

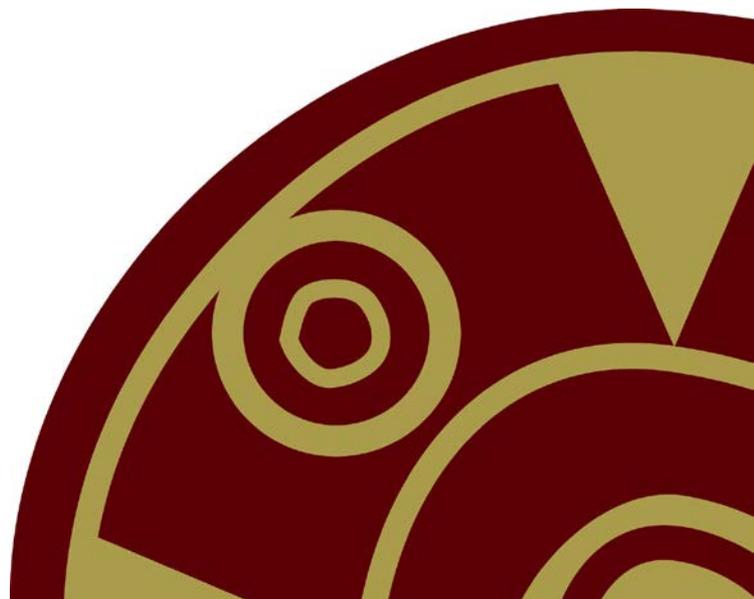


Land off School Close Knapton, Norfolk

Risk Assessment & Method Statement (RAMS) Archaeological Evaluation

Date:
April 2018

Author: John Craven
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Project details

Location	Site Name Parish, County Grid Reference	Land off School Close Knapton, Norfolk TG 3043 3407
Site details	Project type Size of Area Site access	Trial trench evaluation 0.7ha Via School Road
Staffing	No. of personnel (SACIC) No. of subcontractor personnel	3 1
Project dates	Start date Fieldwork duration	TBC c.3 days
Reference codes	Planning Application No. HER Event No. SACIC Jobcode	PF/17/1675 ENF143744 NFKKNP001

Project Contacts

SACIC (onsite)	Project Officer	TBC	TBC
SACIC (office)	Managing Director SACIC Project Manager SACIC Finds Manager SACIC H&S SACIC EMS SACIC Outreach Officer	Dr Rhodri Gardner John Craven Richenda Goffin John Craven Jezz Meredith Alex Fisher	01449 900120 01449 900121 01449 900129 01449 900121 01449 900124 01449 900125
Client	Client Client Agent Landowner/Tenant		
Sub-contractors	Plant hire Misc. Equipment hire Toilet/facilities hire	Holmes Plant Ltd N/A TBC	01473 890766

Emergency services

Local Police		101
NHS	Non-emergency number	111
Local GP	Mundesley Medical Centre, Munhaven Close, Mundesley, Norwich, Norfolk, NR11 8AR	01263724500
Location of nearest A&E	Norfolk and Norwich University Hospital, Colney Lane, Norwich, Norfolk, NR4 7UY	01603 286 286
Environment Agency	Customer Services Line (8am to 6pm) 24 hour Emergency Hotline	03708 506 506 0800 807060
Essex and Suffolk Water	24 hour Emergency Hotline	0845 782 0999
National Gas Emergency Service	Gas emergency hotline	0800 111 999
UK Power Networks	East England electricity emergency hotline	0800 783 8838
Anglian Water	24 hour Emergency Hotline	08457 145 145

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1. Introduction

- Suffolk Archaeology (SACIC) has been contracted to carry out a programme of archaeological evaluation to assess the site of proposed residential development on land off School Close, Knapton, Norfolk for heritage assets.
- This Risk Assessment and Method Statement (RAMS) is provided in conjunction with an archaeological Written Scheme of Investigation (WSI) for the project. A printed copy of both documents will be available onsite.
- This RAMS covers the evaluation project only and will be reviewed and updated as necessary. Any further stages of archaeological work that might be required in relation to the proposed development will be subject to new documentation.
- The project will be carried out following the SACIC Health and Safety Management System at all times. The SACIC Health and Safety Policy Statement is included as Appendix 1.
- The project will be carried out following the SACIC Environmental Management System at all times. The SACIC Environmental Policy Statement is included as Appendix 6.
- Site staff, official visitors and volunteers are all covered by SACIC insurance policies. SACIC also has professional negligence insurance (Appendix 2).
- Before commencing work all Suffolk Archaeology staff (and subcontractors if relevant) will be shown this document as part of a site induction from the Project Officer and will be asked to sign the induction register (Appendix 3) to acknowledge their understanding of its contents.

2. Method statement

2.1. Project scope and description of works

- The site under investigation measures c.0.7ha in size and consists of a grassed recreational area to the north of School Road, largely enclosed by hedging and with a gravel carpark in the southeast corner.
- The evaluation works will comprise the mechanical excavation of seven linear trenches totalling 210m in length under the constant observation of a SACIC Project Officer.
- The subsequent manual excavation and recording works will be undertaken by a professional team of SACIC archaeological site assistants under the direction of the Project Officer.
- Manual excavation and recording of archaeological features and deposits will follow the methodology and standards laid out in the accompanying WSI. In summary this will include:
 - Manual hand-excavation of archaeological deposits in order to identify both their form and function and to facilitate the recovery of dating evidence.
 - A metal detector search of exposed surfaces and spoilheaps.
 - GPS surveying of all trenches and features.
 - Hand recording (written records, drawings and photography) of all trenches and features.
 - Collection and removal of artefacts to the SACIC store.
 - Collection and removal of bulk environmental soil samples to the SACIC store.
- Once trenches and archaeological deposits have been adequately recorded to the satisfaction of the Archaeological Advisor to the Local Planning Authority (LPA), the Norfolk County Council Environment Service (NCCES), the trenches will be backfilled by machine.

2.2. Health and Safety issues

General

- Health and Safety will take priority over archaeological matters. All Suffolk Archaeology staff undertaking fieldwork must comply with all Health and Safety legislation at all times.
- All SACIC staff will be aware that they have a responsibility to:
 - Take care of their own health and safety and that of others who may be affected by what they do, or fail to do, at work.
 - Follow safe systems of work and other precautions identified in the project risk assessments.
 - Report any changes to personal circumstances that may affect their ability to work safely.
 - Report potential hazards, incidents and near misses to the Project Officer/supervisor (see below).
- All Suffolk Archaeology staff will adhere to any Principal Contractor's Health and safety requirements and attend any inductions required.
- All SACIC field staff are experienced in working on a variety of archaeological sites and permanent staff all hold a CSCS (Construction Skills Certification Scheme) card.
- All staff have been shown the SACIC Health and Safety Manual, copies of which are held at the SACIC offices in Needham Market. All staff will read the site RAMS and WSI and will receive a site safety induction from the Project Officer prior to starting work. All staff will be issued with appropriate PPE (see below).
- A vehicle and fully charged mobile phone will kept on site at all times.

First Aid

- A member of staff with the First Aiders at Work qualification will be on site at all times. The location of the first aid kit will be made known to all staff and kept accessible at all times.

Site access and security

- Access to the site is via the carpark entrance off of School Road and has been agreed with the client and/or landowner. The site is public land and open to public access and so high visibility temporary plastic fencing will be erected across site entrances and the southern perimeter of the site. If the trenches are to be left unattended before being backfilled (i.e. overnight) they will be enclosed with high visibility temporary plastic fencing.

Plant operations

- All archaeological supervision of machine excavation will be carried out by suitably experienced staff. At no time will any staff approach the machine closer than its working radius. If close inspection of stripped surfaces is required the machine operator will be informed and asked to move out of range. If such movement is not practicable due to the close confines of the site then the machine will cease working completely.
- Plant operations will cease if approached by unauthorized visitors/non-SACIC staff.
- A SACIC Risk Assessment for plant operations is included in section 3 below.

Deep excavation

- Due to Health and Safety considerations, excavations will be limited to a maximum depth of 1.2m below existing ground level unless the trench is stepped or shored. In practice the trench is likely to be c.0.4m-1m deep unless deep alluvial sequences are encountered. On completion of the project trenches will be backfilled to ground-level although pre-existing ground surfaces will not be reinstated.
- Where this depth is not considered sufficient by SCCAS to meet the archaeological objectives, there will be consultation between all interested parties (SCCAS, SACIC and the client) in order that further requirements can be identified and agreed. Deeper excavation can be undertaken provided suitable edge support is used or, where practicable, the sides are stepped or battered. However, such a

variation may incur further costs to the client and time must be allowed for this to be established.

- A SACIC Risk Assessment for deep excavations is included in section 3 below.

Underground services

- Details of known services have not been provided by the client but are thought to be unlikely due to the sites recent landuse. Trench positions will be laid out in advance with reference to any service plan supplied and a CAT scanner used prior to excavation.
- Trenches will be excavated with due care in accordance with SACIC Risk Assessment 5 (see section 3 below).

Overhead Powerlines

- No overhead powerlines cross the site.

Contaminated ground

- Details of any ground contamination have not been provided by the client but are thought to be unlikely due to the sites recent landuse. If any such is identified then groundworks will cease until adequate safety and environmental precautions are in place and, if required, advice will be sought from the HSE and relevant authorities.

Hazardous Substances

- No hazardous substances are specifically required in order to undertake the archaeological works.

Personal Protective Equipment (PPE)

- The following PPE is issued to all site staff as a matter of course:

- Hard Hat (to EN397).
- High Visibility Clothing (EN471 Class 2 or greater).
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole).
- Additional PPE that may be provided if deemed necessary includes.
 - Gloves (to EN388).
 - Eye Protection (safety glasses to at least EN 166 1F).
 - Hearing protection; where the dB exceeds 85dB(a) then hearing protection is a mandatory requirement under 'The Control of Noise at Work Regulations 2005'.

Visitors

- From time to time it may be necessary for site visits by other SACIC staff, external specialists, Local Planning Authority monitoring staff, client representatives or other members of the public. All such staff and visitors will be expected to wear appropriate PPE and will be given a site induction by the Project Officer. Visitors will be accompanied on site at all times.

Welfare facilities

- Due to the limited nature of the project, it is proposed that SACIC staff will work from their vehicle and use client welfare facilities if available. If not staff will be able to travel to public facilities. Additional facilities, toilet, site accommodation etc, will be provided if the project is extended. Fresh, clean water for drinking and hand washing is carried in SACIC vehicles. A vehicle will be on site at all times.

Reporting

- Any injury will be reported onsite to the SACIC Project Officer and noted in the onsite accident log sheet (Appendix 5). Similarly, a 'Near Miss' reporting procedure will also be employed (Appendix 4). Onsite incidents will be reported to the SACIC Project Manager and/or Health and Safety Manager who will arrange completion of Accident Report forms, RIDDOR notification etc. as required.

- Site logs will be collated into the company records kept in the SACIC Needham Market offices by the SACIC Health and Safety Manager.

2.3. Environmental issues

- All existing and new SACIC subcontractors are issued annually with an Environmental Guidance Note for Contractors.
- On site the SACIC Project Officer will monitor environmental issues and will alert staff to possible environmental concerns. In the event of spillage or contamination, e.g. from plant or fuel stores, EMS reporting and procedures will be carried out in consultation with the SACIC EMS Officer.
- The client has not informed SACIC of any environmental constraints upon the development area.
- The plant machinery will be well serviced and be as quiet a model as is practicable.
- All rubbish will be bagged and removed either to areas designated by the client or returned to SACIC for disposal.
- Water will not be pumped into any water course, storm drain etc without prior consent from the Environment Agency. Procedures for dealing with contamination from fuel spills or sediments will be closely followed.
- Trenching will be placed to minimise damage to sensitive flora and fauna or their habitats. All trenching will avoid the 'precautionary area' of any trees, this being the distance from the tree equal to 4 times the circumference of the tree at a height of 1.5m above ground level (National Joint Utilities Group, 1995, Guidelines for the planning, installation and maintenance of utility services in proximity to trees).



3. Risk Assessments

A pre-site inspection and assessment has been made of the site and the following SACIC Risk Assessments apply to the project and are included below.

SACIC RA1	Working with plant machinery
SACIC RA2	Manual excavation and outdoor working
SACIC RA3	Deep excavations
SACIC RA4	Use of Hand tools
SACIC RA5	Damage to services

All the risk assessments presented here will be supplemented and/or updated if conditions on the ground change substantially during the course of fieldwork.

Any breaches of Health and Safety procedures which expose anyone to any of the risks outlined below without the described control measures will be reported immediately as near misses and suitable escalation/reporting undertaken to the responsible person in SACIC.

Risk Assessment 1. Working with plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Direction and supervision of wheeled 180° or tracked 360° excavator.	Various.	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movement of machine.	Principally SPO/PO, but at times may involve others.	10	<p>Only PO to supervise machinery.</p> <p>No personnel to be within radius of boom.</p> <p>All staff to wear high visibility clothing, hard hats and safety footwear at all times.</p> <p>Fully qualified plant operator with CPCS card.</p>	5	J Craven	30/04/18	<p>Call emergency services.</p> <p>First Aid if required.</p>

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 2. Manual excavation and outdoor working

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand excavations of archaeological features.	Various.	Extremes of heat, cold and wet weather. Trip hazards. Exertion due to manual labour.	Hypothermia, heat stroke, sunburn. Minor injuries/strains from physical work.	All field staff.	9	All staff provided with appropriate clothing for weather conditions. No staff to work alone in extreme conditions. Regular sweep for trip hazards. Appropriate methods of packing for removal of objects from site. Staff will be advised on safe lifting/handling practice.	2	J Craven	30/04/18	First Aid if required. Call emergency services if necessary.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

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4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 3. Deep excavations

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of trial trenches and archaeological features within.	Various.	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No excavation beyond safe depth in any circumstances (not necessary for evaluation stage of works). No excavation of trenches beyond depth of 1.2m (or shallower where there is risk of collapse in the judgement of the PO if deposits are unconsolidated).	2	J Craven	30/04/18	Call emergency services. First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
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3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 4. Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools	Various.	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Minor injuries.	All field staff.	8	Ensure all tools in serviceable condition. Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges). Ensure all tools carried appropriately.	4	J Craven	30/04/18	First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Risk Assessment 5. Damage to services

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Machine cutting of trial trenches.	Various.	Accidental damage to cables or services (water, electrical etc.).	Electrocution, environmental damage/pollution, inconvenience to nearby residents, costs for repair reinstatement.	Machine operator and PO.	6	Client to provide service plans prior to excavation. Carefully observed machine excavation under full supervision. Use of CAT scanner.	2	J Craven	30/04/18	Call emergency services. First Aid if required. Any pollution to be reported to Environmental Manager immediately.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk
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4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Appendix 1.



HEALTH AND SAFETY POLICY STATEMENT

Suffolk Archaeology Community Interest Company (SACIC) is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and emissions of our organisations undertakings.

SACIC understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work.
- To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.
- Ensure regular consultation with our employees on matters which affect their health and Safety.
- To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.
- To provide suitable storage and ensure safe handling of Hazardous substances.
- To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.
- To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.
- To liaise and communicate effectively regarding health and safety matters when working on other persons premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, this is provided by DAB Training Ltd who assist us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy (first created by Agility UK (Training and Consultancy) Ltd); and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.

To ensure that the above are met we have developed a 'Health and Safety/Environment Management Structure' identifying key personnel responsible for managing health and safety within the organisation and 'Safety Arrangements' to assist the implementation.

This policy is reviewed annually or following any significant change in our activities or practices.

Signature:		Date:	01/02/2018
Name:	Rhodri Gardner	Position:	Managing Director

A signed and dated copy is displayed and also available in our main Health and Safety/Environment Management System and Employee Health and Safety/Environment Induction Handbook.

Appendix 2. SACIC Insurance Policy



To Whom It May Concern

Our Ref: TM/

23 January 2018

Dear Sir / Madam

Our Client: Suffolk Archaeology C I C

We act as Insurance Brokers for the above-mentioned client and confirm the following cover is in force:

Public Liability

Limit of Indemnity - £5,000,000 any one occurrence

INSURER	Aviva Insurance Limited
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2019

Employers Liability

Limit of Indemnity - £10,000,000 any one occurrence.

INSURER	Aviva Insurance Limited
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2019

Professional Indemnity

Limit of Indemnity - £5,000,000 in respect of any one claim

INSURER	Hiscox Insurance Limited
POLICY NUMBER	9446228
EXPIRY DATE	01/02/2019

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

The Insurance evidenced by this Certificate is subject to the terms, and conditions and exclusions of the applicable policies which is paramount. This certificate is issued as a matter of information only and evidences coverage as at the date of the certificate. This certificate confers no rights to the holder and imposes no liability on the Insurer. The Insurer assumes no responsibility to the holder of the certificate to provide any notice of any material change in or cancellation of these policies.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Tariq Mian".

Tariq Mian Cert CII
Senior Account Executive
Towergate Insurance

Towergate Insurance

Jellicoe House, Grange Drive, Hedge End, Southampton SO30 2AF
Tel: 0344 892 1656 Fax: 0344 892 1657 Email: southampton@towergate.co.uk
www.towergateinsurance.co.uk

Towergate Insurance is a trading name of Towergate Underwriting Group Limited, Registered in England No. 4043759
Registered address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN. Authorised and regulated by the Financial Conduct Authority



Appendix 6.



ENVIRONMENTAL POLICY STATEMENT

Suffolk Archaeology Community Interest Company (SACIC) is committed to protecting the natural environment and to enhancing the appreciation and understanding of the historic landscape. We give the highest priority to the development and maintenance of environmental management and to prevention and protection systems. We are fully committed to complying with all current environmental statutory law and all other relevant regulations and standards. In delivering our services we are dedicated to the continual improvement of our environmental performance. We will strive to reduce our carbon emissions and to tackle the issues of a changing climate.

It is the duty of all employees at SACIC (and those who are subcontracted to us) to fulfil their responsibilities towards environmental needs as defined by the company. All company personnel are empowered to raise matters regarding environmental protection and prevention deficiencies or forward suggestions to their immediate supervisors and beyond. All employees with specific responsibilities regarding environmental protection shall ensure that those responsibilities are delegated to appropriate personnel in their absence. As an organisation we will also make every effort to ensure the provision of information, instruction, training and environmental representation in accordance with statutory requirements.

As an organisation we will endeavour to:

- Prevent environmental pollution and minimise waste.
- Reduce our carbon emissions.
- Continually improve our energy efficiency and reduce our use of resources.
- Reduce the impact of vehicle travel by our employees.
- Implement sustainable procurement practices where possible.
- Enhance biodiversity and always endeavour to protect the eco-systems we might affect, conserve distinctive landscapes and protect the historic environment.

To ensure that the above are met we have developed a 'Health and Safety/Environment Management Structure' identifying key personnel responsible for managing environmental policy within the organisation and 'Environmental Arrangements' to assist the implementation.

This policy is reviewed annually or following any significant change in our activities or practices.

Signature:		Date:	01/02/2018
Name:	Rhodri Gardner	Position:	Managing Director

A signed and dated copy is displayed and also available in our main Health and Safety/Environment Management System and Employee Health and Safety/Environment Induction Handbook.

Suffolk Archaeology CIC
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