Nestle Waters Extension
Waterswallows Lane, Buxton
Derbyshire

Written Scheme of Investigation for
Archaeological Mitigation

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Document Information

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Written Scheme of Investigation for Archaeological Mitigation

1 INTRODUCTION

1.1 Project background

1.1.1 Wessex Archaeology has been commissioned by Nestle Waters ('the client') through Archaeology and Planning Solutions, to produce a written scheme of investigation (WSI) for a proposed archaeological walkover, test pitting and strip, map and sample excavation of a 4.4 ha parcel of land at Waterswallows Lane, Buxton, Derbyshire. The excavation area is centred on NGR 408124 375242 (Fig. 1).

1.1.2 The proposed work is in advance of the extension of the Nestle Waters bottling plant and distribution facility. Previous evaluation and excavation of the site revealed three regionally significant areas of archaeological remains, comprising two concentrations of Mesolithic flint and chert tools and a Neolithic postholed building and associated features (ArcHeritage 2013).

1.2 Scope of document

1.2.1 This WSI sets out the aims of the excavation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological excavation* (CIfA 2014a).

1.2.2 This document will be submitted to Sarah Whiteley, Development Control Archaeologist for Derbyshire county Council (DCC), for approval, prior to the start of the excavation.

1.3 Location, topography and geology

1.3.1 The excavation area lies 3km to the north-east of Buxton and is bounded by Waterswallows Lane and the existing bottling plant to the east, farmland to the north and west and a recycling centre off Waterswallows Road to the south. The site lies at *c*. 337 m AOD and slopes gently to the south and east.

1.3.2 The underlying geology is mapped as predominantly Bee Low Limestone Formation with outcrops of Lower Miler's Dale Lava (British Geological Survey online viewer).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

2.1.1 The archaeological and historical background was assessed in a prior archaeological assessment (APS 2017) and the results are presented below.

2.2 Prehistoric/previous investigations

2.2.1 The most significant archaeological investigation that has been carried out in the area was an archaeological evaluation and excavation which took place in 2011 prior to the construction of the existing Nestle Waters facility.

2.2.2 The excavation identified two concentrations of Mesolithic remains, namely a small spread of Mesolithic chert associated with a knapping event and an area of small pits and postholes. Neolithic remains were also identified and these consisted of postholes from a possible longhouse, associated pits and postholes, early Neolithic pottery, flints and carbonised cereal grains. Radiocarbon dates demonstrated that the building and surrounding features dated to the first quarter of the 4th millennium BC and were used for a short period, probably around 40 years. A second area of Neolithic activity comprised a scatter of flint next to a linear feature. This scatter was located in an area where preservation in situ was undertaken and so the linear feature was not fully investigated. These archaeological remains are significant in that they aid our understanding of the Mesolithic to Neolithic transition in England and are considered to be of regional significance (ArcHeritage, 2013).

2.2.3 An archaeological watching brief was also undertaken in 2011 and 2012 during the excavation of a pipeline from Nunsfield Farm to Waterswallows Road. Although the pipeline crossed the Buxton to Glossop Roman road, the investigation did not identify any significant archaeological remains.

2.3 Romano-British

2.3.1 Two Roman roads, now largely followed by modern roads, are located to the north and west of the site. One which ran between Buxton and Glossop is located approximately 400 m to the west and the other which ran from Buxton to a fort at Brough was located approximately 350 m to the north.

2.4 Medieval to post-medieval

2.4.1 There is very little information recorded in the HER for early medieval and medieval activity in the area. However, there are several recorded entries of post-medieval date and these are summarised below.

2.4.2 The former Sheffield to Buxton Turnpike Road, which dates back to 1758 and is now followed by Waterswallows Road, is located approximately 180 m to the south. However, the vast majority of the post-medieval entries on the HER refer to farmsteads and agricultural outfarms/buildings. The closest is the site of agricultural buildings directly to the west of the site, which were presumably associated with Breezemount Farm. In addition, three 19th century limekilns are recorded around the site with the closest of these approximately 525 m to the south-east.

3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 The aims (or purpose) of the investigation, as defined in the CIfA' *Standard and guidance for archaeological excavation* (CIfA 2014a), are:

- To examine the archaeological resource within a given area or site within a framework of defined research objectives;
- To seek a better understanding of the resource;

- To compile a lasting record of the resource; and
- To analyse and interpret the results of the excavation, and disseminate them.

3.2 Research objectives

3.2.1 Following consideration of the archaeological potential of the site, the East Midlands Regional Research Framework (Cooper 2006) and the Updated East Midlands Regional Research Framework (Knight, Vyner and Allen 2012), the research objectives of the excavation are to:

- Determine the nature and extent of potential Mesolithic flint and chert scatters;
- Identify further evidence for Neolithic activity;
- Shed further light on the transition from the Late Mesolithic to the Early Neolithic;
- Place the results of the work in context with the previous excavation and surrounding region.

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Sarah Whiteley (DCC), the consultant and the client, prior to being implemented.

4.1.2 The excavation will comprise the excavation, investigation and recording of a 4.4 ha area (Fig. 1).

4.2 Setting out of the excavation area

4.2.1 The excavation area will be set out using GNSS in the approximate position shown in Figure 1. Minor adjustments to the layout may be required to take account of any on-site constraints such as vegetation or located services, and to allow for machine manoeuvring. The locations of excavated areas will be tied in to the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSGM15 and OSTN15.

4.3 Service location and other constraints

4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.

4.4 Fieldwalking

General

4.4.1 The turf will be removed using a 360º tracked excavator equipped with a toothless bucket under the constant supervision and instruction of the monitoring archaeologist to a depth of *c*. 50 mm.

Site survey

4.4.2 The baselines for fieldwalking traverses will be established using a hand-held GPS, within a co-ordinate system tied in to the Ordnance Survey National Grid system. Bamboo marker canes will be used to mark hectare corners and/or run starting points.

Collection units

4.4.3 Each hectare will be subdivided into collection units, comprising parallel traverses spaced 10m apart. Collection within each traverse will be divided into stints of 25m.

Conditions

4.4.4 At the time of preparation of this document the site is currently pasture. Fieldwalking will only be carried out once the turf has been mechanically removed and the ground surface is not obscured by grass/vegetation.

4.4.5 Wherever practicable, fieldwalking will be carried out under broadly comparable conditions of lighting and weather, and by personnel of broadly similar experience and/or ability. As a result, fieldwalking runs will always be covered from west to east, to ensure, as far as practicable, that standard conditions of lighting and reflection are maintained.

Finds

4.4.6 With the exception of material obviously modern date (mid-20th century plus) and metalwork clearly not of archaeological origin/interest (e.g. ordnance of all types), all humanly-modified material, whether manufactured, fashioned or indirectly affected, will be collected and retained, at least until the assessment stage. Field staff will not generally employ criteria for the selective discard and/or non-collection of archaeological artefacts. All finds will be bagged at the point of discovery within pre-marked geo-referenced finds bags, the reference number relating directly to the OS grid reference for the start of that particular run.

4.4.7 Wessex Archaeology will immediately notify the client and the Planning Archaeologist if any of the material collected is considered to be covered by the Treasure Act of 1996. All necessary information required by the Treasure Act (i.e. finder, location, material, date, associated items etc.) will be reported to the Coroner within 24 hours.

4.5 Test pitting

General

4.5.1 Should concentrations of worked flint or chert be revealed during fieldwalking a strategy of test pitting will be agreed with DCC, the consultant and client.

4.5.2 It is proposed to excavate 25 x shovel test pits centred on the location of Mesolithic and Early Neolithic flint find spots recovered from fieldwalking (Figure 2).

4.5.3 The test pits will be arranged in a ‘star’ arrangement over a 100 m grid, with each test pit hand excavated (shovel) in 100 mm spits, to the depth of the topsoil (assumed to be *c*. 250 mm depth).

4.5.4 Should additional flint artefacts be revealed in any test pits, following discussions with DCC, the consultant and client, additional shovel test pits will be excavated at 10 m intervals adjacent to those test pits, until the limit of any concentration of flints is defined.

4.6 Excavation

General

4.6.1 Following the identification and recovery of any flint scatters in the topsoil the remaining overburden will be excavated using a 360º tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist, and will proceed in level spits of approximately 50–200 mm until

either the archaeological horizon or the natural geology is exposed. Where necessary, the surface of archaeological deposits will be cleaned by hand.

4.6.2 Mechanical excavation will be followed by a second phase of fieldwalking as per Section 4.4 above.

4.6.3 A sample of any revealed archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the excavation. The following minimum sampling levels is proposed:

- 50% of all discrete archaeological features (eg, pits, post holes);
- 50% of all structural features (eg, ring ditches, roundhouse gullies, beam slots) including all terminals and feature intersections, except if *in situ* built remains are revealed, where they will be cleaned and recorded pending the implementation of a detailed excavation and recording strategy (to be agreed with all parties);
- 50–100% of features and deposits associated with specific domestic and /or industrial activities (eg, hearths, ovens, kilns);
- 100% of all inhumation and cremation burials, and other cremation-related deposits; and
- 10–20% of all linear features (eg, ditches, gullies), including all terminals and features intersections.

4.6.4 Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.

4.6.5 If human remains are uncovered, the specific methods outlined below (section 4.11) will be followed.

4.6.6 Consideration will be given to the use of accredited local metal detector operators, subject to written agreement regarding disclosure, surrender and ownership of finds not falling under the *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*).

4.7 Recording

4.7.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.

4.7.2 A complete drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid. The OD heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.

4.7.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the excavation.

4.7.4 On completion of the project the digital photographic archive will be deposited with the Archaeology Data Service (ADS).

4.8 Survey

4.8.1 The real time kinematic (RTK) survey of all excavated areas and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.

4.9 Monitoring

4.9.1 The client will inform DCC of the start of the excavation and its progress. Reasonable access will be arranged for Sarah Whiteley (DCC) to make site visits in order to inspect and monitor the progress of the excavation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the consultant, client and DCC.

4.10 Reinstatement

4.10.1 Following the completion of the excavation to the satisfaction of the consultant, client and DCC, the excavated areas will be left open, with no backfilling or other reinstatement undertaken.

4.11 Finds

General

4.11.1 All archaeological finds from excavated contexts will be retained, although those from features of modern date (19th century or later) may be recorded on site and not retained, depending on the research objectives of the project. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

4.11.2 Any human remains (articulated or disarticulated, cremated or unburnt) discovered, will be left *in situ*, covered and protected. A Ministry of Justice Licence will be obtained by Wessex Archaeology before any further excavation.

4.11.3 Excavation and post-excavation processing of human remains will be undertaken in accordance with Wessex Archaeology protocols, and in line with current guidance documents (eg, McKinley 2013) and CIfA standards (McKinley and Roberts 1993). Appropriate specialist guidance will be provided by Wessex Archaeology's osteoarchaeologist, with site visits undertaken if required. The final deposition of human remains, following analysis, will be in accordance with the terms of the Ministry of Justice licence.

Treasure

4.11.4 Wessex Archaeology will immediately notify the consultant, client and DCC on discovery of any material covered, or potentially covered, by the *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*). All information required by the Treasure Act (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.12 Environmental sampling

Introduction

4.12.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015).

Site-specific sampling strategy

4.12.2 Depending on the size, complexity and duration of a site, the formulation of a site-specific sampling strategy will be considered at an early stage. Initially informed by prior works or predicted conditions, the strategy will be developed and adapted as the excavation continues, with support provided by specialist site visits and/or phone advice as appropriate. The aim of the strategy will be to effectively target both archaeological and landscape features in order to address the aims and objectives of the project, if appropriate with reference to local or regional research agendas. Any change in strategy will be agreed with Sarah Whiteley (DCC).

Sampling methods

4.12.3 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts or features. In general, features directly associated with particular activities (eg, pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.

4.12.4 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with Sarah Whiteley (DCC) as appropriate. Specialist guidance will be provided by a member Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.

4.12.5 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.

4.12.6 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

5.1.1 Initially, the archive will be consolidated: all written and drawn records from the excavation will be collated, checked for consistency and stratigraphic relationships. Context data will then be entered into an Access database, which can be updated during any future analyses. A stratigraphic assessment of the context data will be made, this will involve:

- A review of context and stratigraphic groups;
- A preliminary phasing of the site based on recorded stratigraphic relationships, pottery spot-dates and any other relevant information;

- The identification of any problems with stratigraphic interpretation (due to truncation, redeposition, residuality etc.), and problems with phasing (due to low level of finds etc.);
- The identification of site drawings to be digitised;
- The suggestion of possible contexts for radiocarbon or other scientific dating; and
- A quantification of features.

5.2 Finds evidence

5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the excavation. The report will include a table of finds by period and/or feature group.

5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.

5.2.3 Artefacts and other finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the CIfA (2014b).

5.3 Environmental evidence

5.3.1 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses, and discarded following final reporting (in accordance with the Selection policy, below).

5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the sample will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.

5.3.3 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

5.4 Reporting

General

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft post-excavation assessment report will be submitted for approval to the client and Sarah Whiteley (DCC), for comment. Once approved, a final version will be submitted.

5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;

- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Statement of potential – of the stratigraphic, finds and environmental data – the extent to which the archive might be able to meet the original aims and research objectives of the project;
- Updated Project Design, including summary of recommendations for any further analyses and updated project aims, with proposals for any publication (including a task list scheduling the personnel and resources required for analyses);
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final post-excavation assessment report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to evaluation.

OASIS

5.4.4 An OASIS online record (http://oasis.ac.uk/pages/wiki/Main) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 It is recommended that the project archive resulting from the excavation be deposited with Buxton Museum. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be obtained.

6.2 Transfer of title

6.2.1 On completion of the excavation, every effort will be made to persuade the legal owner of any finds recovered (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

6.3.1 The complete archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Buxton Museum, and in general following nationally recommended guidelines (SMA 1995; CIfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

6.5.1 In line with current best practice (eg, Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

7 OUTREACH AND SOCIAL MEDIA

7.1 General

7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the evaluation and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as Health and Safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act* 1988 with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations* 2003. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.

8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

8.2 Third party data copyright

8.2.1 This document, the post-excavation assessment report and the project archive may contain material that is non-Wessex Archaeology copyright (eg, Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act* 1988 with regard to multiple copying and electronic dissemination of such material.

9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

9.2 Personnel

9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of archaeological fieldwork as required. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.

9.2.2 The following key staff are proposed:

- Project Manager: Andrew Norton MCIfA
- Fieldwork Director: Paula Whittaker
- Lithic specialist: Phil Harding PhD MCIfA

9.2.3 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.

9.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9.3 Internal quality standards

9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

9.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project manager will carefully assess and monitor

performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the team leader or regional director.

9.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds and Analysis, GeoServices and IT sections provide additional assistance and advice.

9.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and Safety

9.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act* 1974 and the *Management of Health and Safety at Work Regulations* 1999, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.

9.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the evaluation. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.

9.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

9.5 Insurance

9.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

REFERENCES

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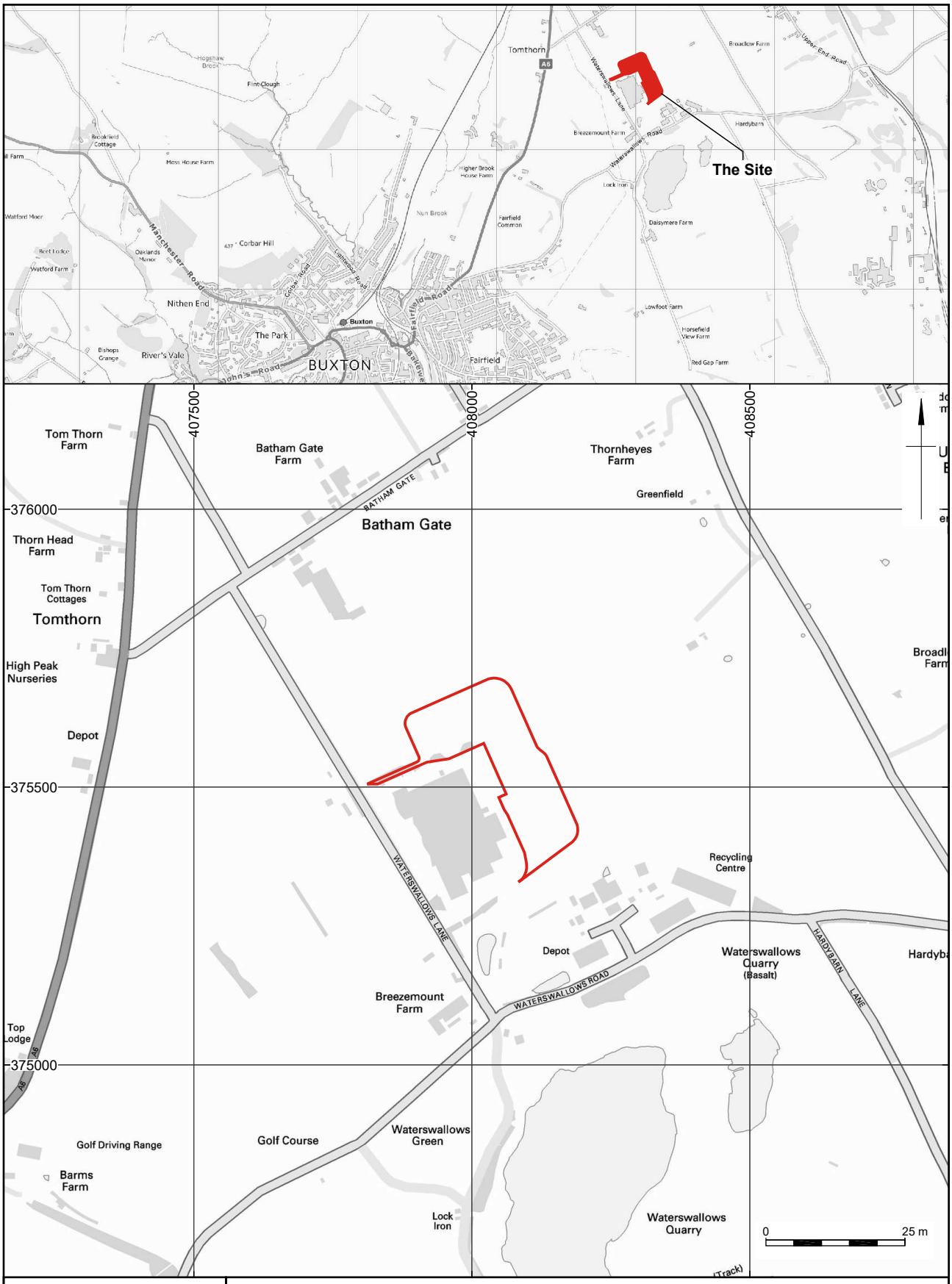
APPENDICES

Appendix 1: Post-excavation specialists

Name	Qualifications	Specialism
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Alistair Barclay	BSc; PhD; FSA; MCIfA	Prehistoric pottery, radiocarbon dating and Bayesian modelling
Pippa Bradley	BA; MPhil; Dip Post Ex; FSA; MCIfA	Prehistoric flint and worked stone, shale and jet
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Kirsten Egging Dinwiddy	BA; MA; ACIfA	Human remains (inhumations)
Ines Lopez Doriga	BA; MA; PhD	Archaeobotanical remains
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
David Norcott	BA; MSc; MCIfA	Geoarchaeology
Richard Payne	BSC; MSc; MPhil	Geoarchaeology
Holly Rodgers	BA; MSc	Geoarchaeology
Lorraine Mepham	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman;
Sue Nelson	BA; MA; ACIfA	Prehistoric and Romano-British pottery, small finds, glass, and tile
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Lynn Wooten	BSc; ICON; MIoC	Archaeological conservator



Evaluation area

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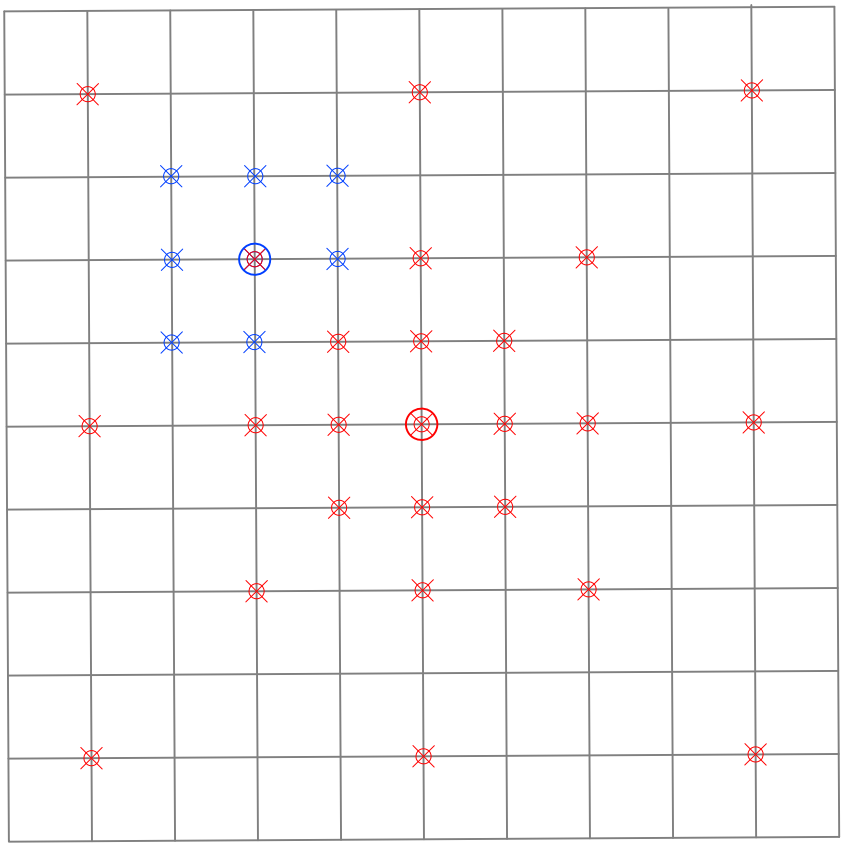
Site location

Figure 1



Initial findspot and first phase test pit

First phase test pits

Secondary findspot and first phase test pit

Second phase test pit

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Test pitting strategy

Figure 2

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