support of David Mason, Principal Archaeologist and team at Durham County Council Archaeology Section and, in particular, the ongoing support and advice of Nick Boldrini, Historic Environment Record Officer, Durham County Council and Don O'Meara, Historic England Science Advisor for the North East.

The project will be managed by DigVentures. Stuart Noon will manage the project, with Manda Forster as Operations Director and Lisa Westcott Wilkins as Project Executive.

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INTRODUCTION AND SCOPE

1.1 Project background

- 1.1.1 DigVentures has been appointed by the Bright Water Landscape Partnership and Durham County Council Archaeology Section (DCCAS) (hereafter the Client) to prepare a Written Scheme of Investigation (WSI) for a programme of community-led excavations to be undertaken in the East Park Roman Settlement (hereafter 'the Site') (Figure 1).
- 1.1.2 The Bright Water Landscape Partnership is a Landscape Partnership Scheme, led by Durham Wildlife Trust and Durham County Council, and supported by the National Heritage Lottery Fund. The Partnership has come together with Durham County Council Archaeology Section (DCCAS) and developed a range of community-based archaeological research projects that will investigate and celebrate the natural and built heritage of the Bright Water area and re-connect people with the amazing landscape on their doorstep. The Bright Water Landscape Partnership has appointed DigVentures and the Project Team to deliver several important outputs and outcomes of the Built Heritage: Ancient Environment and Early Settlement Project (Lot 1), specifically to deliver a series of professionally-led, volunteer projects designed to engage people with the unique built heritage of the Bright Water catchment.
- 1.1.3 East Park Roman settlement is intended to include two seasons of excavation focusing on the extensive Roman archaeological site at East Park, with an embedded public engagement programme maximising the impact of the investigations through guided tours, open days, public talks and displays.

1.2 Scope of document

- 1.2.1 This WSI sets out the strategy and methodology by which DigVentures will implement the second season of community-focused excavation at East Park Roman Settlement. In format and content, it conforms with current best practice and to the guidance outlined in the Management of Archaeological Research Projects in the Historic Environment (Historic England 2015a), the North East Regional Research Framework for the Historic Environment (NERFF 2006), the updated Draft Resource Assessments (NERFF 2020), and Standards for Archaeological Work in County Durham and Darlington (DCCAS 2019).

1.3 Site location and geology

- 1.3.1 The area covered by the Bright Water Landscape Partnership extends over 200km² of lowland County Durham and Darlington, focusing on the River Skerne from Hurworth Burn reservoir in East Durham to South Park in Darlington. The project area includes Great Aycliffe, Sedgfield, Bishop Middleham, Fishburn, Heighington, Brafferton, Barmpton and Darlington. The Bright Water landscape was formerly dominated by wetlands but many of them have been lost over the past 200 years.
- 1.3.2 East Park Roman Settlement (Lot 1B) is located to the west of the town of Sedgfield and is bound to the east and south by the A177 and A689 roads, respectively. Geophysical survey in the area suggests that the settlement extends to the northeast

under the modern town of Sedgefield. The site lies on sedimentary Dolostone bedrock of the Ford Formation that formed 252-272 million years ago during the Permian period. The local environment was previously dominated by shallow carbonate seas forming biogenic and detrital deposits generally comprising carbonate material (including coral and shell fragments). The superficial geology comprises Devensian glaciofluvial deposits of sand and gravel. Formed as a result of Ice Age conditions, these sedimentary deposits are detrital, generally coarse-grained, and form beds, channels, plains and fans associated with glacial meltwater (BGS, <http://mapapps.bgs.ac.uk>).

2 ARCHAEOLOGICAL AND HISTORIC BACKGROUND

2.1 Archaeological and historical background

- 2.1.1 Discovered in the mid-1990s, the potentially Late Iron Age and Romano-British settlement at East Park (Lot 1B) has seen investigation by Time Team in 2002, and more extensive geophysical survey and community-based field walking and excavations lead by DCCAS and Archaeology Services Durham University (ASUD) between 2005 and 2009 (Carne and Mason 2006; Mason 2007; Claydon 2008; Carne 2009; Petts and Gerrard 2006, 54; Mason 2010; ASDU 2010). A decade later, and considering new and improved methods for excavation and post-excavation analysis combined with the recent discovery and investigation of contemporary sites in the vicinity, the site offers significant research potential. As a result of new and improved methods for excavation and post-excavation analysis there is now a more developed framework in place for understanding this type of settlement (non-military road-side town) in the north and, with targeted excavation, new research will benefit from significant advances in the understanding of the Roman conquest and subsequent occupation in this region.
- 2.1.2 Results of the previous community archaeology project at East Park settlement suggest that road-side enclosures perhaps represented individual family plots, capable of accommodating a variety of functions including domestic, agricultural and industrial. Buildings were constructed exclusively of timber, with no evidence for dressed stone, mortar or brick/tile, and ranged from simple huts and shelters to aisled barns. Small-scale industrial activity such as pottery manufacture (including a substantial double chamber kiln with flue) and copper smelting was identified in some enclosures, plus agricultural features such as stock-pens and barns. Analysis of the finds indicated that intense occupation spanned the period from c. 120 to c. 250, but greatly diminished thereafter (Carne and Mason 2006; Mason 2007; Claydon 2008; Carne 2009; Petts and Gerrard 2006, 54; Mason 2010; ASDU 2010).
- 2.1.3 The East Park area seems to have been the focus of a fairly dense distribution of late Iron Age and Romano-British rural settlement revealed by developer-funded archaeological investigation in the environs of Sedgefield. These include a late Iron Age or Romano British enclosure 1km to the southwest at Brakes Farm (Brogan 2010), another just northeast of nearby Home Farm, a multi-phase enclosure of probable Romano-British date at Eden Drive and an enclosed settlement south of Beacon Lane, on the southern and southeastern edges of Sedgefield respectively, the latter with remains radiocarbon dated to the early Romano-British era (1st/2nd centuries AD), yet another settlement characterised by ditched enclosures and pits

yielding a significant quantity of Romano-British pottery at Whin Houses, near Butterwick Moor Farm, c. 4.5km to the east-northeast (Platell 2008), and a potential Romano-British field system at Mordon North Farm. It may also be observed that the individual 'family unit' enclosures which make up the East Park settlement resemble the basic components of the Late Iron Age/early Romano-British rural settlement pattern, hinting that the village or town may represent a coalescence of rural settlements scattered in the wider environs into a single nucleated roadside site, perhaps attracted by the commercial opportunities presented by passing traffic on the road.

2.2 North-East Regional Research Framework

- 2.2.1 All the proposed community archaeology projects undertaken as part of the Bright Water Built Heritage Lots have provided an opportunity to offer the community knowledge, transferable skills and an identity based in landscape commonality. In addition, they provide an excellent opportunity to contribute new research to our understanding of past human activity in the region. Addressing the research themes and questions posed in the North-East Regional Research Framework (NERRF, Petts and Gerrard 2006), as well as those raised more recently as a result of developer-led archaeology and academic research will ensure maximum impact and legacy for the Bright Water Landscape Partnership and Durham County Council Archaeology Section in the archaeological sphere. Community excavations at East Park, Segefield, address some of the following themes highlighted within the NERRF;
- 2.2.2 **Environment and agriculture** - Plant macro-fossil evidence has been largely missing from non-military and civilian sites and as such significant questions remain as to the exact nature of subsistence during the Roman era. East Park, Segefield (Co. Durham) and other sites hold some potential for redressing this imbalance (Petts and Gerrard 2006, p. 45-6).
- 2.2.3 **Transport and communication** - Being critical to the expansion and success of settlement in the North East in more recent times, industry and transport was likely an important aspect of the region since at least Roman times. The existence of a Roman road (known as Cade's Road) is thought likely to have linked York and Newcastle, although the exact course of the road remains unclear. Most likely, Cade's Road was located east of Dere Street, the only Roman road known to run the entire breadth of the region, and it has previously been suggested that the road ran through East Park (Petts and Gerrard 2006, p. 46-47).
- 2.2.4 **Settlement, military infrastructure and native communities** – Roman military infrastructure was unsurprisingly, closely linked to the road network within County Durham. However, unlike Dere Street, there has been limited evidence of Roman military activity uncovered along Cade's Road and the only fort, so far discovered, along its length is at Chester-le-Street (Concangis). East Park, a large and complex site with an intricate series of enclosures, may have been focused on Cade's Road. Initial excavations have indicated activity at this *vici* into the last-4th century AD, yet due to the lack of excavation there is a need to better understand the chronology of the site and the exact function of the settlement which remains enigma (Petts and Gerrard 2006, p. 47-55; 149).

3 AIMS AND OBJECTIVES

3.1 Project model

- 3.1.1 The overarching aim of the archaeological excavation is to define and characterise the physical extent of the sites through a programme of non-intrusive investigations (desk-based assessment, landscape survey and geophysical survey) and intrusive sampling and excavation, obtaining baseline data that will facilitate future management, research, presentation and enjoyment in line with the recommendations made in the North East Regional Research Framework (Petts and Gerrard 2006).

3.2 Aim 1 - Refine the chronology and phasing of the site with a programme of excavation

- 3.2.1 This aim is addressed with targeted archaeological excavation following recommendations made in the North East Regional Research Framework (Petts & Gerrard, Section 23) and by David Mason, Principal Archaeologist Durham County Council. Key questions include:

- Q1: Can we corroborate chronology of the site? What are the origins of the site? What evidence is there for continued activity into the 4th century AD at East Park?
- Q2: What are the typical and atypical features of the settlement at East Park, and did this influence the functions and activities that took place? To what extent can the settlement be considered 'native'?
- Q3: What is the landscape setting and character surrounding the sites, and how did this shape their location, design and development?

3.3 Aim 2 - Understand the site's archaeological and palaeoenvironmental conditions

- 3.3.1 This aim is focused on the assemblage of findings and samples as defined and recovered in Aim 1, using appropriate palaeoenvironmental and archaeological techniques to establish the preservation and significance of the heritage assets. Key questions include:

- Q4: What is the current state of preservation of the archaeological and palaeoenvironmental material across the sites?
- Q5: How well do deposits and artefacts survive, and how deeply are they buried?
- Q6: Can the archaeological data inform us about seasonal farming regimes, specialised food processing or industrial activities that may have taken place at the site? Do the excavations show similar patterns of the pottery manufacture as observed to the north?
- Q7: What is the range and spatial patterning of ecofacts and artefacts recovered from the sites? What do ecofacts and artefacts tell us about the nature of the East Park?

- Q8: Can we increase our understanding of the local environment during the formation and/or occupation of the site?

3.4 Aim 3 – Make recommendations for further work, analysis and publication

3.4.1 This aim requires all data from Aims 1-2 to be collated, with an integrated synthesis of the archaeological and palaeoenvironmental resource at the site. Recommendations will be made to conserve, enhance and interpret the heritage significance of the Site, proposing either further fieldwork stages, and/or analysis, publication and final archiving. Key questions include:

- Q9: What can an integrated synthesis of the results of this work with previous studies of contemporary regional sites tell us about the sites and their settings?
- Q10: In light of the evidence recovered from this and previous work, can we articulate a link between the periods of use of the sites and their different areas?
- Q11: Can we formulate recommendations for further archaeological analysis at the sites, and implement a programme to publish and disseminate the results or continue fieldwork into additional seasons?
- Q12: What strategies should be put in place in order to protect East Park Roman settlement for the enjoyment of future generations?

3.5 Aim 4 – Engage and train local people in the research of Bright Water Study Area and provide opportunities for public engagement

3.5.1 The project offers a range of opportunities for local community members to get involved, providing training in heritage skills linked to the assessment and analysis of historic buildings. As part of the overarching project, providing opportunities for volunteers is an important component of the defined aims. Key objectives include:

- To further the study, understanding and enjoyment of the Bright Water Study Area by interested individuals and community groups.
- To recruit and retain a core team of volunteers to collect data, record historic buildings, and to analyse and interrogate the results.
- The provision of training, guidance and technical support to members of the community in GIS, landscape survey, building recording, and historic landscape interpretation.

4 ARCHAEOLOGICAL METHODOLOGY

4.1 Remote sensing

4.1.1 A photogrammetric survey of the site and surrounding area will be made in accordance with Historic England's Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice (2017), to assist in recording any remains encountered. The survey will utilise Agisoft Metashape 3D Modelling software to detect the feature points of the structure and match these in different images to create a point cloud, from which a photo realistic 3D models will be generated. All models will be georeferenced using eight coded targets for each model, surveyed into the National

Grid using a robotic total station. The resulting DSM is intended to provide an accurate and versatile record of the form and condition of the site and as such to provide a baseline dataset for comparison with future and past surveys to place the Sites environs and interventions into a landscape context to facilitate more detailed invasive and non-invasive work at the site.

4.2 Excavation

4.2.1 All work will be completed to ClfA *Standard and guidance for archaeological excavation* (2014) and DCC *Standards for all archaeological work in County Durham and Darlington* (2019). The excavation will be carried out in accordance with its company Health and Safety Policy, to standards defined in The Health and Safety at Work etc. Act 1974, and The Management of Health and Safety Regulations 1999, and in accordance with the SCAUM (Standing Conference of Archaeological Unit Managers) health and safety manual Health and Safety in Field Archaeology (1996), and DigVentures Health and Safety Policy.

4.2.2 Excavation will take place between 18th October – 30th November 2020. Three trenches will be established to target the southern area of the settlement. Two of these trenches will measure 5m x 20m (Trenches 2 and 3) and one will measure 20m x 30m (Trench 4) (Figure 2). The location has been chosen to target anomalies identified through the geophysical survey. The overall aim is to characterise the nature and date of activity towards the southern edge of the settlement.

- Trench 2 – c.5m x 20m focused on the north-south aligned ditch at the eastern edge of the road and the interior of the abutting enclosure. The ditch is well-defined on the geophysical survey, suggesting survival beneath the ploughsoil. It is thought to be a trackway ditch. Establishing the eastern limit of the central road and characterising its development would allow a great understanding of the settlement.
- Trench 3 – c.5m x 20m focusing on a set of northeast-southwest aligned geophysical anomalies likely representing the edges of a road and adjacent enclosure. Evaluating the nature of these features, and generating a better understanding of features possibly related to the outwards spread and growth of the roadside settlement, is a central focus of this trench.
- Trench 4 – c.20m x 30m focusing on the interior of an enclosure and associated ditches identified from geophysical survey. Particularly to investigate the negative anomalies that appear within the enclosure itself. Characterising the interior of the enclosure is central to better understanding the activities undertaken at the site and nature of the settlement.

4.2.3 All trenches will be located using a GPS prior to the commencement of work, and each area using the results of pre-existing non-invasive survey data (Hale 2010). All areas will be stripped of overburden deposits with a mechanical excavator under continuous archaeological supervision down to the first archaeological horizon. All machine excavation will be carried out under constant archaeological supervision using a toothless bucket, and included visually scanning spoil for artefacts.

- 4.2.4 The trench will be hand-cleaned, planned and photographed prior to hand excavation. Any archaeological features and deposits exposed will be hand-cleaned and excavated to determine their nature, character and date. Carefully chosen cross-sections will then be excavated through features to enable sufficient information about form, development, date and stratigraphic relationships to be recorded.
- 4.2.5 A complete drawn record of the trenches comprising of both plans and sections, will be drawn to appropriate scales and annotated with coordinates and AOD heights. A single context recording system will be used to record the deposits. Layers and fills will be recorded with curved brackets (4001), whilst the cut of the feature is shown [4002]. Each feature is prefixed with the relevant with the letter F (ie Trench 6, F601+, Trench 7, F701+).
- 4.2.6 All interventions will be surveyed using a dGPS tied into the Ordnance Survey grid. All recording will be undertaken using the DigVentures Digital Dig Team recording system. Digital Dig Team is DigVentures' bespoke, cloud-based, open data recording platform, designed to enable researchers to publish data directly from the field using any web-enabled device (such as a smartphone or tablet) into a live relational database. Once recorded, the born-digital archive is instantly accessible via open access on a dedicated website and published to social profiles of all project participants (community, professional and specialist).
- 4.3 Finds and environmental samples**
- 4.3.1 Finds will be treated in accordance with the relevant guidance given in the Chartered Institute for Archaeologist's *Standard and guidance for archaeological field evaluation* (revised 2014), and the *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2014), excepting where they are superseded by statements made below. Archaeological material will be handled and sorted following advice in Watkinson and Neal (1998).
- 4.3.2 All artefacts will be retained from excavated contexts, except features or deposits undoubtedly of modern date. In these circumstances, sufficient artefacts will only be retained to elucidate the date and function of the feature or deposit. Finds recovered will be assessed by appropriately qualified specialists, who will examine the finds to provide an identification, date and provenance of the material, and will also evaluate the significance of the assemblage.
- 4.3.3 All artefacts from the investigation will, as a minimum, be washed, counted, weighed and identified. Any stratified ironwork will be x-rayed and stored in a stable condition along with other fragile and delicate material. Suitable material, primarily the pottery and non-ferrous metalwork, will be scanned to assess the date range of the assemblage. The results of this scan will be appended to the submitted report.
- 4.3.4 Bulk environmental soil samples for plant macrofossils, small animal bones and other small artefacts will be taken from appropriate sealed and dateable archaeological contexts (each context will normally be sampled). Samples of between 20-40 litres will be taken or 100% of smaller contexts. Samples will not be taken from the intersection of features. Bulk environmental soil samples will be processed by flotation and scanned to assess the environmental potential of deposits, and a

subsample of material select for analyses if deemed necessary for the fulfil of the project aims. The residues and sieved fractions will be recorded and retained with the project archive. A statement on the environmental potential of excavated deposits will be included to the evaluation report. Environmental finds will be treated in accordance with relevant guidance, including reference to the following Historic England guidance documents;

- 2011 Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
- 2014 Animal Bones and Archaeology: Guidelines for Best Practice
- 2015 Geoarchaeology: Using earth sciences to understand the archaeological record

4.3.5 The project manager will ensure that the results of palaeoenvironmental investigation, industrial residue assessments, analyses and other scientific analyses are included in a full evaluation report.

4.4 Human remains

4.4.1 In the event of discovery of any human remains, DCCAS will be informed immediately. Any remains will be left in situ, covered and protected, until the Client, Coroner and Local Planning Authority Advisor have been informed.

4.4.2 Should human remains be excavated this will be in compliance with the relevant Ministry of Justice Licence, which will be obtained by DigVentures. All excavation and post-excavation will be in accordance with the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains* (1993) and Historic England 2004 *Human Bones from Archaeological Sites A guideline for best practice for producing human osteological assessments and analytical reports*. The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.

4.5 Treasure

4.5.1 In the event of discovery of artefacts covered or potentially covered by The Treasure Act 1996, their excavation and removal will be undertaken following notification of the Client, Coroner, British Museum and OCAS. Advice on reporting and management of any Treasure finds will be sought from the appropriate Finds Liaison Officer.

5 ARCHIVING

5.1.1 The project archive will be prepared in accordance with the deposition guidelines provided by Sevenhills Repository, Spennymoor, and in line with DigVentures guidelines for Archive Preparation, following Appendix 1, P1 of MORPHE PPN 3 (English Heritage 2011), fulfilling the Guidelines for the preparation of excavation archives for long term storage (UKIC 1990) and ClfA Standards and Guidance for Archaeological Archives (2014). All reports produced by the project will be openly and freely disseminated through the Durham County Council Historic Environment Record, Archaeological Data Service, OASIS portal and project website.

- 5.1.2 A summary of the results will also be submitted to DCCAS. On approval, the report will be submitted in hard copy and in digital copy to the DCC HER, with copyright licence granted to Durham County Council to use the report for the purposes of the HER. Agreement on the format of the digital archive submission will be established with DCC HER at the beginning of the project, deposition of the Digital Archive will be at the end following guidelines outlined by the Archaeological Data Service (ADS 2015), a digital version of the project archive will be deposited with ADS and published subject to agreement with the DCC HER.

5.1.3

6 PUBLIC IMPACT AND ENGAGEMENT

6.1 Accessible archaeology

- 6.1.1 DigVentures specialises in delivering participatory archaeological projects in collaboration with communities, researching and recording the past to professional standards. The desired outcomes for public engagement and participation within the project have been articulated below.

- 6.1.2 DigVentures will offer a range of opportunities for local community members to get involved and learn more about the archaeology of East Park. Working closely with the wider project team opportunities should include a community dig, virtual site tours, and finds laboratory sessions. Specifically, this will;

- involve volunteers in digging and supervised finds handling and processing sessions during the excavation, learning how archaeological materials are recovered and managed from professional staff
- host a series virtual guided tours that can be enjoyed online
- reach thousands through digital engagement with project microsite
- provide full access to the archaeological results via the project microsite as the trenches, finds and feature are recorded
- disseminate results of the excavations via media, broadcast, print and popular publications.

- 6.1.3 During the excavation, virtual site tours will be included where appropriate, providing opportunities for wider public to look around the excavations. A public programme will aim to present the results of the excavation and the online archaeological archive using DigVentures unique Digital Dig Team software will provide direct access to the finds and features we record. Results should be published directly onto the project microsite, providing live updates of both technical data and social media.

- 6.1.4 During the excavations volunteers will be able to learn some of the skills necessary for becoming an archaeologist. Each volunteer will learn a variety of archaeological skills as guided through the DigVentures Fieldschool Curriculum (Appendix 1) by professionally qualified archaeologists. All work will conform to relevant guidelines including the Chartered Institute for Archaeologists' (2014) *Standard and guidance for archaeological field evaluation*.

7 POST-EXCAVATION AND REPORTING

7.1 Archaeological fieldwork report

- 7.1.1 Creating a legacy for the sites and the Bright Water Landscape Partnership project should be an important aspect of any archaeological venture and is central to our ethos at DigVentures. With a robust Theory of Change in place, our projects are designed to provide benefit for local communities, for individual participants and for our clients and stakeholders. We deliver projects which provide positive benefits and value for participants and clients and are able to demonstrate impact through feedback and evaluation. Our evaluation data will provide your team with a detailed assessment of what was delivered, who took part and how they benefitted. We will provide the facts and figures with both qualitative and quantitative data collected from dig participants and public visitors to the site.
- 7.1.2 In addition to the evaluation of the project, a number of products are proposed which will underpin the longer-term impact of the various project activities. A technical report will be produced once the fieldwork have been delivered, providing detailed assessment of the excavation, with specialist reports.
- 7.1.3 Final reports will be collated following the assessment of the complete archive of the Site, with reports made available via the project microsite, OASIS record and through their submission to the HER. The online archive, including both the microsite and Digital Dig Team will be maintained for five years beyond the close of the excavation, and a stable and comprehensive archive will be prepared and deposited with the appropriate body.
- Technical report – the archaeological excavations will be fully written up in line with the standards of ClfA, the professional institute for archaeology. our archaeological reports are prepared in line with ClfA Standards and guidance and presented an illustrated and detailed analysis of the archaeology recorded. Reports are made available on the project website, deposited with the HER and attached the OASIS record of the site.
 - Research archive – the project will result in the co-production of an accessible and usable research archive, maintained for 5 years post project. Digital Dig Team will house all site archive information, readily accessible to both the interested public and researchers. In addition to the online archive, a stable and comprehensive archive will also be prepared and deposited with the appropriate bodies.
 - Evaluation report – separate to the archaeological reporting, our ongoing evaluation of participants and visitors will provide the data for a detailed assessment of what was delivered, who took part and how they benefitted. The report will present qualitative and quantitative data collected from dig participants and public visitors to the site, linked to our Theory of Change.

8 PROJECT MANAGEMENT, STAFFING AND PROFESSIONAL STANDARDS

8.1 Staffing

8.1.1 The fieldwork will be directed and supervised by Stuart Noon MCIfA, Project Manager, DigVentures, supported by a team of professional archaeologists, who will be on site. The overall responsibility for the conduct and management of the project will be held by one of DigVentures' Projects Directors, Brendon Wilkins MCIfA, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. The appointed Projects Director and Project Manager will be involved in all phases of the project through to its completion.

8.1.2 The analysis of the finds and environmental data will be undertaken by DigVentures' core staff or external specialists, using DigVentures' standard pro forma recording system. The work will be carried out under the supervision of the following departmental managers under the overall direction of the Projects Director. Further information on DigVentures' external finds and environmental specialists can be provided on request.

8.2 Quality and professional standards

8.2.1 DigVentures is a Registered Organisation with the Chartered Institute for Archaeologists. All senior managers are MCIfA registered. The company endorses the *Code of conduct* of the Chartered Institute for Archaeologists and complies with the Institutes' *Standards and guidance* documents.

8.2.2 All core staff employed by DigVentures are appropriately qualified and employed in line with Chartered Institute for Archaeologists *Code of conduct*. DigVentures operates a Project Management System based on MoRPHE. All projects are undertaken under the direction of the Project Manager who is responsible to the Projects Director, who ensures the maintenance of quality standards within the organisation. The Managing Director has ultimate responsibility for all of the company's work. CVs of core staff can be found in the Appendices.

9 INSURANCE, HEALTH AND SAFETY

9.1 Policy and Risk Assessment

9.1.1 Health and safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. DigVentures will ensure that all work is carried out in accordance with its company Health and Safety Policy (2018), to standards defined in The Health and Safety at Work etc. Act 1974, and The Management of Health and Safety Regulations 1992, and in accordance with the SCAUM (Standing Conference of Archaeological Unit Managers) health and safety manual Health and Safety in Field Archaeology (1996). Trench excavation and design shall conform to Health and Safety legislation, incorporating current best engineering practice where possible.

- 9.1.2 A Risk Assessment Method Statement has been prepared in advance of the fieldwork, under the direction of Chris Casswell (Head of Fieldwork) and approved by Brendon Wilkins (Projects Director)(Appendix 2). DigVentures holds public liability insurance (£5,000,000), employers liability insurance (£10,000,000) and professional indemnity insurance (£5,000,000).

10 BIBLIOGRAPHY

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 DigVentures

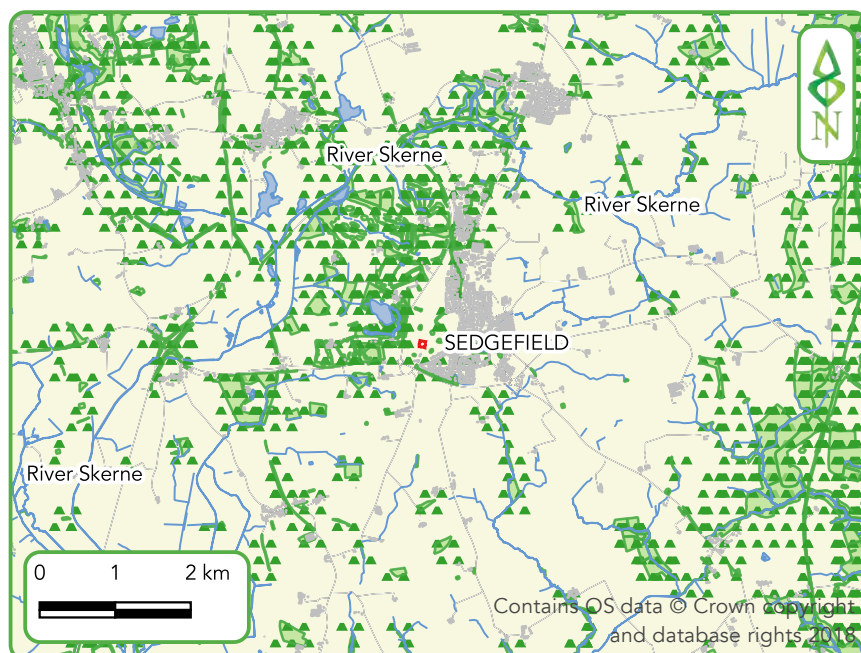


Figure 1 - Site location

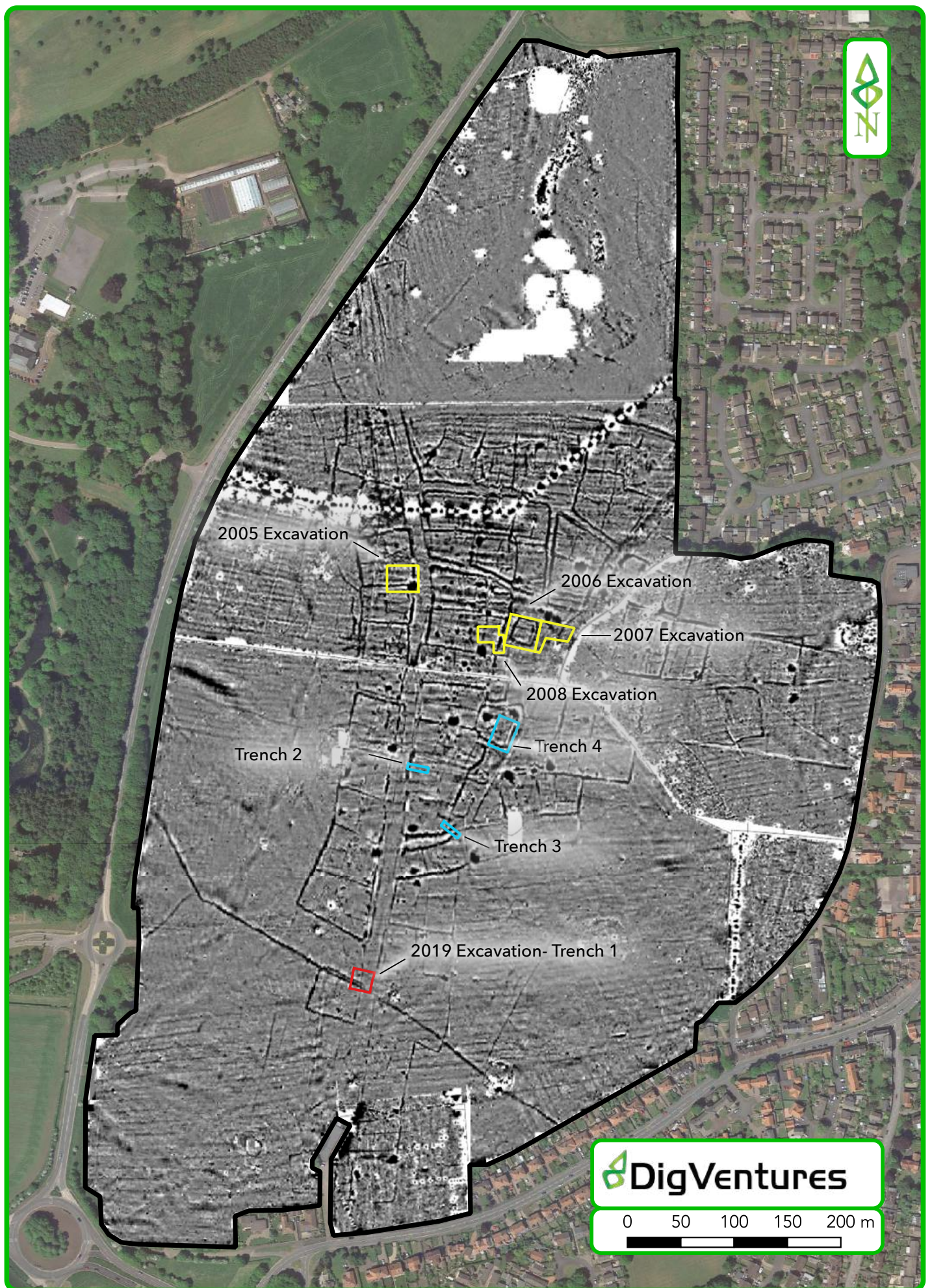


Figure 2 - Trench locations

Appendix 1 – Fieldschool curriculum

Archaeology Field Schools 2020

DigVentures' field school curriculum for archaeology forms the basis of all our on-site vocational training opportunities. Field schools are available to participants of all skills levels to attend and receive hands-on training over the course of one day, two days or one week (or more). Field schools are designed and run by professional archaeologists, working alongside our Venturers to excavate and record archaeology to the highest standards. Due to the unique nature of each of the archaeological sites we work at, the content of the field schools may vary from project to project. However, our core learning curriculum will remain consistent across all our projects and provides an outline of the minimum our participants (or Venturers) should expect to achieve during their time with us on site.

Our archaeology field school is endorsed by the Chartered Institute for Archaeologists and designed to support the Archaeology Skills Passport.

About the projects

Each of our archaeological sites has a specific Project Design attached to it. This document will provide the research background to the excavation, outlining some very important details about the period, the location and what we hope to find. This is the place to find out what the aims and objectives are, where we will be putting our archaeological trenches and what the overarching strategy is for recovering all that vital archaeological information. You can also find the general methods statements here, and learn about the particular approaches we might be taking.

Each archaeological project is supported by a project microsite – and this should be your first point of call for your site preparations. Once you have had a look through the archaeological project design, you can have a look over the 'Plan Your Visit' section which includes the project set up and all the information you need to know to make your archaeological experience run as smoothly as possible. As the archaeological project continues, this is the place where the technical data recovered will be stored and where you can look up the archaeological information you have helped to excavate and record!

About the field school

Archaeology is a profession, as well as an academic field of study. Many years of experience, skills development and education are necessary in order to develop the expertise, and attain the necessary qualifications, to run archaeological excavations. Archaeology is also an activity which inspires enthusiasts all around the world, from active volunteers through to armchair archaeologists who devour every book, programme and magazine they can get their hands on. We are consistently amazed at the passion and level of knowledge of the people we meet through our work at DigVentures, and everyone has one thing in common: they want to learn more about how to do archaeology.

We have designed our field schools to help support anyone who is keen to roll up their sleeves, jump in the trenches and learn how archaeology is done. Whether you can join us for one day, a weekend or a full week (or two), we can teach you what you need to know to get the most out of your archaeological experience.

Our core learning curriculum

Our field schools provide a step-by-step guide through the core skills needed to contribute to an archaeological excavation. What do you need to know about the archaeology before you begin to dig? How do you recognise and excavated archaeological layers? What's the point of drawing in the age of digital? What's with all the string, and funny red and white sticks in the trenches? If you are with us for a single day, we will make sure you get to grips with the fundamental skills, such as using a trowel. The longer you can stay, the more you will learn. You can use the look-up table below to see which of the core archaeological skills you will learn on a DigVentures field school depending on the length of your experience.

Skill	Learning outcome	One Day	Two Days	Week +
<i>Professional ethics</i>	Can anyone just turn up and dig an archaeological site? Or is there more to it than that?	✓	✓	✓
<i>Site Safety</i>	Be aware of the particular Health & Safety issues on the archaeological project	✓	✓	✓
<i>Small hand tools</i>	Understand the correct use of the trowel and other smaller hand tools including their safe use and maintenance.	✓	✓	✓
<i>Large hand tools</i>	Understand the correct and safe use of larger tools as well as appropriate loading for buckets and wheelbarrows.	✓	✓	✓
<i>Site formation processes</i>	Understand the process of site formation, including fills, layers, structures or natural deposits. Everything is in the ground for a reason and sites come to look the way they do now for a number of different reasons. By the time you leave site you will have a basic understanding of why the site looks the way it does.	✓	✓	✓
<i>Stratigraphic excavation</i>	Understand the concept of physical and chronological stratigraphy as well as the methods of recording the sequences and be able to remove layers and fills in the correct order for structured excavation.		✓	✓
<i>Artefact recording</i>	Understand how to recover artefacts safely from archaeological deposits, how to store finds on-site and how to complete the Small Finds record.		✓	✓
<i>Context recording</i>	Understand the procedure for the completion of a standard context record		✓	✓

Skill	Learning outcome	One Day	Two Days	Week +
	sheet using Digital Dig Team.			
<i>Survey</i>	Appreciate the concept of site/national grid systems and placement of trenches within this. It is important we know exactly where archaeological remains were found and you will be familiarised with the use of traditional hand tape measurements and in the application of GPS and total station readings.			✓
<i>Measured drawing (planning and section drawing)</i>	Understand the various elements that must be present on a plan and section drawing, including the use of conventions and how the drawing is located.			✓
<i>Photography</i>	Have a basic grasp of the fundamental requirements for camera use and the sequenced methodology of photographic recording.			✓
<i>Sampling</i>	Understand the procedure for the collecting archaeological samples for artefacts and ecofacts, including why we take them, how they are recorded and what happens next.			✓

National Occupational Standards

All our training programmes are built upon the framework of National Occupational Standards (NOS) developed by the Chartered Institute of Archaeologists. The NOS for archaeological practice defines the range of skills that archaeologists may need to perfect in order to do their job. They provide the perfect framework for training programmes as they break down a complicated job into a collection of individual skills and tasks. This is great for both practising and avocational archaeologists as it provides a clear roadmap for skills development.

To help that skills development, you can find the individual NOS standards which this course supports below. If you would like to record your own skills development, we recommend you use the Archaeology Skills Passport. This has been developed in line with NOS, and provides a simple record book of your learning achievements.

The learning outcomes from this course are defined using National Occupational Standards (NOS). This course *supports* and *contributes* to the Knowledge Requirements for particular units within the NOS for Archaeological Practice. These are:

AC5 Contribute to intrusive investigations

<https://www.ukstandards.org.uk/PublishedNos/CCSAPAC5.pdf>

This includes:

- Preparing for operations, including understanding the methods used, the safety arrangements, identifying suitable equipment and applying technical standards
- Undertaking intrusive investigation, including identifying, investigating and recording archaeology and using appropriate tools competently
- Preparing records and schedules, including making accurate records and verifying data

Recording your archaeology skills

For those participants who are keen to develop their archaeological skills-set, we recommend using the Archaeology Skills Passport to record the skills you learn as you progress. Depending on whether you are joining us for a couple of days or a full week, you will have the opportunity to learn or add to the skills you already have. The course contributes to a number of Core Skills as identified in the Skills Passport, and the table above provides an outline of which should be expected to be achieved during your experience.

Providing feedback

Once you have completed your fieldwork with us, we will ask a couple of additional questions about your experience. This helps us see how much you have learnt while you have been part of our excavations and also makes sure we are doing a great job! If there is anything you would like to know or would like to tell us while you are still digging, just speak to a member of the team.

The Field School Curriculum – what to expect!

Dig For One Day

Morning briefing

On the first morning of your arrival to site, you will be greeted by the DigVentures welcoming party where members of the team will introduce themselves and their roles. We will ask you to introduce yourself as well, and ask a little about why you decided to join the dig. All new Venturers will then receive a full project briefing and site induction, while existing Venturers will head out to the trenches to make a start. The project briefing will include a background to the archaeological research, detailing why we are digging the site, what we are hoping to achieve and what our archaeological strategy and methodology is. As part of the site induction, all Venturers will be talked through our site Risk Assessment, where a member of the team will highlight any particular Health and Safety issues or advice. We will also create your own Venturer profile on the project Digital Dig Team website and then head out to the trenches.

To the trenches!

When you arrive on site you will receive a full orientation from one of the DigVentures team. This begins with a background to the period we are investigating, re-capping the aims of the dig and the site's significance. You'll be shown any relevant aerial maps, previous research and geophysics results of the area. Venturers are then introduced to each trench, where you can see what we've found so far and what we plan to achieve by the end of the dig. You will learn about the tools of the trade, why we excavate and record the way we do and what to do when you find something. Finally, we will run through the day's tasks and what you will be doing while you are on-site.

Trowelling 101

The most important tool in an archaeologist's kit is their trowel. No matter what site you're on there's always plenty of trowelling to be done. This may be the first time you come face to face with archaeology which is still in the ground and yet to be discovered - it's important we get the basics nailed before developing your skills further.

Skills and learning

Learning opportunities will present themselves throughout the day while we are on site and will vary from site to site, depending on what we are investigating, what we have found and what stage the project is at. As a minimum, you will walk away from site having learnt the following skills:

Skill	Learning outcome
<i>Professional ethics</i>	Can anyone just turn up and dig an archaeological site? Or is there more to it than that?
<i>Site Safety</i>	Be aware of the particular Health & Safety issues on the archaeological project
<i>Small handtools</i>	Understand the correct use of the trowel and other smaller hand tools including their safe use and maintenance.
<i>Large handtools</i>	Understand the correct and safe use of larger tools as well as appropriate loading for buckets and wheelbarrows.
<i>Site formation processes</i>	Understand the process of site formation, including fills, layers, structures or natural deposits. Everything is in the ground for a reason and sites come to look the way they do now for a number of different reasons. By the time you leave site you will have a basic understanding of why the site looks the way it does.

Dig For Two Days

Morning briefing

On the first morning of your arrival to site, you will be greeted by the DigVentures welcoming party where members of the team will introduce themselves and their roles. We will ask you to introduce yourself as well, and ask a little about why you decided to join the dig. All new Venturers will then receive a full project briefing and site induction, while existing Venturers will head out to the trenches to make a start. The project briefing will include a background to the archaeological research, detailing why we are digging the site, what we are hoping to achieve and what our archaeological strategy and methodology is. As part of the site induction, all Venturers will be talked through our site Risk Assessment, where

a member of the team will highlight any particular Health and Safety issues or advice. We will also create your own Venturer profile on the project Digital Dig Team website and then head out to the trenches.

To the trenches!

When you arrive on site you will receive a full orientation from one of the DigVentures team. This begins with a background to the period we are investigating, re-capping the aims of the dig and the site's significance. You'll be shown any relevant aerial maps, previous research and geophysics results of the area. Venturers are then introduced to each trench, where you can see what we've found so far and what we plan to achieve by the end of the dig. You will learn about the tools of the trade, why we excavate and record the way we do and what to do when you find something. Finally, we will run through the day's tasks and what you will be doing while you are on-site.

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Skills and learning

Learning opportunities will present themselves throughout the day while we are on site and will vary from site to site, depending on what we are investigating, what we have found and what stage the project is at. As a minimum, you will walk away from site having learnt the following skills:

Skill	Learning outcome
<i>Professional ethics</i>	Can anyone just turn up and dig an archaeological site? Or is there more to it than that?
<i>Site Safety</i>	Be aware of the particular Health & Safety issues on the archaeological project
<i>Small handtools</i>	Understand the correct use of the trowel and other smaller hand tools including their safe use and maintenance.
<i>Large handtools</i>	Understand the correct and safe use of larger tools as well as appropriate loading for buckets and wheelbarrows.
<i>Site formation processes</i>	Understand the process of site formation, including fills, layers, structures or natural deposits. Everything is in the ground for a reason and sites come to look the way they do now for a number of different reasons. By the time you leave site you will have a basic understanding of why the site looks the way it does.
<i>Artefact recovery and recording</i>	Understand how to recover artefacts safely from archaeological deposits, how to store finds on-site and how to complete the Small Finds record. Where possible, participants will also learn how to wash and quantify different artefact types and materials.
<i>Stratigraphic excavation</i>	Understand the concept of physical and chronological stratigraphy as well as the methods of recording the sequences and be able to remove layers and fills in the correct order for structured excavation.
<i>Context recording</i>	Understand the procedure for the completion of a standard context record sheet using Digital Dig Team.

Dig For A Week (or more)

Morning briefing

On the first morning of your arrival to site, you will be greeted by the DigVentures welcoming party where members of the team will introduce themselves and their roles. We will ask you to introduce yourself as well, and ask a little about why you decided to join the dig. All new Venturers will then receive a full project briefing and site induction, while existing Venturers will head out to the trenches to make a start. The project briefing will include a background to the archaeological research, detailing why we are digging the site, what we are hoping to achieve and what our archaeological strategy and methodology is. As part of the site induction, all Venturers will be talked through our site Risk Assessment, where a member of the team will highlight any particular Health and Safety issues or advice. We will also create your own Venturer profile on the project Digital Dig Team website and then head out to the trenches.

To the trenches!

When you arrive on site you will receive a full orientation from one of the DigVentures team. This begins with a background to the period we are investigating, re-capping the aims of the dig and the site's significance. You'll be shown any relevant aerial maps, previous research and geophysics results of the area. Venturers are then introduced to each trench, where you can see what we've found so far and what we plan to achieve by the end of the dig. You will learn about the tools of the trade, why we excavate and record the way we do and what to do when you find something. Finally, we will run through the day's tasks and what you will be doing while you are on-site.

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Skills and learning

Learning opportunities will present themselves throughout the day while we are on site and will vary from site to site, depending on what we are investigating, what we have found and what stage the project is at. As a minimum, you will walk away from site having learnt the following skills:

Skill	Learning outcome
<i>Professional ethics</i>	Can anyone just turn up and dig an archaeological site? Or is there more to it than that?
<i>Small handtools</i>	Understand the correct use of the trowel and other smaller hand tools including their safe use and maintenance.
<i>Large handtools</i>	Understand the correct and safe use of larger tools as well as appropriate loading for buckets and wheelbarrows.
<i>Site formation processes</i>	Understand the process of site formation, including fills, layers, structures or natural deposits. Everything is in the ground for a reason and sites come to look the way they do now for a number of different reasons. By the time you leave site you will have a basic understanding of why the site looks the way it does.

Skill	Learning outcome
<i>Artefact recovery and recording</i>	Understand how to recover artefacts safely from archaeological deposits, how to store finds on-site and how to complete the Small Finds record. Where possible, participants will also learn how to wash and quantify different artefact types and materials.
<i>Stratigraphic excavation</i>	Understand the concept of physical and chronological stratigraphy as well as the methods of recording the sequences and be able to remove layers and fills in the correct order for structured excavation.
<i>Context recording</i>	Understand the procedure for the completion of a standard context record sheet using Digital Dig Team.
<i>Survey</i>	Appreciate the concept of site/national grid systems and placement of trenches within this. It is important we know exactly where archaeological remains were found and you will be familiarised with the use of traditional hand tape measurements and in the application of GPS and total station readings.
<i>Measured drawing (planning and section drawing)</i>	Understand the various elements that must be present on a plan and section drawing, including the use of conventions and how the drawing is located.
<i>Photography</i>	Have a basic grasp of the fundamental requirements for camera use and the sequenced methodology of photographic recording.
<i>Sampling</i>	Understand the procedure for the collecting archaeological samples for artefacts and ecofacts, how to record them, why we take them and what happens next.



East Park - Excavation 2020

Risk Assessment Method Statement

	Doc. ref. no.	Status	Approval	Date	Comments
Original	DV_EastPark 19 RAMS	Final	Chris Casswell Brendon Wilkins	12/08/19	Completed following initial walk over assessment
Revisions	V2.3	Final	Stuart Noon Brendon Wilkins	27/08/20	Second stage excavation at East Park

1 PURPOSE OF THIS DOCUMENT

The purpose of this method statement is to provide detailed guidance on a safe system of work for the employees. The method statement is based on a task specific risk assessment using identified hazards, the likelihood of the hazard occurring and the severity of the consequences. This risk assessment is attached. As conditions may change on site this RAMS may require amendment during the course of work to reflect the conditions at the time. All personnel involved in this operation must be briefed on the content of this RAMS and associated reference documents before commencement of the work.

2 METHOD STATEMENT

1	Supervisors	Name	Position	Contact Details	First Aider?
		Chris Casswell	Site Director, DV	07931 562050	Yes
2	Key personnel	Name	Position	Contact Details	
		Lisa Westcott Wilkins	Managing Director, DV	07787 188184	
		Brendon Wilkins	Project Director, DV	07581 562490	
		Manda Forster	Director of Operations, DV	07834 044060	
		Stuart Noon	Project Manager DV	07492 877380	
		Nat Jackson	Community Archaeologist, DV	07411453166	
		David Wallace	Community Archaeologist, DV	07798 753287	
		Ben Swain	Community Archaeologist, DV	07768169940	
	Johanna Ungemach	Community Archaeologist, DV	0783349756		
4	Working Hrs	0900 to 1700, Monday to Friday.			
5	Plant /Tools/ Vehicles	Plant: None Equipment: Hot water sinks and generator Tools: Hand tools (mattock, shovel, trowel, bucket etc) Vehicles: Minimum number of vehicles required to transport staff to site each day			
6	Specialist Training Required	N/A			
7	Personal Protective Equipment	Head Protection	x	Skin Protection:	
		Eye Protection:	x	Specialist Footwear	x
		Ear Protection:		Flotation Aids:	
		Respiratory	x	Harnesses:	

		Hand Protection	x	Other:	
		If other, specify:	Waterproof clothing in inclement weather; head protection if required; face masks or visors to be worn at all times		
8	Permits Required	None			
9	COSHH Assessment	N/A			
10	Environmental				
11	Sequence of work				
COVID-19 pandemic • Stay alert. • No unauthorized access to the site. • Staff and participants are to use the Activity Zone for breaks or return to own vehicles.. • Staff to keep 2m apart wherever possible. When not possible consider whether the task is necessary. • Wear face masks at all times and gloves where appropriate to minimise potential transmission. • Use hand washing facilities and hand sanitizer immediately before and after leaving the trench and site. • No tool sharing. Individuals are responsible for cleaning them at the end of every day. • PPE checks on daily basis • No interactions with members of the public. • Staff and participants will drive to the site in their own vehicles. Mobilisation • Park away from site. Pre-excavation site checks • Check perimeter fencing and place signs where appropriate. • Establish safe access/egress points into the trench. • Inspect the excavation area visually to identify unforeseen hazards. Where necessary additional safety measures may be required. Excavation • Briefing to all staff and participants outlining tasks for the day and updates to the risk assessment where appropriate. • All tasks to be carried out in accordance with the agreed safety method statements and any instruction issued by Durham County Council Council • Covid 19 PPE must be worn at all times. • Excavation will be undertaken in plan. Contexts will be excavated, sampled and recorded to a depth no deeper than 1.7m					

- The edges of the excavation will be stepped as ground conditions demand, but no greater in depth than 1m.
- Access ramps will be located in the corners of the excavation to allow safe access/egress and to enable the safe removal of spoil.
- Spoil storage is to be closely managed throughout this process ensuring that there are no ecological or environmental impacts. Spoil heaps are to be battered at a 45° angle.
- Spoil will be stored within the excavation against the south-facing baulk section.
- All archaeological features will be cleaned and excavated by hand, with the exception of structural remains.
- Upon the discovery of significant/unexpected remains, Durham County Council will be notified immediately.

Community Engagement

- There will be no direct interaction between the site team and members of the public.
- There will be no public tours
- Signs will be placed on perimeter fencing at the excavations. They will contain basic information and links to online videos detailing the work being undertaken.

Demobilisation

- Prior to leaving the site all safety measures installed by DigVentures are to be removed together with any works debris.
- Removal of staff and equipment.

3 RISK ASSESSMENT

Site Address:	Hardwick Park – East Park, Sedgefield, Stockton-on-Tees TS21 2DN	RA completed by:	Stuart noon
		Date:	12th August 2020
		Site visit:	12th July 2019
Monitors:	Brendon Wilkins, DigVentures Ltd	Documentation:	Project Design
Operation/Task:	Archaeological excavation		DV_EastPark19_UpdatedProjectDesign_V3.0
Notes: All staff and to read this document (in conjunction with the Project Design) before entry on to site, and sign-off the Briefing Log once induction from the Health & Safety Supervisor is completed.			
Remember – Please report anything that is or seems to be unsafe to DigVentures Staff immediately.			

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
Severity: 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site
Risk Rating: 1 – 4 = tolerable; 5 – 7 = moderate; 8 – 11 = substantial; 12+ intolerable (Risk Rating = Frequency x Severity)

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
Severity: 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site
Risk Rating: 1 – 4 = tolerable; 5 – 7 = moderate; 8 – 11 = substantial; 12+ intolerable (Risk Rating = Frequency x Severity)

Hazard/Risk	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitor
	F	S	RR		F	S	RR		
FIELDWORK									
Hand-excavation									
Injury to DV staff, visitors and other contractors whilst using hand tools.	3	3	9	All tools will be inspected prior to use by DigVentures staff. All damaged, broken or otherwise unusable hand tools to be marked as such and put to one side.	1	3	3	DV	DV
				All on-site grid pegs will be fitted with safety caps				DV	DV/Client
				Heavy lifting to be avoided where possible. If unavoidable then all staff to receive appropriate training.				DV	DV/Client
				All tools will be used for the purpose for which they were intended. Tool kits will be assigned to each participant and sanitised after use				DV	DV
				At all times DV staff shall be made aware of other persons working in the vicinity.				DV/Client	DV/Client
Deep excavation									
Injury to DV staff, visitors or other contractors due to trench collapse.	3	4	12	No unsupported sections greater than 1.2m depth.	1	4	4	DV	DV/Client
				Trench sides to be stepped as ground conditions demand, regardless of depth.					
				Trench to be enclosed within a perimeter fence with appropriate signage.					
				No persons other than DV, Client or curatorial staff to enter deep excavations at any time.					
				Access/egress to the trenches to be made via a ramp.					
				There will be a separate access and egress					
				Groundwater seepage to be removed either using a water pump or manually bailed.					

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
Severity: 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site
Risk Rating: 1 – 4 = tolerable; 5 – 7 = moderate; 8 – 11 = substantial; 12+ intolerable (Risk Rating = Frequency x Severity)

Hazard/Risk	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitor
Injury to DV staff, participants, visitors or other contractors due to fall into excavations.	2	3	6	All excavation work including spoil heaps to be fenced.	1	3	3	DV	DV/Client
				Appropriate hazard signs to be erected adjacent to excavations.					
				Excavated spoil, tools, equipment etc. to be stockpiled/stored at least 1 m beyond the edge of the excavations to minimise trip hazards.					
				All visitors to the site to be made aware of the location of any deep excavations.					
Utilities/ Buried Hazards									
Injury to DV staff, participants, other contractors and plant (including utilities) due to rupturing of or contact with utilities (buried or overhead).	2	5	10	All utility mapping possessed by Client will be consulted.	1	5	5	DV	DV/Client
				Site and surrounding area will be visually inspected in detail for any clues to indicate buried services in the area.				DV/Client	DV/Client
				Site and surrounding area will be swept where required by trained staff with a proprietary cable detector (i.e. CAT).				DV	DV/Client
				If buried services are suspected or anticipated, then hand-excavation will initially establish the location and alignment of such services.				DV	DV/Client
				Any cable or pipe encountered will be considered live at all times and will be protected from any subsequent damage.				DV	DV/Client
ENVIRONMENT									
COVID-19									
Airborne transmission of virus	2	4	8	Anyone displaying symptoms of coronavirus will be instructed not to attend work and follow guidelines.	1	4	4	DV/Client	DV/Client
				Take note of any signage and floor markings around the site to ensure the 2m distance is maintained between people.					

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
Severity: 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site
Risk Rating: 1 – 4 = tolerable; 5 – 7 = moderate; 8 – 11 = substantial; 12+ = intolerable (Risk Rating = Frequency x Severity)

Hazard/Risk	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitor
				Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2m).					
				Where possible work back-to-back or side-by-side, rather than face-to-face and wear face masks or visors at all times,					
				There will be no public tours of the site					
Surface transmission of virus (cross-contamination of surfaces)	2	4	8	Provide facilities to allow staff and visitors to wash their hands for 20 seconds using soap and water or hand sanitiser (minimum 60% alcohol based) when entering and leaving the site.	1	4	4	DV/Client	DV/Client
				Enhance cleaning regimes for commonly used areas and surfaces, such as access and egress points, welfare and toilet facilities.				DV	DV/Client
				Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.				DV	DV
				Staff should use their own vehicles to get to site.				DV	DV
				No tool sharing. Individuals are responsible for cleaning own tool kit at the end of every day. Wear gloves to minimise potential transmission concerning finds handling and processing.				DV	DV
				Any gates or gateposts which are frequently used by staff and volunteers will be sanitised after use.				DV	DV
Contamination									
Injury to DV staff, participants, visitors and other contractors, and damage to the local environment through contamination	2	4	8	Should there be a contamination threat, work will progress in line with <i>Health & Safety Guidance Note 66 – Contaminated Land</i> .	1	4	4	DV/Client	DV/Client
				Groundwater removed from deep excavations (if necessary) will be discharged downslope from the trench directly onto a suitably well-drained area – in agreement with DCC – to facilitate the removal of all material carried in solution, suspension or traction.				DV	DV/Client
				Appropriate PPE (overalls, gloves, respirators etc.) to be worn at all times where contaminated ground is anticipated or suspected.				DV	DV/Client

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
Severity: 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site
Risk Rating: 1 – 4 = tolerable; 5 – 7 = moderate; 8 – 11 = substantial; 12+ intolerable (Risk Rating = Frequency x Severity)

Hazard/Risk	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitor
				Washing facilities to be provided in accordance with H&S requirements. All staff and participants to use such prior to eating.				DV	DV
				Smoking will not be allowed on site or in site accommodation.				DV	DV
Damage to ecosystem through soil degradation	2	2	4	Any loose, excavated spoil will be neatly banded in an orderly manner to a maximum height of 3m and capped off to facilitate run-off and minimise waterlogging.	1	2	2	Client	DV/Client
				DV will follow a like-on-like policy; topsoil will be stored on topsoil, subsoil stored on subsoil.				DV	Client
Injury to DV staff through exposure to toxic gases	2	4	8	Use of fully calibrated gas monitor at all times in any deep excavations	1	4	4	DV	DV
Extreme weather conditions									
Hot weather working (i.e. dehydration, sun burn, sun stroke etc.)	3	4	12	Sun cream, min. SPF15 (though SPF30+ recommended) with good UVA and UVB protection to be applied regularly to exposed skin.	1	4	4	DV	DV
				Regular breaks to be taken in shade to limit exposure to sun – use project vehicles with air conditioning if no alternatives available.					
				Appropriate clothing to be worn (topless working prohibited; long sleeves and trousers to be worn wherever feasible).					
				All staff and participants to bring their own drinking water to be consumed at regular intervals – do not wait until thirsty, thirst is a symptom of dehydration.					
				If necessary, wear sunglasses that offer good UV protection.					
Exposure to wet, cold and/or storm conditions, risk of lightning strike, hypothermia	2	4	8	Appropriate waterproof clothing to be carried and worn when necessary.	1	4	4	DV	DV
				No fieldwork to be undertaken during electric storms.					
				Dry clothing to be available, as necessary.					
				Staff and participants own vehicles to be used in bad weather					
DRIVING									

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
Severity: 1 = Negligible injuries; 2 = Minor injuries; 3 = Major injuries; 4 = Single fatality; 5 = Multiple fatalities; 6 = Multiple fatalities including persons beyond site
Risk Rating: 1 – 4 = tolerable; 5 – 7 = moderate; 8 – 11 = substantial; 12+ intolerable (Risk Rating = Frequency x Severity)

Hazard/Risk	Risk Rating			Control Measures	Residual Risk			Responsibility	Monitor
Injury to DV staff, DV equipment, plant and members of the public resulting from road traffic accidents.	3	6	18	All members of staff will be drive to site in their own vehicles.	1	6	6	DV	DV
				Nominated drivers must familiarise themselves in advance with routes for all journeys, as well as routes to local A&E services and any other destinations considered likely/necessary as part of project work.					DV
				All equipment will be securely stowed during transit, with a fixed bulkhead separating equipment and passengers.					DV/Client
				All vehicle manoeuvring will only occur with the assistance of appropriately located 'banksmen'.					DV/Client
				Tyres, water, oil and petrol will be checked weekly.					DV
				Extreme caution will be exercised when entering or leaving public highways.					DV
				Mobile phones will be turned off before commencing any journey and will not be used at all whilst driving.					DV
				Access to site will be via local roads only.					DV
GENERAL MEASURES									
General measures for implementation to maximise any reduction in risk rating.	-	-	-	A mobile phone will be available at all times for use in emergencies.	-	-	-	DV	DV/Client
				Anything that is or seems to be unsafe will be reported to the Site Director immediately.				DV/Client	
				A first aid kit will be available to DV staff and others at all times (i.e. in the welfare area and vehicles).				DV	
				A fire extinguisher will be located in each welfare unit if deployed on site.				DV/Client	

Frequency: 1 = A highly improbable occurrence; 2 = A remotely possible but known occurrence; 3 = An occasional occurrence; 4 = A fairly frequent occurrence; 5 = A regular occurrence; 6 = Almost a certainty
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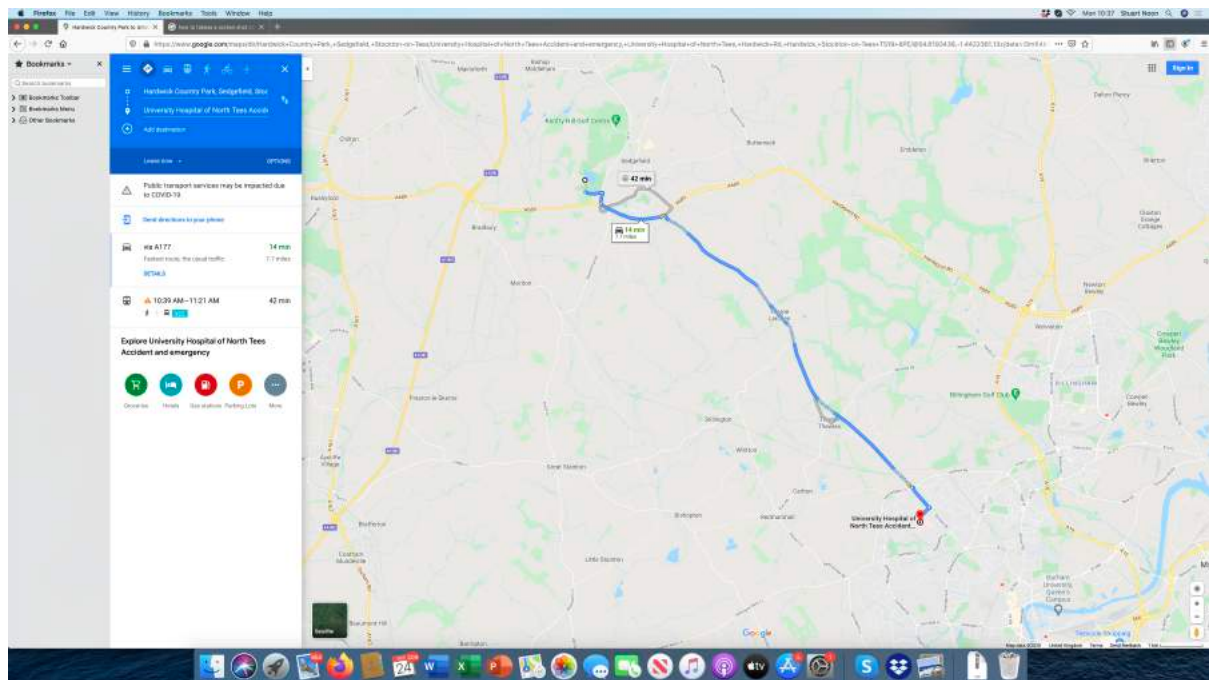
All staff and visitors must read the accompanying Risk Assessment prior to entering site. Please sign below to indicate compliance. Any queries or concerns should, in the first instance, be addressed to the Head of Fieldwork **Chris Casswell – First Aider (07931 562050), Project Manager Stuart Noon (07832233892)**, Project Director **Brendon Wilkins (07581 562490)** or Major issues of concern should be addressed to the Project Executive **Lisa Westcott Wilkins (07787 188184)** – DigVentures Ltd if they cannot be adequately addressed by the project team.

[illegible]

Name	Signature	Date

1 CONTACTS

Name	Role	Telephone	Address
Lisa Westcott Wilkins	Project Executive	07787 188184	C/o DigVentures
Brendon Wilkins	Project Director	0333 011 3990 (office) 07581 562490	C/o DigVentures
Chris Casswell	Head of Fieldwork (First Aider)	07931 562050	C/o DigVentures
Nat Jackson	Community Archaeologist	07411453166	C/o DigVentures
Ben Swain	Community Archaeologist (First Aider)	07768169940	C/o DigVentures
David Wallace	Community Archaeologist	07798 753287	C/o DigVentures
Johanna Ungemache	Community Archaeologist	0783349756	C/o DigVentures
Hospital A&E	University Hospital of North Tees	01924 541000	University Hospital of North Tees, Hardwick Rd, Hardwick, Stockton-on-Tees TS19 8PE
Emergency Services		999 112	



Public transport services may be impacted due to COVID-19.



14 min
7.7 miles

2 VIA A177

Fastest route, the usual traffic



42 min

3 10:39 AM—11:21 AM



3.1 Explore University Hospital of North Tees Accident and emergency