Site Name:	*Social Services Car Park, Greyfriars, Leicester*		
Job No:	11-177	**PM**	RJB
Contact Details for site:			
Time allocated:	53 person days on site; 4 archaeologists, 3 volunteers		

Notes
Start date: Saturday 25 August 2012
Finish date: Friday 7 September 2012

Equipment to be booked:
CAT Scanner

Site director to complete & sign off the following	***Signed***
1. Before starting on site read the specification	
2. Before starting on site request an accession no.	
3. Check service plans if available.	
4. On first day on site: check the Risk Assessment, add any further assessment and sign. Check the Risk Assessment every week or if something changes.	
5. Before starting work induct staff as necessary and get them to sign the induction register (Appendix 3)	
6. Before starting work make sure H&S at Work Act, Insurance details & A&E details are displayed in cabin if relevant.	
7. Before starting work check any plant & driver certification.	
8. Inspect trenches/excavations each day and sign the Trench Inspection Sheet (Appendix 4)	
9. Report any accidents using the Accident Report Form (Appendix 2)	
10. Return Document to the PM once site is finished.	

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Written Scheme of Investigation for Archaeological Investigation

Job title: Social Services Car Park, Greyfriars, Leicester

***NGR:* SK 585 043**

Client: Philippa Langley and /or her nominated partner / successor (hereinafter referred to as 'the Client')

1. Introduction

1.1 ***Definition and scope of the specification***

This document is a design specification for an archaeological investigation via trial trenching at the above site. The fieldwork specified below is intended to provide preliminary indications of the potential for the preservation of archaeological remains associated with the Greyfriars friary church, which once occupied the site.

1.2 The archaeological investigation will take the form of an archaeological field evaluation, which according to the Institute for Archaeologists Standards and Guidance: for Archaeological Field Evaluation (2008) is a limited programme of non-intrusive and/ or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site on land, inter-tidal zone or underwater. If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.

2. Background

2.1 Context of the Project

2.1.1 The Client has been granted permission by Leicester City Council to use archaeological methodology to attempt to locate the remains of the Greyfriars friary church, which stood on the site at Greyfriars during the medieval period and is believed to be the final resting place of Richard III, the last of the Plantagenet kings, who was killed on Bosworth Field in 1485.

2.1.2 In consultation with University of Leicester Archaeological Services (ULAS), the programme of archaeological work is to commence with Ground Probing Radar Survey followed by trial trench investigations to locate any archaeological remains associated with the Greyfriars buildings. A further trench will then be examined to locate the choir, the presumed burial place of Richard III.

2.2 Archaeological and Historical Background

Text condensed from Desk Based Assessment of the site (Hunt 2011)

2.2.1 The site lies within the walls of the Roman town of Ratae Corieltavorum (HER Ref: MLC72) and within the walls of the subsequent medieval town. Several known Romano-British remains are known from the Greyfriars site as a whole and from the close vicinity. These include three tessellated floors (MLC235, MLC236 & MLC1209) and part of a Roman building (MLC352).

2.2.2 The Priory of the Grey Friars in Leicester is said to have been founded in 1255 by Simon de Montfort, who was the Earl of Leicester from 1238-1265. The buildings were said to extend from the upper end of the Market Place to the Friar Lane meeting house and lay opposite St. Martin's church.

2.2.3 Richard III (2 October 1452 – 22 August 1485) was King of England for two years and was the last king of the House of York and the last of the Plantagenet dynasty. After the death of Edward IV in April 1483, Richard was named Protector until the young Edward V became old enough to rule in his own right. When the children of Edward IV were declared illegitimate Richard, as next in line to the throne, accepted the crown.

2.2.4 Two major rebellions against his reign led to the Battle of Bosworth Field in 1485, where the armies of the House of York met those of the Lancastrians under Henry Tudor. Richard was killed on the battlefield and his body was returned to Leicester. The Grey Friars of Leicester either requested or were charged with the disposal of his remains and contemporary reports confirm that the body was buried two days after death within the Friary. One witness John Rous gives the choir as the place of burial (Baldwin 1986). Evidence from around 1495 reports that Richard's tomb had an alabaster cover.

2.2.5 The church of the Grey Friars was destroyed in 1538 shortly after the Dissolution of the Monasteries. The popular account is that Richard's body was removed from the coffin, carried through the city by jeering crowds and cast into the River Soar at Bow Bridge, or buried nearby the bridge. There are, however, no contemporary reports to confirm that this actually took place.

2.2.6 A house later occupied the site and accounts suggest that during this and later development various human remains were unearthed. There is tradition that Richard's tomb was reused as a drinking trough for a local public house but there is no evidence that the tomb was ever removed from its original site.

3. Archaeological Objectives

3.1 The main objectives of the investigation will be:

- To identify the presence/absence of any archaeological deposits.
- To establish the character, extent and date range for any archaeological deposits
- To identify any deposits relating to the Friary church
- To produce an archive and report of any results.

3.2 Trial trenching is an intrusive form of archaeological investigation that will demonstrate the existence of earth-fast archaeological features that may exist within the area.

4. Methodology

4.1 *General Methodology and Standards*

4.1.1 All work will follow the Institute for Archaeologists (IfA) Code of Conduct (2010) and adhere to their *Standard and Guidance for Archaeological Field Evaluation* (2008). The LCC *Guidelines and Procedures for Archaeological work Leicestershire and Rutland* (1997) will be adhered to.

4.1.2 Staffing, recording systems, health and safety provisions and insurance details are included below.

4.1.3 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning Authority and the Client, if required.

4.2 *Trial Trenching Methodology*

4.2.1 Prior to any machining of trial trenches general photographs of the site areas may be taken.

4.2.2 A CAT scanner will be passed over the proposed trenching area to locate any unknown services.

4.2.3 A Ground Probing Radar Survey has been undertaken (Fig 1) revealing a number of potential archaeological anomalies and areas of what may be spreads of rubble, although it has not proved possible to positively identify Friary structures to inform the precise location of trial trenches. In view of this, two trenches measuring 30m x 1.6m will be placed within the Social Services Car Park area, oriented north-south, located to avoid services known from maps and the GPR survey. The long length and orientation of the trenches will give a greater likelihood of exposing archaeology given that the position of the building is unknown and the basic layout of a church and claustral buildings would mean many walls running east- west across the site.

4.2.4 An additional trench of up to 25 square metres will be investigated with a view to establishing whether any burials are present, specifically those of Richard III. This may either be in the adjacent Wyggeston School Car park or in the Social Services car park.

4.2.5 Measured drawings of all archaeological features will be prepared at a scale of 1:20 and tied into an overall site plan. All plans will be tied into the Ordnance Survey National Grid. Relative spot heights will be taken as appropriate.

4.2.6 Sections of any excavated archaeological features will be drawn at an appropriate scale. At least one longitudinal face of each trench will be recorded. All sections will be levelled and tied to the Ordnance Survey Datum, or a permanent fixed benchmark.

4.2.7 Trench locations will be recorded by an appropriate method. These will then be tied in to the Ordnance Survey National Grid.

4.2.8 Any articulated human remains encountered will initially be left in situ and will only be removed if thought likely to be those of Richard III, under Ministry of Justice guidelines and in compliance with relevant environmental health regulations. Excavation of such remains shall be carried out with due care and attention, shielded from the public gaze (using CSI tenting) including any potential high-level visual intrusion from neighbouring windows and rooftops, with recording as specified below, see particularly 4.3.5 & 4.3.6 in relation to photography. In order to prevent cross contamination of samples for DNA testing, staff will ensure that suitable protective clothing is worn (gloves, masks, lab coats) during the excavation of articulated human remains.

4.2.9 Upon completion, the trenches will be backfilled and consolidated to highways specification and re-tarmaced. The Social Services car park will be swept clean and any white lines will be reinstated.

4.2.10 The Social Services car park gates will be secured for the duration of the works and individual trenches enclosed with orange plastic barrier fencing.

4.2.11 Leicester City Council will ensure that the Social Services car park is made clear of all public vehicles and / or potential obstructions (skips etc) on, and by, the evening before the works begin. ULAS shall install Heras fencing as indicated on Fig 1 and access will be possible for Social Services staff to parking spaces on the western and southern sides of the car park via the New Street and Greyfriars gates respectively. Each of these entrances will become two-way and it is understood that Leicester City Council will put measures in place to ensure the safe operation of these points of access and egress. It is estimated that approximately 37 spaces will be affected by the excavation of the initial two trial trenches; depending on the location of the contingency trench, further spaces could be affected for the second week. During the time of the works there will be no public access to the Social Services car park site unless previously agreed with the Client. This does not include any access required by, or on behalf of the Client for the purposes of filming.

4.2.12 Night security will be employed (from 8pm to 8am) in order to protect the site. This will begin as soon as the trenches are cut (estimated as Saturday 25th August 2012) and continue for approximately two weeks (14 nights) thereafter until either: the trenches are backfilled, and / or it is confirmed by ULAS that there are no archaeological remains on site (human and / or otherwise). Night security to be supplied by Chris Allman, Head of Security at Leicester City Council Social Services who has quoted £10.28 per hour for a security officer (£123.36 per night shift). See archaeological costings below.

4.3 ***Recording Systems***

4.3.1 Any archaeological deposits encountered will be recorded and excavated using standard procedures as outlined in the ULAS recording manual. Sufficient of any archaeological features or deposits will be hand excavated in order to provide the information required.

4.3.2. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets.

4.3.3 A record of the full extent in plan of all archaeological deposits encountered will be made on drawing film, related to the OS grid and at a scale of 1:10 or 1:20. Elevations and sections of individual layers of features should be drawn where possible. The OD height of all principal strata and features will be calculated and indicated on the appropriate plans.

4.3.4 An adequate photographic record of the investigations will be prepared illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted.

4.3.5 Each individual burial will be photographed using only standard silver-halide film and individual still photographs will be carefully numbered and logged at the time they are taken, with one film used per burial. At this time, all photographs of human remains will be processed by ULAS and kept in a secured location at the University. In accordance with the wishes of the Client, no digital photography will be allowed in relation to human remains exposed during the course of the investigation. Special

provision will be made for the archiving of photographs of any human remains which have been positively identified as those of Richard III (see below: 4.3.6)

4.3.6 The film (negative) and the photograph (positive) of the remains positively identified as Richard III will be kept together in a secured archive. Only those persons from the recognised scientific community and with reasons of substantiated legitimate scientific research will be allowed, by the authority of Leicester City Council Arts & Museums Services, appropriate access to view the photographic record of the remains. That apart, strictly no photographic equipment of any kind (mobile phones, cameras etc) will be allowed into the secure area during the time of viewing of the photographic record of the remains. The control of the photographic record, as detailed above, will be subject to legal enforcement by Leicester City Council Arts & Museums Services, should this be required.

4.3.7 Furthermore, there will be filming of all human remains other than any suspected to be those of Richard III.

4.3.8 This record will be compiled and fully checked by ULAS and the Client during the course of the project.

5. Finds

5.1 The IfA *Guidelines for Finds Work* will be adhered to.

5.2 Before commencing work on the site, a Site code/Accession number will be agreed with the Leicester City Museums Service and used to identify all records and finds from the site.

5.3 All antiquities, valuables, objects or remains of archaeological interest, other than articles declared by Coroner's Inquest to be subject to the Treasure Act, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client shall be deemed to be the property of ULAS provided that ULAS after due examination of the said Archaeological Discoveries shall transfer ownership of all Archaeological Discoveries (excluding any human remains identified to be those of Richard III) unconditionally to Leicester City Museums Service for storage in perpetuity.

5.4 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the City Archaeologist.

5.5 All finds and samples will be treated in a proper manner. Where appropriate they will be cleaned, marked and receive remedial conservation in accordance with recognised best practice. This will include the site code number, finds number and context number. Bulk finds will be bagged in clear self sealing plastic bags, again marked with site code, finds and context.

5.6 Finds which may constitute 'treasure' under the Treasure Act, 1996 must be removed to a safe place authorised by ULAS and reported to the local Coroner and to the Client. Where removal cannot take place on the same working day as discovery, suitable security as determined by ULAS will be taken to protect the finds from theft.

5.7 Any human remains which are positively identified as those of Richard III will, after specialist DNA, osteological and archaeological recording, be transferred to the custody of the Client and/or the Client's representatives for reburial. At this time, the remains will be placed in a hand-made coffin (provided by the Client, please see Client's 'Reburialv2' Document). It is then proposed that the remains will be transferred to the nearby Abbey of Mount St. Bernard (provided suitable security can be guaranteed) where they will lay in a place of continual prayer and worship before private reburial in Leicester Cathedral. Such private reburial will not, under any circumstances, be filmed or photographed at any time. At a later date, the private reburial will be followed by a 'Celebration Ceremony' and unveiling of a new tomb. However, the 'Celebration Ceremony' will be available to be filmed and / or photographed as required. Please see the Client's 'Reburial Documentv2' as agreed with Leicester Cathedral.

6. Environmental Sampling

6.1. If features are appropriate for environmental sampling a strategy and methodology will be developed on site following advice from ULAS's Environmental Specialist. Preparation, taking, processing and

assessment of environmental samples will be in accordance with current best practice. The sampling strategy is likely to include the following:

- A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well sealed and with little intrusive or residual material.
- Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
- Spot samples will be taken where concentrations of environmental remains are located.
- Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.

6.2 All collected samples will be labelled with context and sequential sample numbers.

6.3 Appropriate contexts (i.e datable) will be bulk sampled (50 litres or the whole context depending on size) for the recovery of carbonised plant remains and insects.

6.4 Recovery of small animal bones, bird bone and large molluscs will normally be achieved through processing other bulk samples or 50 litre samples may be taken specifically to sample particularly rich deposits.

6.5 Wet sieving with flotation will be carried out using a York Archaeological Trust sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue > 0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of > 0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.

6.6 Where evidence of industrial processes are present (eg indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g hammer scale).

7 Report and Archive

7.1 A draft version of the report will normally be presented to the Client and the Local Planning Authority within four weeks of completion of site works. The full report in A4 format will usually follow within eight weeks. Copies will be provided for the Client and the Local Planning Authority and deposited with the Historic Environment Record (HER).

7.2 The report will include consideration of:

- The aims and methods adopted in the course of the evaluation.
- The nature, location and extent of any structural, artefactual and environmental material uncovered.
- The anticipated degree of survival of archaeological deposits.
- The anticipated archaeological impact of the current proposals.
- Appropriate illustrative material including maps, plans, sections, drawings and photographs (excluding any photographs in relation to the remains of Richard III as defined in clauses: 4.3.5 & 4.3.6 as above).
- Summary.
- a summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
- The location and size of the archive.
- A quantitative and qualitative assessment of the potential of the archive for further analysis leading to full publication, following guidelines laid down in *Management of Archaeological Projects* (English Heritage).

7.3 A full copy of the archive as defined in the IfA Standard and Guidance for archaeological archives (Brown 2008) will normally be presented to Leicester City Museum Service within six months of the completion of fieldwork. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken and will follow the LCC guidelines detailed in *The Transfer of Archaeological Archives to Leicester City Museums Service* (LCMS) 2006.

7.4 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations however with the exception of any photographic material in relation to the remains of Richard III as defined in clauses: 4.3.5 & 4.3.6 as above.

8 Publication and Dissemination of Results

8.1 A summary report, as approved by the Client, will be submitted to a suitable regional archaeological journal following completion of the fieldwork. The full report, as referred to in 7.1 above, will be submitted to a national or period journal if the results are of significance.

8.2 University of Leicester Archaeological Services supports the Online Access to the Index of Archaeological Investigations (OASIS) project. The online OASIS form at http://www.oasis.ac.uk will be completed detailing the results of the project. ULAS will contact the HER prior to completion of the form. Once the report has become a public document following its incorporation into the HER it may be placed on the web-site. This will not, however, include any of the photographic record of the remains, or any part of the remains, identified as those of Richard III as defined in clauses: 4.3.5 & 4.3.6 as above.

8.3 Any such publication will be in accordance with clause 10.2 below.

9 Acknowledgement and Publicity

9.1 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

9.2 ULAS and the Client shall each ensure that a senior employee shall be responsible for dealing with any enquiries received from press, television and any other broadcasting media and / or members of the public. All enquiries made to ULAS shall be directed to the Client.

10 Copyright

10.1 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.

10.2 Publication of its investigations, in the first instance, shall be referred to the Client for agreement. This is to ensure that all publication by ULAS will occur only after the UK broadcast of the programme(s) has first taken place.

11 Monitoring arrangements

11.1 Unlimited access to monitor the project will be available to both the Client and their representatives and Planning Archaeologist subject to the Health and Safety requirements of the site.

11.2 All monitoring shall be carried out in accordance with the IfA *Standard and Guidance for Archaeological Field Evaluations* (2008)

11.3 Internal monitoring will be carried out by the ULAS project manager.

12 Timetable and Staffing

12.1 The work is to begin with machining of the initial two trenches on Saturday 25 August 2012. The work is likely to take 14 days to complete and up to four experienced archaeologists will be present during the work, together with up to three volunteers.

12.2 The on-site director/supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.

12.3 If human remains are identified as potentially belonging to Richard III, best endeavours are to be made to ensure a minimum period for the laboratory identification work, including the DNA investigation.

13 Health and Safety

13.1 ULAS is covered by and adheres to the University of Leicester Statement of Safety Policy and uses the ULAS Health and Safety Manual (revised 2010) with appropriate risks assessments for all archaeological work. A draft Health and Safety statement for this project is in the Appendix. The relevant Health and Safety Executive guidelines will be adhered to as appropriate.

14. Insurance

14.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is with St Pauls Travellers Policy No. UCPOP3651237 while the Professional Indemnity Insurance is with Lloyds Underwriters (50%) and Brit Insurances (50%) Policy No. FUNK3605.

15. Contingencies and unforeseen circumstances

15.1 In the event that unforeseen archaeological discoveries are made during the project, ULAS shall inform the site agent/project manager, Client and the Planning Archaeologist and Planning Authority and prepare a short written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by the Planning Archaeologist, ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

16. Bibliography

Baldwin, D.. 1986. King Richard's Grave in Leicester. *Transactions of the Leicestershire Archaeological and Historical Society* Vol 60, p21-24

Brown, D., 2008 *Standard and guidance for the preparation of Archaeological Archives* (Institute for Archaeologists)

IfA, 2008 *Codes of Conduct and Standards and Guidance for Archaeological Field Evaluation.*

Hunt, L *An archaeological desk-based assessment for land at Greyfriars, St. Martin's, Leicester* (SK 585 043). ULAS Report No. 2011-038

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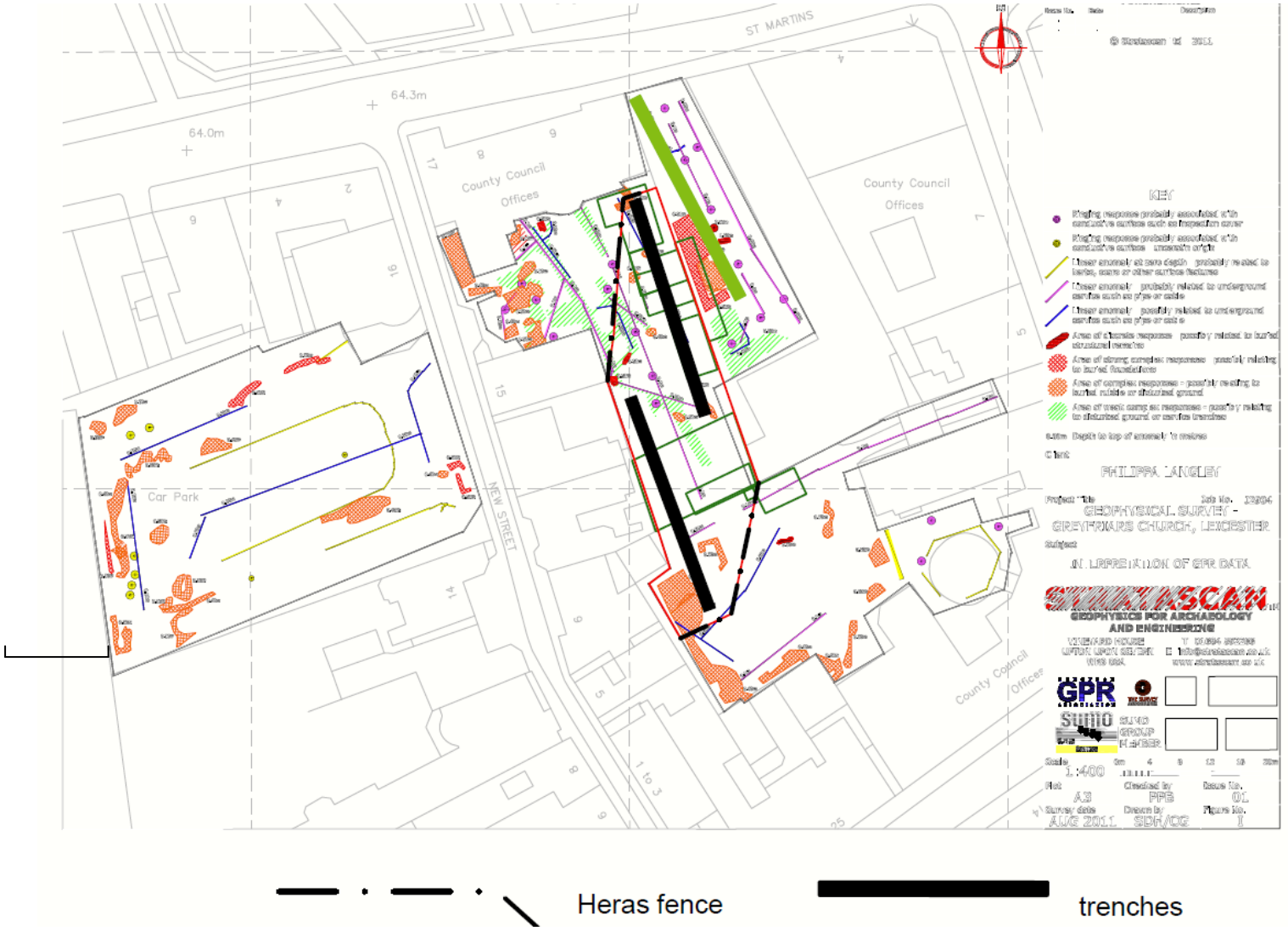

Figure 1 Proposed trench locations in relation to GPR results.

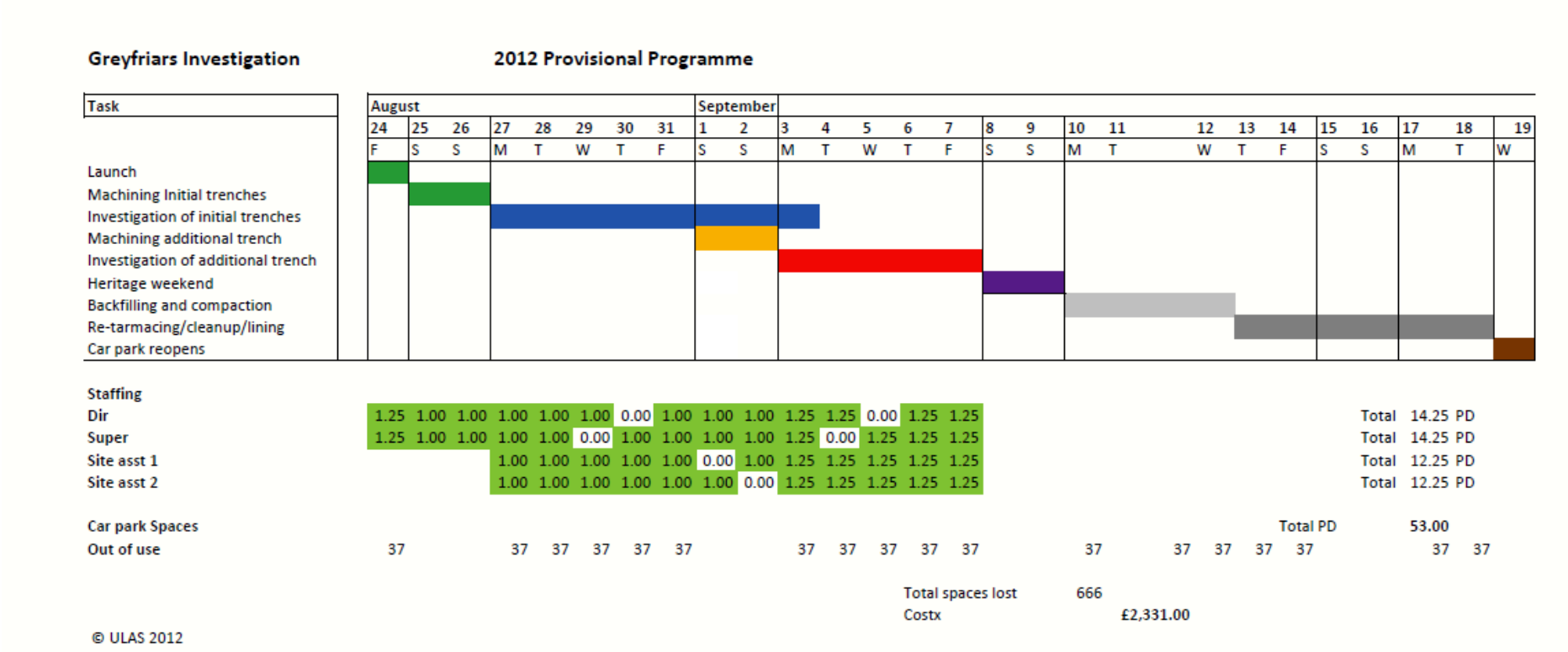

Figure 2: Provisional programme

ARCHAEOLOGICAL TRIAL TRENCHING METHOD STATEMENT & RISK ASSESSMENT

Site Name	Job No	PM	Contact
Social Services Car Park, Greyfriars, Leicester ***NGR:*** **SK 585 043**	**11/117**	Richard Buckley	**0116 252 2848** **07762546960**

Site Director	Site Contacts	Team (Nos)
Wayne Jarvis	0775 2125117	2

1 SITE WORKS & METHOD STATEMENT

Evaluation trenches are to be machine excavated as detailed in the specification to look at archaeological deposits

1.1 Excavation Method Statement

- Access and parking will be gained via authorised routes to be arranged with the land owner/tenant. The excavation areas will be demarcated with Heras fencing and fire exits from the surrounding buildings will be kept clear.
- All staff will be inducted by the site director prior to starting work on site (Appendix 3).
- **Services**: A CAT Scanner may be used in both POWER and RADIO mode to scan trench lines for services prior to excavation. [The CAT must be in calibration and used by a competent person and used in both POWER and RADIO mode.
  - Trenches will not be excavated within 15m of known water mains or sewers or in the vicinity of other underground services or electrical cables without a separate SSOW. Any known services will be marked on the ground and avoided. All machine excavation will be carefully monitored.
  - No work will be undertaken beneath overhead cables. If a tracked machine is required to pass below an overhead cable a separate SSOW will be followed.
- **Excavation:** Trenching we conducted as per the *Trial Trenching Methodology* in the specification. Machining will be conducted using ULAS SSOW1. Excavation of trenches will be undertaken according to ULAS SSOW3 (Appendix 1).All trenches will be inspected each day by an appointed person and noted on the trench sheet (Appendix 4).
- Any lone working on site will be undertaken according to ULAS SSOW2 (Appendix 1).
- A first aid kit and a site phone will be available on site at all times. At least one member of staff will have first aid training.

1.2 Equipment

A mechanical excavator will be used for trench excavation. The site director will ensure that the appropriate certification is carried.

ULAS vehicles or personal cars will be used (all appropriately insured and maintained).

Besides the plant, equipment will include a variety of hand tools (e.g. shovels, mattocks, trowels), recording materials (e.g. photographic equipment, computers, levels etc.), survey equipment (e.g. EDM, DGPS) CAT scanners and metal detectors may be used.

1.3 Personnel

The site director will be responsible for the day to day running of the site. Specialists and visitors may be invited to visit the site during fieldwork. It is expected to hire plant and operators from a reputable local company.

All personnel are experienced in working with plant and in the excavation of trenches. All site staff hold CSCS cards and many also hold a SPA quarry passport. All site staff have some first aid training.

Normal working hours are 7 hours a day between 8am and 6pm Monday to Friday; on this site all machining will be undertaken at weekends only.

1.4 Monitoring and communications

ULAS management and site staff details are as above.

Work will be monitored internally by the ULAS Project Manager and/or Health & Safety Co-ordinators.

ULAS method statements are prepared following standard guidelines and after consultation with the University Safety Services Department. Communication of the contents of the method statement to site staff is the responsibility of the Site Director. The risk assessment will be updated weekly or when conditions change.

1.5 Accident Reporting

All accidents will be logged using ULAS accident forms and report to the ULAS Main Office (0116 2522848) and if necessary to the University of Leicester Safety Services Dept (Appendix 2) .

2 INSURANCE DETAILS

Public Liability Insurance and Public/Products Liability Insurance St Pauls Travellers Policy No. UCPOP3651237

Professional Indemnity Insurance – Novae Insurance Company Ltd. (50%) and Brit Insurances (50%) Policy No. B0621PUN103610

Miller

Corporate Risks
Dawson House
5 Jewry Street
London EC3N 2PJ
Tel: +44 (0)20 7488 2345
Fax: +44 (0)20 7702 3555
www.miller-insurance.com

To Whom It May Concern

Dear Sirs

University of Leicester

We the undersigned Insurance Brokers hereby confirm that the following described insurance is in force at this date.

Assured:	University of Leicester
Business Description:	University
Period:	1st August 2010 to 31st July 2011

Employers Liability

Limit of Indemnity:	£10,000,000 any one occurrence
Insurer:	Travelers Insurance Co Ltd
Policy No:	UCPOP3651237

The issuance of this document does not make the person or organisation to whom it has been issued an additional Assured, nor does it modify in any manner the contract of insurance between the Assured and Underwriters. Any amendment, change or extension of such contract can only be effected by specific endorsement.

Should the above mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner to affect this document, no obligation to inform the holder of this document is accepted by the undersigned Insurance Brokers.

Signed ..... Date 4th August 2010
Miller Insurance Services Limited

Miller

Corporate Risks
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Fax: +44 (0)20 7702 3555
www.miller-insurance.com

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University of Leicester

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Business Description:	University
Period:	1st August 2010 to 31st July 2011

Public/Products Liability

Limit of Indemnity:	£10,000,000 any one occurrence but in the aggregate for Products
Insurer:	Travelers Insurance Co Ltd
Policy No:	UCPOP3651237

This document is furnished to you as a matter of information only.

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Signed ..... Date 4th August 2010
Miller Insurance Services Limited

Authorised and regulated by the Financial Services Authority
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 830141 in England and Wales

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Fax: +44 (0)20 7481 0511
www.miller-insurance.com

VERIFICATION OF INSURANCE

To Whom It May Concern

We, the undersigned Insurance Brokers hereby confirm that the following described Insurance **is in force at this date.**

ERRORS AND OMISSIONS INSURANCE

Insured:	University of Leicester and/or subsidiary companies and/or any officer or members of the Council or the Senate or a committee whilst acting on behalf of the Assured
Period of Insurance:	From: 1st August 2010 To: 31st July 2011
Interest:	Errors and Omissions
Limit of Indemnity:	GBP 10,000,000 any one claim and in all in the Period of Insurance plus costs and expenses
Conditions:	As per Policy, plus Excess: GBP 25,000 each and every claim including costs and expenses, increased to GBP 75,000 in respect of USA/Canada
Insurers:	Novae Insurance Company Limited (50%) and Brit Insurance (50%)
Policy No.:	B0621PUNI03610

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Signed ..... **Dated** 13th August 2010

Authorised and regulated by the Financial Services Authority
Miller Insurance Services Limited Registered Office: Dawson House, 5 Jewry Street, London, EC3N 2PJ Registered number 830141 in England and Wales

3 EMERGENCY NOS

IN AN EMERGENCY DIAL 999

Local Police - 01162 222222

Gas: Gas Emergency Contact Number: **0800 111 999**

Electricity

- Central Networks Eastern Region: 0800 056 8090
- Npower: 0845 331 331
- Yorkshire Electricity DL: 0800 375 675

Water

- Severn Trent Water
  Water services and emergencies (including Leakline): 0800 783 4444
- Anglian Water: 0345 145145

4 RISK ASSESSMENT

Possible Outcomes based on levels of Estimated Risks

	Likely	Probable	Possible	Remote	Improbable
Fatal	Intolerable	Intolerable	Substantial	Substantial	Significant to Moderate
Major Injury/ Permanent Disability	Intolerable	Substantial	Significant	Moderate to Acceptable	Acceptable
Minor Injury	Moderate	Moderate	Acceptable	Trivial	Trivial
No injury					

Likely – Occurs repeatedly/to be expected; **Probable** – will occur several times/not surprising; **Possible** – could occur sometimes; **Remote** – unlikely though conceivable; **Improbable** – freak event, so unlikely that probability is close

Risk Levels/Actions

RISK LEVEL	ACTION AND TIME-SCALE
TRIVIAL	No action is required to deal with trivial risks, and no documentary records need to be kept
ACCEPTABLE	No further preventive action is necessary, but consideration should be given to more cost-effective solutions, or improvements that impose no additional cost burden. Monitoring is required to ensure that controls are maintained
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
SIGNIFICANT	If an extremely harmful situation may arise, even if highly unlikely, a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be closely monitored until the risk has been significantly reduced. This reduction in risk should be achieved within a short time period.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves critical work in progress, the problem should be remedied as soon as reasonably practicable but within one to three months, depending on the number of people exposed to the hazard.
INTOLERABLE	Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk even with unlimited resources, then work must not be begun, or must remain prohibited.

Derived from BS8800

Site Name: Social Services ***Car Park, Greyfriars, Leicester*** ***NGR:*** **SK 585 043** **Activity:** Trial Trenching	**Completed by:** Richard |Buckley **Date:** 23.05.2011		
HAZARDS	**RISK**	**CONTROL MEASURES**	**Residual Risk**
Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss	*Likelihood x Severity = Risk*	*A short summary of the control measure and standards/guidance.*	*Likelihood x Severity = Risk*
Site Access/Egress Entering/Leaving site and parking vehicles	**Substantial**	1. Only use designated access onto site. 2. Only park in designated areas on site parking facilities. 3. Hi Vis clothing to be worn. Roads only to be crossed at safe locations. 4. Be aware of obvious hazards and take care when entering/exiting gateways.	**Moderate**
Driving Tiredness driving to and from site	**Substantial**	1. Have 2 drivers where possible. 2. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	**Moderate**
Existing Services Contact with service - electrocution, fire, explosion Damage to service	**Substantial**	1. All services to be located before excavation using plans and CAT scanner 2. Move trenches to avoid services where known. 3. Be aware of changes in the soil that may indicate services	**Moderate**
Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	**Moderate**	1. Agreed and supervised visitors only allowed on site. 2. Excavation areas to be demarcated using heras fencing 3. Trenched area to be assessed for security to avoid unauthorised visitors and appropriate actions taken (e.g. extra fencing etc.)	**Acceptable**
Excavations Deep/unstable trenches - Sections liable to collapse, Falling into trenches, Spoil heap collapse, Working in small spaces.	**Substantial**	1. All trenches regardless of depth will be risk assessed by a competent person with regard to collapse and the use of stepping/battering. 2. All sections to be checked every day by supervisor and after bad weather for potential problems. 3. Backfilling to be done as soon as possible. 4. Fencing and warning signs to be used as required 5. ULAS *SSOW3: Safe working with Trenches* to be followed.	**Moderate**
Spoil Unmanaged spoil heaps - collapse or falling into trenches	**Significant**	1. Spoil heaps to be kept away from trench sides 2. No walking on or digging beneath spoil heaps. 3. ULAS *SSOW3: Safe working with Trenches* to be followed.	**Moderate**
Plant & Machinery Collisions with plant, persons Contact with moving parts Over turning of machines	**Substantial**	1. Use certificated personnel for machine operations. 2. A competent banksman to be used during excavations. 3. *ULAS SSOW 01: Working with plant* to be followed	**Moderate**
Hand Tools Incorrect Use, Strains and muscle injuries	**Significant**	1. All tools to be used correctly and broken tools replaced. 2. Store tools carefully when not in use.	**Acceptable**
Slips, Trips & Falls Untidy site Hidden obstacles	**Moderate**	1. Visual awareness on site 2. Site to be kept tidy – particularly around trenches 3. Agreed access to trenches to be used 4. Suitable PPE	**Acceptable**
Manual Handling Musculoskeletal injuries Falling\tripping Trapping toes\fingers	**Substantial**	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting. 3. Be aware of heavy loads when shovelling 4.ULAS Manual Handling Assessment 1 to be followed	**Acceptable**

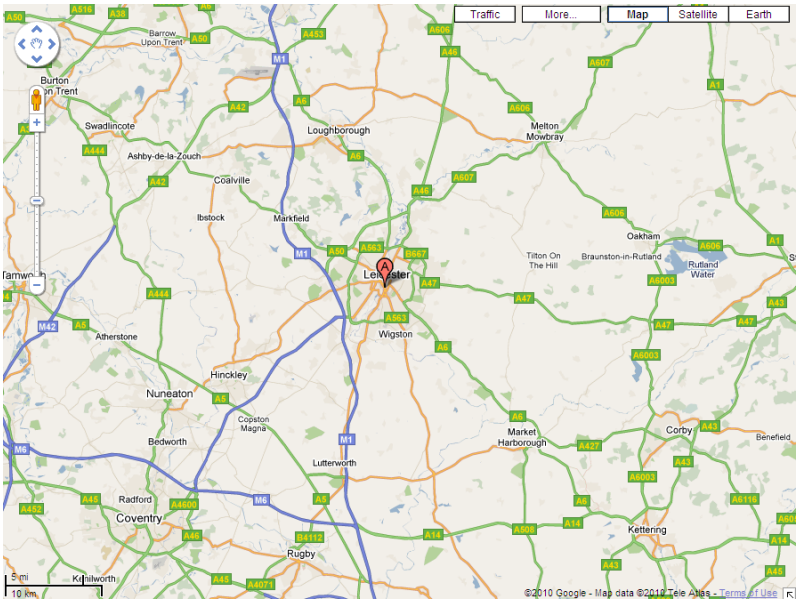
Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	**Substantial**	1. Use Ear protection when ever the excavator is running. 2. Ear plugs to be available at all times . 3. Machining only to be undertaken at weekends.	**Moderate**
Infection & Disease **F**rom contact with soil, water etc. and minor cuts and scrapes.	**Significant**	1. Adequate washing and toilet facilities available. 2. First aid kit and first aider on site 3. PPE available if needed	**Acceptable**
Working Close to Water Potential flooding due to high water table, proximity of rivers etc, bad weather. Falling into water, drowning, infection	**Substantial**	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. If trenches are filling with water assess saftey and act accordingly - fence, backfill if necessary 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	**Acceptable**
Weather Heat exhaustion, sunburn, sunstroke, cold, hyperthermia, damp.	**Moderate**	1. Suitable clothing to be worn for conditions. 2. PPE available if required. 3. Drinking water to be available 4. Personnel to be aware of tetanus, leptospirosis etc.	**Acceptable**
Human / Animal Remains Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	**Substantial**	1. Set up proper procedures for recovery/excavation 2. Wear necessary PPE 3. Stay away from any animal remains 4. Be aware of Leptospirosis	**Acceptable**
Waste Management Damage to health through contact Damage to the environment	**Acceptable**	1. Place all waste in appropriate waste containers. Do not litter.	**Acceptable**
Lone Working Risk of illness, accidents,assault	**Substantial**	1. No Lone working on site unless approved 2. ULAS *SSOW:02 Lone working* to be followed 3. Mobile phones to be carried & buddy system to be set up.	**Acceptable**

SITE SPECIFIC RISK ASSESSMENT

This form is to be checked and kept up to date during time on site.

Form checked by..... Date.....
Amended by:…….. Date.....

5 HOSPITAL LOCATION



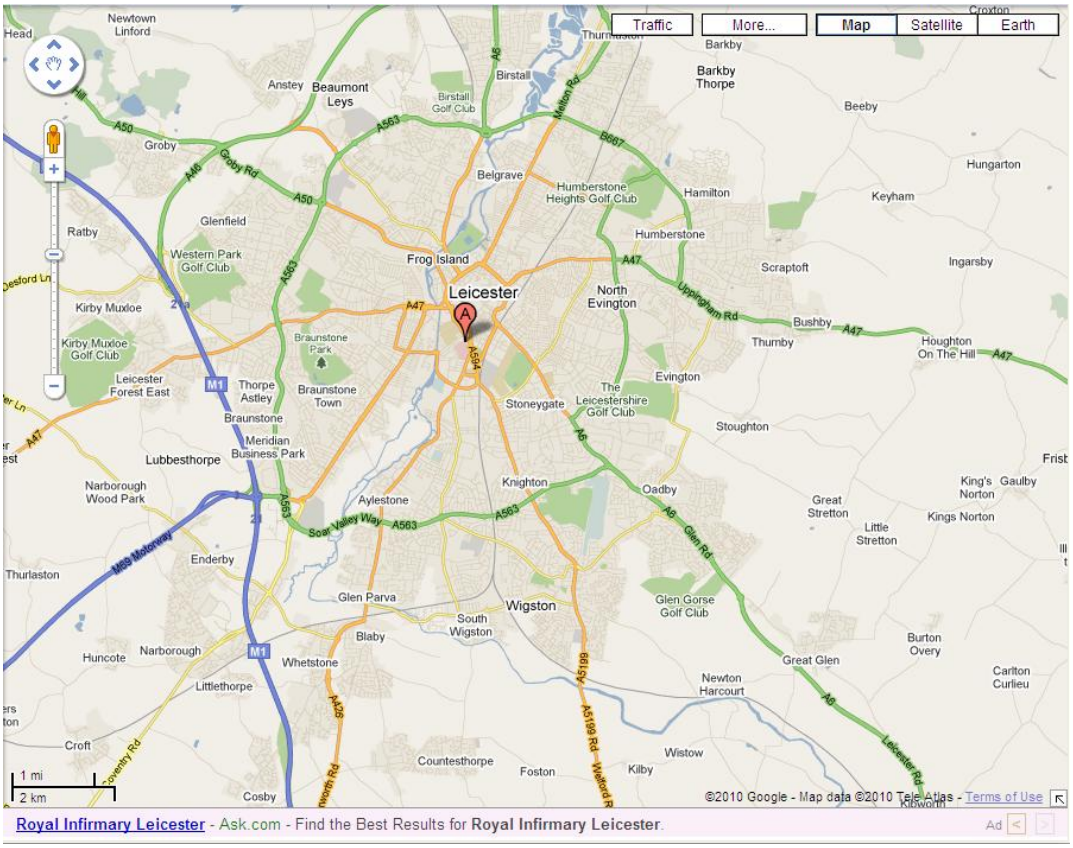


Figure 3: Location to location of nearest Accident and Emergency services.

Hospital Details
ED, Leicester Royal Infirmary
Infirmary Square,
Leicester
LE1 5WW

Phone: 0300 303 1573

Route :

Follow signage

Appendix 1: Safe Systems of Work (SSOW)

ULAS – SSOW1-Working with plant and heavy machinery
Guidance Used: FAME Manual Section 4.1 – 4.3

1. All machine operators must be competent in their operation and must have correct certification for the work.
2. PPE must be worn by all persons while machinery is working on site. Minimum PPE includes, high visibility clothing, hard hats and suitable footwear. Ear protection should be available if required. Note – ear plugs are better at noise reduction than ear defenders.
3. Plant should not be left running where exhaust gases can build up.

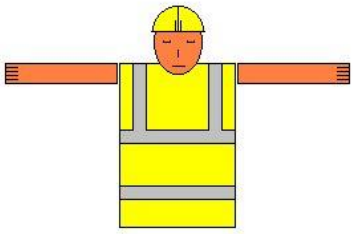
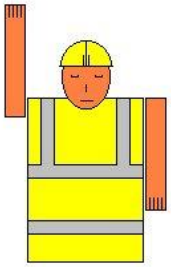
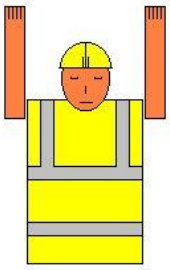
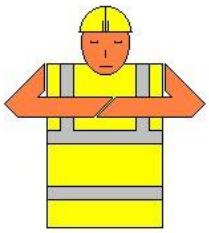
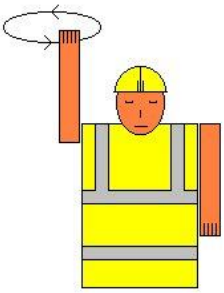
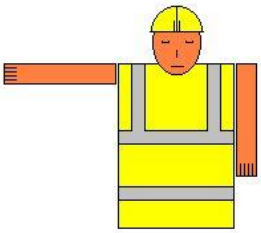
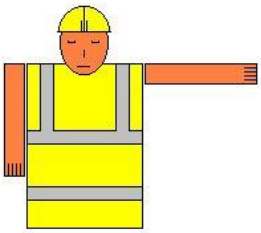
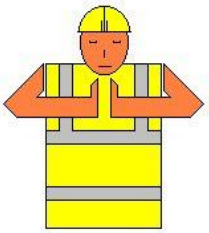
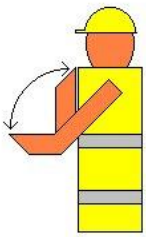
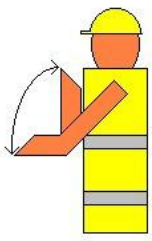
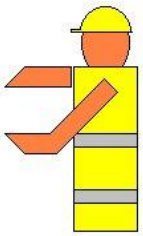
Excavators

4. At least one member of staff should act as a banksman to supervise the machine during all archaeological work. All other staff should keep away from the working area.
5. Members of staff working with the machine should stand at a safe vantage point, away from the radius of the bucket arm and in full view of the driver. They should make sure that the driver has fully stopped the machine and is aware of their intentions before inspecting the stripped ground.
6. Basic signals should be agreed with the driver before work commences (See below).
7. Passengers are not allowed on the machine at any time unless on a seat or safe riding position.
8. Do not approach machinery particularly from behind unless you are sure that the driver has seen you.
9. Banksmen should be particularly aware of the dangers involving the changing of buckets/breakers. The machine operator should confirm the bucket/breaker has been attached properly by crowning (lifting) the attachment away from other people before work re-commences (see ULAS safety alert 10/04/06)
10. Members of staff should be aware that the weight of machinery can affect the stability of the sides of an excavation.
11. Members of staff should also be aware of the possibility of unforeseen hazards in the ground (such as services) or any overhead hazards (as for example power cables, telephone wires etc).

Dumper trucks

12. Dumpers are not to be used on roads unless they comply with the Road Traffic Acts.
13. Loading should be even and the load should not obscure the driver's vision.
14. Loads must not be tipped while the machine is in motion. During loading/unloading, the handbrake must be applied and the gears put in neutral. Adequate means of preventing an overrun should be provided on all edges.
15. Dumpers require more room to manoeuvre than is often realised. The driver should be aware of local gradients, obstructions and ground conditions and reduce speed when necessary.

BANKING: AN INTRODUCTION TO COMMONLY USED SIGNALS

 **6 START**	 **7 STOP**	 **8 DANGER**
 **9 END**	 **10 RAISE**	 **11 LOWER**
 **12 MOVE TO 13 THE LEFT**	 **14 MOVE TO 15 THE RIGHT**	 **HORIZONTAL DISTANCE**
 **16 MOVE 17 FORWARD**	 **18 MOVE 19 BACKWARDS**	 **20 VERTICAL 21 DISTANCE**

ULAS SSOW2- Working alone in Safety
Guidance used: HSE Leaflet INDG73 (rev). Working alone in Safety

Definition

Lone workers are those who work by themselves without direct supervision. Examples of this type of work include

- Site visits
- Site/building recording
- Walkover surveys
- Some watching briefs
- Office work out of hours
- Starting early/finishing late on site without the team or other contractors.

Procedures for lone working on site

16. No personnel are to work alone on site without their line manager being aware of it.
17. Pregnant women should not work alone.
18. A mobile phone and personal first aid kit should be carried at all times on site (not buried in the site vehicle parked miles away!).
19. Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.
20. A risk assessment should be carried out prior to work taking place and hazards identified that might pose a risk to lone workers. Special consideration should be given to
    - the use of any substances, goods and heavy objects.
    - the risk of violence
    - risks to young or female members of staff
    - medical conditions of the staff involved
    - what training has been given
21. All lone workers should be assigned to a 'buddy'. Depending on the circumstances, a system needs to be set up to ensure adequate communication. At the very least this should involve
    - knowing when the lone worker is on site (e.g. phone call or text to let the buddy know they are on/off site)
    - A failsafe means of regular contact (e.g mobile phone/radio)
    - An emergency procedure for the buddy to follow should the lone worker not make contact at the appropriate time.
    - Checks that the lone worker has returned home or to base after completion of the work.

    The procedures set up MUST be documented either in the risk assessment or as an attachment to the risk assessment.

Procedures for lone working in the office

1. Anyone working in the office outside normal hours (7:30am – 6:00pm), should sign the Out of Hours book located at Reception in the Front Lobby.
2. A mobile phone or land line should be available when working alone.

ULAS SSOW3- Safe Trenches and Excavations
Guidance used: HSE Construction Information Sheet No 8 (Revision 1)
Fame Section 3

Before any trenches are excavated or entered you should always plan:

- A preferred entrance/exit.
- Any measures needed to support the sides or excavate the trench safely (e.g. steps or battering.
- Weather or localised conditions (e.g. flooding) that might compromise the trench sides.
- Where machinery will be positioned to excavate further.
- Where spoil is going to be stored.
- The location of any services/building or other constraints.
- How you would get out if there was an emergency.
- Whether the trench is accessible to members of the public.
- Site of a Portaloo

Procedures for trenches

1. Access – the ends of each trench will be battered to a safe angle. One end will be designated as the entrance/exit/

2. Trench depth - For any trenches over 1m deep or in unstable soil/overburden consideration should be given to the need for shoring/ battering / stepping.

Any trenches over 2m deep should be protected by substantial barriers e.g. toe boards and guard rails. Deep trenches in unstable ground may require a separate method statement.

3. Vehicles - should be kept well away from any excavations once they are open.

Exhaust fumes can be dangerous. Do not site petrol or diesel-engined equipment such as generators or compressors in, or near the edge of an excavation.

4. Working in excavations - even work in shallow trenches can be dangerous.

Consideration should be given to whether trenches should be supported or hard hats worn. All staff should be aware of how best to exit the trench in an emergency.

Consideration should also be given to the best method of removing spoil from the trenches.

5. Spoil - Do not store spoil or other materials close to the sides of excavations. The spoil may fall into the excavation and the extra loading will make the sides more prone to collapse.

Spoil should be stored safely and managed regularly to avoid collapse. No one should climb on spoil heaps.

6. Public –Fence off all excavations in public places or where the public has access.

7. Inspections - A competent person must inspect excavations at the start of each shift before work begins, after any event likely to have affected the strength or stability of the excavation and - after any accidental fall of other material and sign the inspection sheet.

University of Leicester

REPORT OF A HEALTH OR SAFETY

Safety Services Office: 0116 252 2426

No:

Office Use Only

A - TYPE OF REPORT BEING MADE

Please tick appropriate box:

1	2	3	4	5	6	7
☐	☐	☐	☐	☐	☐	☐
Fatality	Major Injury (as defined in attached Guidance)	Violence at Work	Work-Related Illness	Other Injury (as defined in attached Guidance)	Dangerous Occurrence	No Injury (where an incident occurs that could have led to an injury but did not - and was not a "dangerous occurrence" as defined in attached Guidance)

Telephone 2426 IMMEDIATELY:
- if you have ticked shaded boxes 1, 2, 3, 4 or 6, or
- if the injured person has been taken to hospital

Information on accident/incident reporting can be found at: www.le.ac.uk/safety/forms/accident-report-form-04.doc

(10) B - ABOUT THE INCIDENT (AND THE INJURED PERSON, WHERE APPLICABLE)

Date: _____ Time: _____

dd mm yyyy

Place where incident occurred (Room/Lab Number, Department and Building/Hall of Residence, etc.):

Forename(s) & Surname

Address and Postcode

Telephone No:

Age _____ Gender: _____ (F=Female, M=Male)

Status (tick box)

☐ Employee ☐ Undergraduate Student ☐ Postgraduate Student ☐ Visitor ☐ Contractor ☐ Other

Job Title + Department

C - DETAILS OF THE PERSON MAKING THE REPORT

Where possible, the person completing this section should be the Departmental Safety Officer, Supervisor or other Manager - **not** the injured party. They should also be the person responsible for initiating remedial action where this is required to prevent a recurrence of the incident.

Name: _____ Position: _____

Department: _____ Date of Report:: _____

Telephone & Email:

Signature: _____ _____

(NOTE: Completing and signing this report does not constitute an admission of liability of any kind, either by the person making the report or any other person.)

Continued overleaf .....

D - DETAILS OF THE INCIDENT AND SUBSEQUENT ACTION

Briefly describe any injury or injuries, and the part(s) of the body affected, e.g. 'Cut to index finger, right

Both in the case of a non-injury incident, or an event where an injury was sustained, please give relevant details of what was happening leading up to, during and after the incident. Please feel free to add a diagram or sketch if this will help:

In the case of an accident involving

What First Aid treatment was given, and by whom?

.....

Did the injured party continue working following the accident? ☐ Yes ☐ No (*tick box)*

Did the injured party go direct to hospital (eg. the A&E at the LRI)? ☐ Yes ☐ No (*tick box)*

Was the injured party: sent home from work, or likely to be off work, or unable to do their normal work, following the accident? ☐ Yes ☐ No

NOTE: Follow up and advise Safety Services if an injury causes subsequent time off work, even if the injured party originally returned to, or carried on working immediately following the accident.

In the case of an incident - whether involving injury or not - please summarise any action taken and/or planned to prevent a recurrence:

Appendix 3: Site Briefing Register

By signing the your name in the table below you confirm that you have been briefed by the Site Director/Supervisor, are aware of the proposed safe system of working and the hazards associated with the site and the planned works.

NAME (print)	Signature	Date

Briefing Given by:

Briefing Received by:

Appendix 4: ULAS Trench Monitoring Sheet

Site Name		
Date	**Checked (signature)**	**Notes**