



Shortwood Quarry Landfill
Cattybrook Road, North Mangotsfield
South Gloucestershire

Written Scheme of Investigation for Archaeological Watching Brief

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Shortwood Quarry Landfill Cattybrook Road, North Mangotsfield South Gloucestershire

Written Scheme of Investigation for Archaeological Watching Brief

1 INTRODUCTION

1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Enovert South Ltd ('the client'), to produce a written scheme of investigation (WSI) for a proposed archaeological watching brief during the erection of a leachate treatment tank with ancillary infrastructure and pipework. The works to be monitored cover an area of 621m² centred on NGR 367986 176740, at Shortwood Quarry Landfill, Cattybrook Road, North Mangotsfield, South Gloucestershire, BS16 7NZ (Figure 1).

1.1.2 The development comprises the erection of a leachate treatment tank with ancillary infrastructure and pipework within the landfill site.

1.1.3 A planning application (P23/02223/MW) submitted to South Gloucestershire Council, was granted on 16 October 2023, subject to conditions. The following conditions relate to archaeology:

Condition 4: Prior to the commencement of development, a programme of archaeological investigation and recording for the site shall be submitted to and approved by the Local Planning Authority. This will take the form of a watching brief. Thereafter, the approved programme shall be implemented in all respects. This is a pre-commencement condition to ensure that archaeological requirements are considered at an early stage of the project.

Reason: In the interest of archaeological investigation or recording, and to accord with Policy CS9 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013 and the National Planning Policy Framework.

1.2 Scope of document

1.2.1 This WSI sets out the aims of the watching brief, 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 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for an archaeological watching brief* (CIfA 2014a).

1.2.2 This document will be submitted to the Archaeology and HER Officer (South Gloucestershire Council), archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the watching brief.

1.3 Location, topography and geology

1.3.1 The proposed watching brief is located within Shortwood Quarry Landfill site, Cattybrook Road, North Mangotsfield, in the county of South Gloucestershire.



- 1.3.2 Existing ground levels rise gently from 70.8 m above Ordnance Datum (aOD) in the west to 71.5 m aOD in the east.
- 1.3.3 The bedrock geology is mapped as Farrington Member and Barren Red Member - Mudstone. Sedimentary bedrock formed between 309.5 and 308 million years ago during the Carboniferous period (British Geological Survey 2023).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior archaeological and cultural assessment (Wardell Armstrong 1998), which considered the recorded historic environment resource within the environs of the landfill development. A complimentary search of Know Your Place was undertaken on 02 November 2023. A summary of the results is presented below, with relevant entry numbers from the South Gloucestershire Historic Environment Record (HER). Additional sources of information are referenced, as appropriate.

2.2 Previous investigations related to the development

Geophysical survey (1998 & 1999)

- 2.2.1 A phased geophysical survey of selected areas within the proposed landfill site were undertaken in 1998 and 1999 (GeoQuest Associates 1998 & 1999). A number of sites of potential archaeological significance were identified. These include several potential ring ditch features, what may be the ploughed out remains of a Roman road, field boundaries, enclosures and trackways of possible Iron Age date.

Archaeological evaluation (1999)

- 2.2.2 An archaeological evaluation was undertaken on selected areas within the proposed landfill site (TVAS 1999). The evaluation failed to confirm the existence of archaeological features shown as anomalies on the preceding geophysical survey plot. However, it was successful in locating the Roman road (SGSMR 1353) as projected on Ordnance Survey maps. Unfortunately, no artefacts were recovered from this feature or from two small ditches and two postholes which were also recorded.

2.3 Archaeological context

- 2.3.1 The area of the landfill site contains no Scheduled Ancient Monuments or Listed Buildings. The area contains three entries recorded on the South Gloucestershire Sites and Monuments Record which are related to the extraction of coal, the fourth entry is a Roman road.
- 2.3.2 SGSMR 1353 describes the Roman road running north-south through the landfill site. The road passes through the former clay pit, south past Linden lea (now demolished) continuing south beyond the boundary of the site and could potentially bisect the leachate treatment tank compound.
- 2.3.3 SGSMR 6089 marks the site of Chaffhouse Pit a former colliery recorded as being occupied by James Plumley in the 1845 Tithe Map Apportionment, the site lies to the north of Shortwood House. The site is recorded as being superseded by a brickworks, which has also been subsequently demolished.



2.3.4 SGSMR 6270 marks the site of an unnamed coal pit located to the south of Shortwood Farm. The SMR indicates that the mound observed on site at this point may mark a capped mineshaft.

2.3.5 SGSMR 2412 marks the location of the former Shortwood brick and tile works, the buildings have all been demolished and the landscape altered through levelling and mounding of debris.

2.4 Historical context

2.4.1 Shortwood Quarry Landfill site exists within the former Royal Forest of Kingswood. One of the earliest references to the forest is in an Anglo-Saxon charter written in AD960 which records the murder of King Edmund at Pucklechurch in 940. The Royal Forest of Kingswood may be Anglo-Saxon in origin as part of the lands belonging to a known palace at Pucklechurch. The Saxon Kings Edwy and Edgar are both recorded as residing at Pucklechurch.

2.4.2 King John is the first monarch recorded as building a hunting lodge in the forest and it is during his reign that the forests decline appears to begin. A charter dated to AD1228 orders the disafforestation of Kingswood, the forest is to be converted into a chase thereby making the hunting and chasing of game easier.

2.4.3 During the thirteenth century references are made to the extraction of sea-coal in the Pucklechurch area, and in 1261, the earliest reference to the area being a popular haunt of highwaymen and robbers is made.

2.4.4 During the reign of Edward I, the use of coal is forbidden. This law temporarily halted the expansion of the shallow mines which were developing in the area. However, it accelerated the rate at which the tree cover was removed.

2.4.5 In the sixteenth century, Henry VIII may have parcelled land for coalmines and in 1509 Francis Poyntz (to be followed by his son Sir Anthony Poyntz in 1529) is made Custodian of Kingswood Forest.

2.4.6 On 11 March 1608, King James I grants 'all coal works, coal pits, mines of sea coal, stone, coke and slate to be found in the forest of Kingswood' to a Captain Fitzgerald for the annual rent of £40. The grant contains a covenant not to 'hurt timber, wood or underwood'.

2.4.7 The surveyor John Norden, recording the area in 1615, notes that 'the herbage daily is impaired by castings of their coalmines over many places of the forest'. This passage gives some indication to the amount of coal extraction taking place within the former Royal Forest at this time.

2.4.8 By the beginning of the eighteenth century the shallow coal pits were being replaced by shaft mines. Brandy Bottom Pit was sunk in the early 1800's on what is now the site of the disused Parkfield South Colliery. Brandy Bottom was leased to the owners of Parkfield Colliery (later to become Parkfield North), Wethered and Cossham. In 1870, Parkfield is recorded as yielding 4,790,310 tons of coal and was estimated to have 100,000,000 tons in reserve.

2.4.9 In 1860 the Cattybrook Brick Company was founded by Charles Richardson. A memorandum dated 4 January 1890, appended to the original lease of 1881, notes an agreement between the Chester Master family and the brickworks. The agreement states that the works is not to dig below fifty feet and that all coal must be used in the brickmaking



process. Cattybrook provided some nineteen million of the seventy-six and a half million bricks used in the construction of the Severn Tunnel.

3 AIMS AND OBJECTIVES

3.1 Aims

3.1.1 The aims (or purpose) of the watching brief, as defined in the ClfA *Standard and guidance for an archaeological watching brief* (ClfA 2014a), are to:

- allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;
- provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard; and
- guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

3.2 Objectives

3.2.1 In order to achieve the above aims, the objectives of the watching brief are to:

- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource on the site by preparing a report on the results of the watching brief.

4 FIELDWORK METHODS

4.1 Introduction

4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 10).

4.1.2 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 Archaeology and HER Officer and the client prior to being implemented.

4.1.3 The watching brief will monitor all intrusive groundworks associated with the erection of a leachate treatment tank with ancillary infrastructure and pipework.



4.2 Service location and other constraints

- 4.2.1 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

4.3 Watching brief methods

- 4.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and will be constantly monitored by the watching archaeologist.
- 4.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.
- 4.3.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the watching brief. 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.
- 4.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the watching archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the Archaeology and HER Officer, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Archaeology and HER Officer, on behalf of the LPA.
- 4.3.5 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.

4.4 Recording

- 4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.4.2 A complete 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 Ordnance Survey (OS) National Grid.
- 4.4.3 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. 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.



4.5 Survey

- 4.5.1 The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica Global Navigation Satellite System (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 OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.
- 4.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to either client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

4.6 Monitoring

- 4.6.1 The client will inform the Archaeology and HER Officer of the start of the watching brief and its progress. Reasonable access will be arranged for the Archaeology and HER Officer to make site visits to inspect and monitor the progress of the watching brief. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Archaeology and HER Officer.

4.7 Finds

General

- 4.7.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. 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

- 4.7.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Archaeology and HER Officer regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.7.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.7.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.



Treasure

- 4.7.6 Wessex Archaeology will immediately notify the client and the Archaeology and HER Officer on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the *Treasure Act* (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.8 Environmental sampling

- 4.8.1 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 2015b).
- 4.8.2 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. In general, features directly associated with particular activities (e.g., 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.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Archaeology and HER Officer as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 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.
- 4.8.5 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 (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Stratigraphic evidence

- 5.1.1 All written and drawn records from the watching brief will be collated, checked for consistency and stratigraphic relationships. Key data will usually be transcribed into a database, which can be updated during any further analysis. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period and/or feature group as appropriate.

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 watching brief. Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation. The report will include a table of finds by feature/context.
- 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 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 ClfA (2014b).

5.3 Environmental evidence

5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine 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 burial deposits, the sample will be wet-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 samples will be processed by standard waterlogged flotation methods.

5.3.4 Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation.

5.4 Reporting

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the Archaeology and HER Officer 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;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and



- References.

5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to watching brief.

Publication

5.4.4 If no further excavation works are undertaken, a short report on the results of the watching brief will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Archaeology and HER Officer.

OASIS

5.4.5 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) 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 (ADS) ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 It is recommended that the project archive resulting from the watching brief be deposited with Bristol Museum and Art Gallery. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum has been notified 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 watching brief (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

Physical archive

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

Digital archive

6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

6.4 Selection strategy

6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be



retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving Museum.

- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork stage, and no detailed strategy is presented here. Any 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 (e.g., 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 COPYRIGHT

7.1 Archive and report copyright

- 7.1.1 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*.
- 7.1.2 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.

7.2 Third party data copyright

- 7.2.1 This document, the watching brief report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., 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.



8 WESSEX ARCHAEOLOGY PROCEDURES

8.1 External quality standards

8.1.1 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 2019). 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.

8.2 Personnel

8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. 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.

8.2.2 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 finds and environmental specialists is provided in Appendix 1.

8.2.3 The following key staff are proposed:

- Project Manager Kirsty Nichol
- Fieldwork Director TBC

8.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

8.3 Internal quality standards

8.3.1 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 9001:2015 – 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.

8.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the 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 own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.



8.3.3 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 who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

8.4 Health and safety

8.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.

8.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.

8.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.

8.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.

8.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).

8.5 Insurance

8.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.



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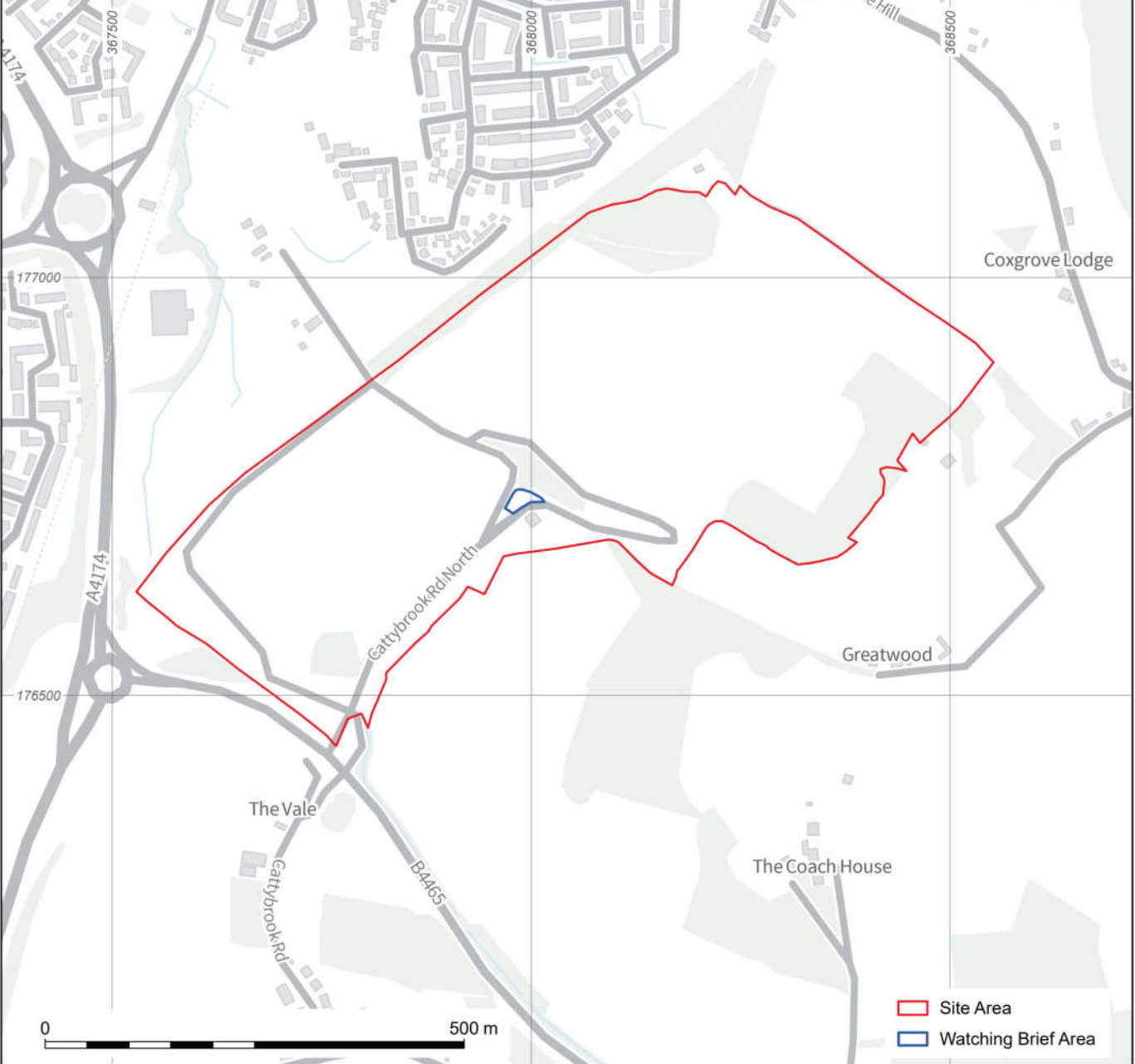
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APPENDICES

Appendix 1 Finds and environmental specialists

| Name | Qualifications | Specialism |
|----------------------------|------------------------|--|
| Sander Aerts | BA, MSc | Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised) |
| Phil Andrews | BSc; FSA; MCIfA | Slag and metal working debris |
| Richard Bradley | BA; MA; MCIfA | Battlefield artefacts, particularly Civil War period lead shot |
| Ceridwen Boston | BSocSc; MA; MSc; DPhil | Osteoarchaeology; funerary archaeology |
| Elina Brook | BA; MA; PCIfA | Later prehistoric and Romano-British pottery, and small finds |
| Alex Brown | BA; MSc; PhD | Geoarchaeology, palynology |
| Liz Chambers | BA; MSc | Geoarchaeology |
| Fiona Eaglesham | BSc; MSc | Archaeobotanical remains |
| Kirsten Egging Dinwiddy | BA; MA; MCIfA | Human remains (inhumations) |
| Erica Gittins | BA; MA; PhD | Prehistoric flint |
| Phil Harding | PhD | Prehistoric flint, particularly Palaeolithic flint |
| Lorrain Higbee | BSc; MSc; MCIfA | Animal bone |
| Jessica Irwin | BSc | Post-medieval finds |
| Matt Leivers | BA; PhD; ACIfA | Prehistoric pottery and flint |
| Inés López-Dóriga | BA; MA; PhD | Archaeobotanical remains |
| Erica Macey-Bracken | BA; ACIfA | Post-medieval finds, ceramic building material and worked wood |
| Katie Marsden | BSc | Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone |
| Jacqueline McKinley | BTech; FSA | Human remains (inhumations and cremations) |
| Nicki Mulhall | | Geoarchaeology and archaeobotanical remains |
| Emma Robertson | BA; MSc | Human remains (inhumations) |
| Megan Scantlebury | BA, MSc | Archaeobotanical remains |
| 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 |
| Andrew Shaw | BA; MA; PhD | Palaeolithic lithic artefacts and Pleistocene geoarchaeology |
| Mark Stewart | BA; MPhil | Prehistoric flint. Worked stone, ceramic building material, glass, fired clay |
| Amy Thorp | BA; MA | Pottery with emphasis on Roman ceramics, small finds |
| Ed Treasure | BSc; MRes; PhD | Archaeobotanical remains, including plant remains and charcoal/wood |
| Kevin Trott | BA | Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell |
| Thomas Wicks | BA; MA | Conservation of objects |



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