

CAISTOR ROMAN PROJECT

EXCAVATION PROJECT OPERATIONS MANUAL

DRAFT FOR INTERNAL REVIEW

***Version 1.4
31-08-20***

**Andy Woodman
2020**

Version History

Version	Date	Author	Description
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0.3 & 0.4	May	Andy Woodman	Iterations with MP & IJ
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1.1	06/07/20	Andy Woodman	Update following detailed review with Site Coordinator
1.2	27/07/20	Andy Woodman	Incorporates Covid19 safety instructions and safety equipment plus updated site equipment lists
1.3	04/08/20	Andy Woodman	Addition of Covid working practices, Covid risk assessment & small finds categories (after Crummy)
1.4	31/08/20	Andy Woodman	Addition of washing guidelines

Contents

- 1 Introduction & Summary
- 2 Key Roles & Responsibilities - Excavation Projects
- 3 Process Overview - Excavation Projects
- 4 Research and Planning
- 5 Excavation Preparation
 - 5.1 Off Site (Weeks before Excavation)
 - 5.2 On Site (Week Before Excavation)
 - 5.3 On Site (Week After Excavation)
- 6 Excavation
 - 6.1 Excavation Direction and Management
 - 6.2 Excavation Recording
 - 6.3 Excavation Support Management
- 7 Post Excavation Processing
 - 7.1 Context Records Processing
 - 7.2 Small Finds Processing
 - 7.2 Bulk Finds Processing
 - 7.3 Environmental Samples Processing
- 8 Post-Excavation Data Recording
- 9 Finds Reporting
 - 9.1 Small Finds Reporting
 - 9.2 Bulk Finds Reporting
 - 9.3 Environmental Samples Reporting
 - 9.4 Trench Reporting
- 10. Excavation Report Preparation

Appendices

- A Role / Responsibility Matrix
- B Reporting Structure – Excavation Projects
- C Excavation, Recording & Storage Equipment
- D Site Support Equipment
- E Excavation Supervisor Toolbox Contents
- F Excavation Recording Sheets
- G Covid19 Safety Equipment
- H Covid19 Safety Instructions
- I Bulk Finds Reporting Leads & Contact Details
- J Key Third Party Contact Details
- K Small Finds Categories (after Crummy)
- L Health & Safety Guidelines 2020
- M Excavation Risk Assessment 2020
- N Covid Risk Assessment 2020

1 Introduction & Summary

The Caistor Roman Project (CRP) has developed from a university - led research project, which included major excavations and geophysics studies in the Roman Town, to a more locally managed community archaeology organisation, with significant volunteer management and fund raising.

In that context, and with changing responsibilities within the Trustees, this is a good time to review the procedures and responsibilities to better match the objectives of a larger, volunteer-based organisation, working closely with professional advisors and ensuring research activities are carried out to academic and professional archaeology standards.

This document has been produced to stimulate debate and follows recent conversations on the challenges currently faced, particularly in the post-excavation and reporting aspects of our work.

The aim is to agree and introduce a process that is as effective and efficient as possible given the prevailing constraints – people/skills, timescales and, most crucially, funding.

This document also seeks to pull together and reference existing standards and documentation to act as an initial Operational Manual for CRP excavation projects.

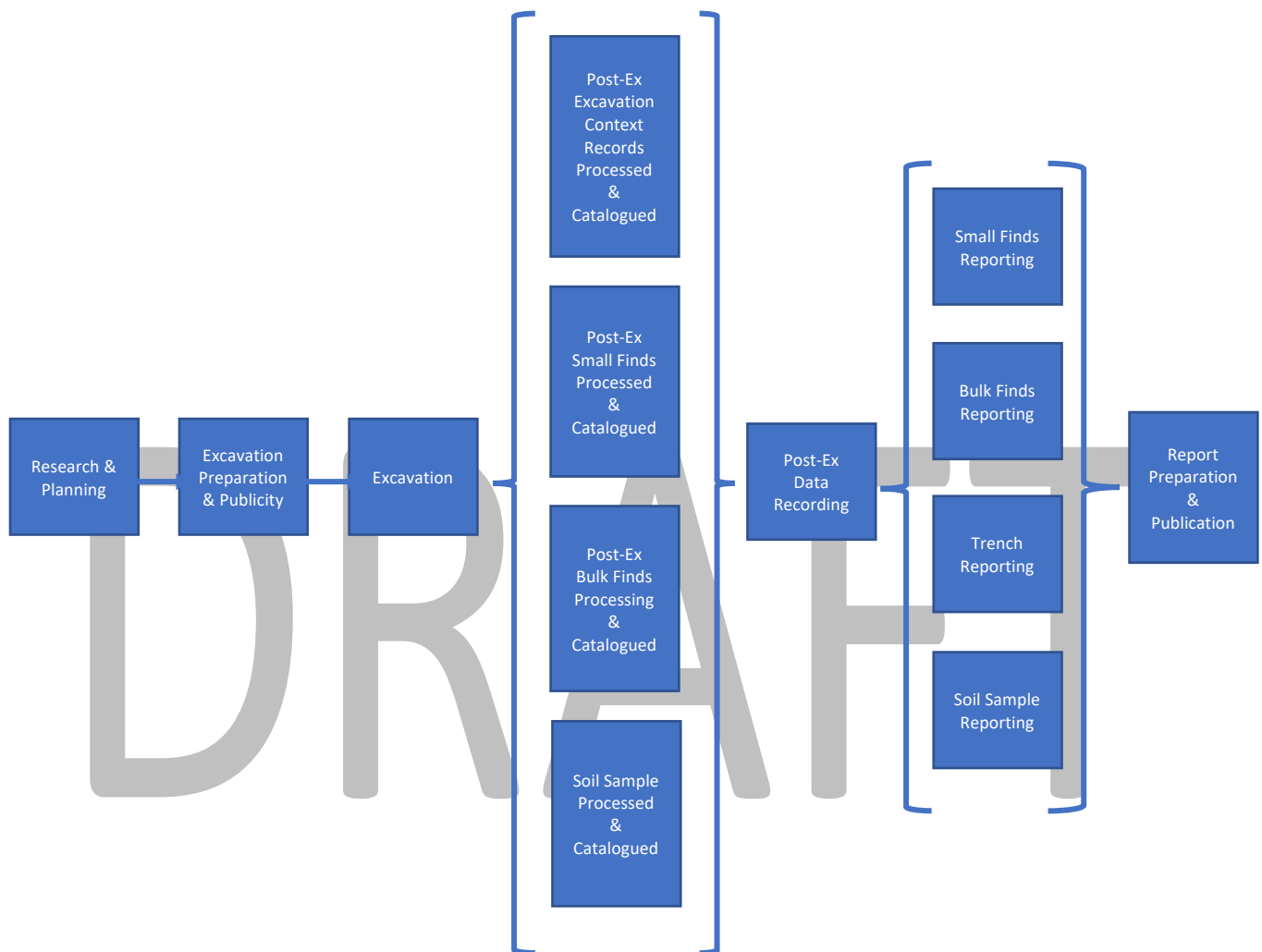
The key proposals are:

- To define & confirm the key CRP roles and responsibilities from research and planning through to final report production.
- To agree that a review of excavation documentation producing draft Stratification Matrices and key Context data input into Post-Ex Manager is completed prior to issuing assemblages of finds for analysis and reporting.
- To agree that finds catalogues are to be completed and input into Post-Ex Manager prior to issuing assemblages of finds for analysis and reporting.
- To agree to the creation of a new CRP Website along with a structured repository to hold the master copies of all CRP documentation.
 - The (professional) design and development of this is being discussed as a separate project
 - This will require clear ownership of the management and custodianship of this repository – to be discussedA temporary solution and the definition of where key CRP documentation resides may need to be agreed in the interim.
- To discuss & agree where completed CRP reports and documents are shared (e.g. OASIS).
- To adopt this Manual and associated Job Descriptions by CRP Trustees following review.

2 Key Roles & Responsibilities (Excavation Projects)

Title	Name	Role Description
Chairman of Trustees	Alan Pask	Chair, links to outside organisations such as NNAS and general oversight.
Treasurer	Andrew Ray	Responsible for financial transactions, accounts and financial planning.
Project Director	Will Bowden	Oversight of direction, research and links with Notts uni.
Research Coordinator	Mike Pinner	Responsible for implementation of research plan and conduct of all work from site identification to post ex/publication. Oversight of all excavation work.
Excavation Coordinator	Rhiane Keely	Deputy to research coordinator. Responsible for all on site archaeological work.
Small Finds Coordinator	Ian Jackson	Support for research coordinator and responsibility for finds recording and processing.
Bulk Finds & Barn Coordinator	Andy Woodman	Responsibility for all barn activities and upkeep of all material and tools held there. Responsible for finds processing and allocation of finds for further examination.
Site Support Coordinator	Alex Atherton	Responsible for the setting up of on- site activity pre and post excavation.
Health & Safety Coordinator	Wendy Shanks	Responsible for advice and implementation of H and S policy on excavation and other activity.
Community Coordinator	Caroline Lowton	Responsible for all external links with other community groups including participation in CRP activity.
Publicity Coordinator	Val Cossey	Responsible for links with press and other organisations.
Professional Archaeologist	Giles Emery (Norvic Archaeology)	Advice to Research and Excavation coordinators on a wide range of archaeological activity.

3 Process Overview (Excavation Projects)



4 Research and Planning

The aims and objectives are set by the **Project Director** and agreed with the **Trustees**.
aims and objectives are set out in the 5 year research plan and agreed by the trustees.

Researching options and preparation of Research Plans and Excavation Plans is carried out by **Research Coordinator** with support from others, reviewed and agreed with the **Project Director** and **Trustees**.

Funding options are researched and investigated by the **Trustees** (primarily Chairman & Treasurer)

Funding applications are prepared by the **Trustees** led by the **Treasurer** and then reviewed by **Trustees** prior to submission.

All required permissions and funding are confirmed by the **Research Coordinator**.

The **Research Coordinator** with the **Professional Archaeologist** and **Excavation Coordinator** will prepare and agree excavation plans in line with guidelines from Historic England, Norfolk County Council and any other relevant bodies.

Master copies of key documents are currently held on Trustees own PCs but, in the future, will be held, with controlled access, on the CRP Website

- 5 Year Research Plans
- Excavation Plans
- Budgets – 1 to 5 years
- Funding Applications
- Others tbc

5 Excavation Planning & Preparation

5.1 Off Site (1 to 3 Months before Excavation)

The **Project Director** will

- liaise with Historic England Inspector if a scheduled site (this is currently James Albone).

The **Research Coordinator** will

- Obtain the ENF/NHER number from NCC (currently Heather Hamilton) at Gressenhall.
- Liaise as required with the:
 - Site owner
 - Landowner regarding animals
 - Police if scheduled site
 - NAT if one of their sites(see Appendix G for contact details)

The **Research Coordinator**, in consultation with the **Professional Archaeologist** and the **Excavation Coordinator**, will quantify the professional and volunteer resource requirements based on the agreed excavation plan and available budget.

The **Excavation Coordinator** will:

- Communicate dig dates and preparation dates to all members (via Clarion / email) along with the link to volunteer application forms
(Forms to be completed and returned by members wishing to participate)
- Collate returned forms and prepare initial staffing listings.

The **Site Coordinator**, in consultation with the **Professional Archaeologist** and the **Excavation Coordinator** will:

- quantify material resource requirements and ensure that the necessary materials are in place prior to the commencement of the excavation

The **Barn Coordinator** will:

- Check stock of recording sheets (see 3.1) and all other recording equipment (folders, labels, bags, sacks, trays, yellow trolley contents, etc.) to ensure there is enough
- Arrange to buy additional supplies as required. (subject to prior authorisation)
- Review all equipment (including fruit boxes) and carry out any required maintenance.
- Ensure all seed trays have an attached and loose seed label.
- Clean all equipment as and where needed.
- Book the Digger to open trenches and fill-in after excavation is completed

The **Health & Safety Coordinator** will:

- Liaise with the Site Coordinator with to H&S aspects of the proposed site organisation
- Provide site dress code of conduct
- Ensure the **First Aid** kits are complete & replenish as required

The **Site Coordinator** will:

- Book 3rd party site services (see **Appendix** for contact details)
 - Portaloo – delivery, collection and emptying during excavation
 - Container for tools storage
 - Van driver to transport equipment from Barn to site and return on completion
 - Water to fill bowser at beginning and during as needed
- Prepare for equipment to be transported from the Barn to the excavation site.
- Confirm volunteer staffing for the onsite preparation work
- Confirm with **Treasurer** the ordering and collection date of toilets and Tool Shed – usually the same day as the marquee is transported from the barn & erected
- Arrange with landowner/tenant to have any livestock removed from the site in good time
- Arrange recycling and rubbish bins with SNC

The **Treasurer** will:

- Ensure CRP receives value for money from suppliers
 - *Some suppliers are fixtures like Darren Barnes (whose charges have never been out to competition) but others (e.g. transport) we are not wedded to.*
 - *Some suppliers (e.g. Willbox) have not been tested against alternatives.*
- Check with suppliers that they understand complexity of delivery location.
- Check insurance should to ensure we are not doing anything not previously notified to the broker.

The **Barn Coordinator & Site Coordinator** will jointly prepare:

- **Recording and Finds Storage Equipment** as listed in **Appendix C.**
- **Excavation Equipment** (checking all in good working order) as listed in **Appendix D.**
- **Marquee (Site Base) Equipment** as listed in **Appendix E.**
- **Supervisor Toolboxes** as listed in **Appendix F.**
- **Supervisor Folders** – containing recording sheets **Drawing Folders** as per **Appendix G** and ROMFA crib sheets

The **Publicity Coordinator** will:

- Liaise with press/radio/tv and other contacts prior to dig to arrange media visits
- Write (with **Project Director**) something that outlines the background/hopes for the dig, (usually embargoed until agreed dates.
- Liaise with press re details for Open Days for public visits

5.2 On Site (Week Before Excavation)

The **Site Coordinator**, in consultation with the **Professional Archaeologist** and the **Excavation Coordinator** will:

- ensure that all on site facilities are established on site prior to the excavation, having regard, in particular, to health, safety and welfare requirements.

The **Site Coordinator** will:

- Clear site as required – typically animal dung and litter.

- Secure the site with electric fencing as needed to prevent ingress by animals during the period of excavation and carry out any other security measures that are required.
- Ensure Container (for storing tools) is delivered to the required location.
- Ensure Toilets are delivered to the required location and prepared.
- Transport Marquee (galatent.co.uk) from the Barn and erect.
- Transport all excavation, recording and marquee equipment from the Barn to site.
- Erect signage as required
- Fill bowser with water from High Ash Farm or wherever the agreed water supply is
- Purchase food and drink supplies as required in advance.
- Prepare a visitor's book, sign-in registers and visitor lanyards

The **Excavation Coordinator** will oversee:

- Surveying team marking out the trench locations on site as per agreed plans with trenches divided into sections (Contexts) for topsoil finds recording.
- Digger opening trenches – typically to 0.3m depth - under supervision.
- Collecting topsoil finds in trays labelled as per the sections above.
- Enclosing trenches with plastic fencing.

The **Excavation Coordinator**, with **Site Coordinator** and **Bulk Finds Coordinator** will jointly review the planned resourcing of members, students, third parties and professionals:

- Supervisors
- Diggers
- Excavation Support
- Bulk Finds (CBM) processors
- Site Support

These plans will be updated as required with changes & additions during the excavation.

5.3 On Site (Week After Excavation)

The **Research Coordinator** in conjunction with the **Site Coordinator** will ensure that the site is left, as found, including backfilling of trenches and the removal of all CRP material as quickly as practicable following completion of the excavation.

- Cover of excavated areas with geotextile sheeting where required
- Filling in trenches (including any CBM marked for disposal) and seed the backfilled areas as pre-agreed with the landowner or their representative.
- Ensure all areas are cleaned & stones removed,

The **Site Coordinator** will:

- Organise a workforce for the takedown day
- Check timings with Transport supplier
- Clean and return all tools and contents of the Marquee (equipment and finds) to the barn.
- Dismantle the marquee and gazebos
- Empty bowser and water carriers
- Ensure that the Tools Container and Toilets are collected.
- Remove all rubbish and litter
- Ensure bins are collected by SNC
- Remove electric fencing
- Check that the **Treasurer** has cash for the transport

- Pass the timesheets to **Barn Coordinator** for recording volunteer hours
- Pass padlock(s) and keys(s) to key people as arranged

The **Barn Coordinator** will:

- Check that all bulk finds are collected and taken to the barn in good order
- Check that all tools and contents of the Marquee (equipment and finds) are collected and returned to the barn.
- Store the returned all tools back in the barn as per the Barn Inventory.
- Store all excavation support materials back in the barn as per the Barn Inventory.
- Organise the bulk finds trays within fruit boxes by Trench ready for processing
- Communicate dates for Barn volunteers to begin bulk finds processing

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6 Excavation

6.1 Excavation Direction & Management

The **Project Director** will:

- direct priorities and approach with the **Research Coordinator, Excavation Coordinator** and **Professional Archaeologist**
- act as the principal point of contact for media organisations visiting the site in conjunction with the **Publicity Coordinator** (Val Cossey)

The **Research Coordinator** will:

- act as the principal point of contact for representatives of partner and like organisations visiting the site.
- arrange a daily briefing for all members and students participating in the excavation.
- ensure that the appropriate level of support/guidance is provided to all those on site and in particular students and new members.
- liaise with the landowner and occupiers of neighbouring properties, as necessary.

The **Treasurer** will:

- oversee visitor open days with the **Research Coordinator** and collect donations and visitor comments/feedback

The **Excavation Coordinator** will:

- provide support to the Professional Archaeologists and Supervisors, as needed, particularly with regard to the completion of site records.
- review and allocate volunteer resources as required
- participate in a daily briefing for all member, volunteers and students participating in the excavation.
- oversee and support **Trench Supervisors**

The **Trench Supervisors** will:

- review and agree work with **Excavation Coordinator** and **Professional Archaeologist**
- supervise the digging and support volunteers allocated to their trench
- ensure all excavation records are created as per CRP/ROMFA standards and subjected to regular checks.
- ensure all finds are appropriately stored and labelled
- review the contents of all trench bulk finds trays at the end of each day, removing items not required

6.2 Excavation Recording

CRP uses ROMFA proformas for excavation recording - digital versions are held on the Norvic Archaeology website and with the CRP Operations Manager computer. Copies are stored in the Barn and will have been compiled onto recording folders for each Trench Supervisor.

Instructions on completing these sheets are contained in the ROMFA manual and a laminated subset will have been provided as crib sheets for supervisors within their recording folder.

Bulk Finds are stored onsite in finds trays by the **Trench Supervisor** and labelled with the following information written on deed labels legibly with a sharpie:

- ENF Number
- Trench Id
- Context Number

Bulk finds trays are reviewed at the end of each days and then stored in the Marquee (or finds store) prior to being moved to the Barn under the supervision of the **Bulk Finds Coordinator**.

Recording sheets are filled in by **Trench Supervisors** or nominated team members as work progresses and will be checked on site by the **Excavation Co-Ordinator** at the end of each day's excavation.

Plan and section drawings are made by **Trench Supervisors** and **Digging Team** and updated throughout the excavation as appropriate.

Locations and details of small finds and soil samples are included in Context sheets and drawing records.

Level readings and grid references are included on plan and section drawings

Photographs are taken on the CRP cameras by **Trench Supervisors** and are logged on the Photo Registers and Context Sheets.

Additional photographs are also taken by the **Small Finds Coordinator** and **Professional Archaeologist**.

Small Finds are logged onsite by the **Small Finds Coordinator** on the Small Finds Register, bagged and labelled with the key information written on it legibly with a sharpie:

- ENF Number
- Context Number
- SF Number
- Find Date.

Small Find Numbers are shared with **Trench Supervisor** for Context Records and Plan Drawings. Small finds are photographed by **Small Finds Coordinator**.

The **Bulk Finds Coordinator** will

- Ensure that any post-excavation process performed on-site is done to CRP standards
- Ensure that all bulk finds assemblages and samples are properly stored, recorded and labelled.
-

Note that:

- *Due to volume and weight CRM is mostly triaged and Catalogued on site using CBM Catalogue Sheets – which are subsequently collected and typed up by the **Bulk Finds Coordinator**.*
- *Interesting (for the CBM Reference Collection) and diagnostic items are labelled and taken to the Barn and the bulk is disposed of in backfilling.*
- *The disposed material will have been recorded on the CBM Catalogue sheets completed during the above triage process.*

6.3 Excavation Support Management

The **Site Coordinator** is responsible for the smooth running of all site support arrangements during the excavation including:

- Checking supplies of supplies and arranging for replenishment as needed
- Direction of the Site Support team of volunteers
- Overseeing the triage and recording of CBM
- Organising, with the **Bulk Finds Coordinator** the on-site storage of bulk finds and transfer from site to the Barn
- Readiness for morning and lunch breaks
- Oversight of the storage of tools and tidiness of the Tool Shed
- Providing a site support update at each morning briefing
- Arranging for toilets to be emptied as necessary
- Arranging for the water bowser to be refilled as necessary
- Ensuring that the site remains litter-free
- Put up the daily timetable of the easel

On a daily basis, before the working day begins, the **Site Coordinator** will:

- Fill the water carriers
- Fill the urn and turn it on
- Fill 2 kettles and turn on
- Put fresh milk in the fridge
- Check milk, sugar, sweetener, squash, biscuits & cake
- Clean the Toilets
- Put out the washing-up table with clean water in bowls, soap, nail brushed & towels
- Put out the daily signing in register
- Put out the visitor's book
- Check diary and prepare lanyards for expected visitors
- Put up the easel with daily info
- Prepare for morning meeting
- Meet and introduce anyone new to the project

For break times the **Site Coordinator** will ensure that:

- Preparations for breaks and lunch are in hand before the breaks are called
- The area is cleared after breaks and washing-up completed

Towards the end of each working day the **Site Coordinator** will:

- Clear tables ready to receive the trays from the tranches
- Any discarded CBM is put in rubble sacks and moved to the area alongside the Tool Shed
- Any brushed finds are stored in the Tool Shed
- Pick up used towels & dish cloths to be washed overnight

Note that overnight campers will use the Marquee domestic area during evenings and mornings

6.4 Marquee Organisation

The **Site Coordinator** will ensure that the Marquee is suitably organised on set-up:

- Refreshment Table
- Space for cups/crockery & washing-up table
- Space for Fridges, Cooker & Urn
- Space for rubbish & recycling bins
- Space for Bowser (on pallets)
- Storage Area for member personal belongings
- Small Finds work area
- Office Area
- Area for Yellow Trolleys (from Barn)
- Space for Fruit Boxes
- Tables for sorting CBM and other Bulk Finds
- Place for Generator & leads
- Clearly visible First Aid Box and Accident Book

6.5 Tool Shed Organisation

The **Site Coordinator** will ensure that the Tool Shed is suitably organised:

- Places for all tools
- Table for
- Trench Boxes
- Tool Boxes
- Drawing Files
- Drawing Boards
- Clean finds Trays with labels
- Clean Labels
- Ladders
- Tape measures
- Tarpaulins
- Sieves
- Gazebos
- Fencing
- Pig irons
- Space for standing sieves

The **Site Coordinator** will also ensure that there is space alongside the tool shed for discarded CBM and other items to be returned to the tranches on refill Tool

7 Post Excavation Processing

7.1 Context Records Processing

The **Trench Supervisors** will

- take site records, including drawings, for their trench and perform a thorough check of paperwork to ensure completeness
- meet with the **Professional Archaeologist** and the **Excavation/Project Coordinator** asap after completion of the completeness check to sign off on site documentation.
- copy the checked Context Record sheets on to the Post-Ex Manager - a simple transcription exercise.

Copies of the completed excavation records will be retained by the **Research Coordinator**

Using the **Post-Ex Manager** spreadsheet, the **Professional Archaeologist** and the **Research Coordinator** will compile the consolidated Context Lists and prepare the draft Stratigraphy Matrices.

A copy of the consolidated spreadsheet plus Stratigraphy Matrices and all Context data is to accompany each finds assemblage when it is passed to internal and external specialists for processing and reporting.

The cameras are taken, on completion of the dig, and downloaded by **Small Finds Coordinator** onto one of the CRP laptops.

As and when a new CRP website is in place all site records including photographs will be deposited there.

7.2 Small Finds Processing

The **Small Finds Coordinator** maintains spreadsheets (as per the **Post-Ex Manager**) on which they enter the initial data in terms of context and SF Number.

As the finds are processed, additional information on weight, dimensions and related data is entered on to the spreadsheets.

Coins tend to go on a separate spreadsheet because there are a number of columns that are specific to coins.

7.3 Bulk Finds Processing

All Bulk finds (including the retained CBM) go to the barn for processing and subsequent analysis and reporting.

*Note that due to volume and weight CBM will mostly have been triaged and Catalogued on site using CBM Catalogue Sheets – which are subsequently collected and typed into spreadsheets by the **Bulk Finds Coordinator**.*

Interesting (for the CBM Reference Collection) and diagnostic items will have been labelled and retained.

Bulk Finds are stored in seed trays within vegetable trays and transported to the barn for processing and labelled with ENF Number, Trench and Context Number.

Finds are brushed (if necessary), washed and dried (as appropriate) by Context – ensuring context labels remain present and correct

Washing Guidelines: Use your common sense. If you think it will be destroyed by washing, DON'T wash it.

Do Wash	Don't Wash (Brush Only)
Animal bone and teeth —as long as the bone isn't crumbly, then this can be washed safely. If the bone is very porous, then place to one side of your clean finds tray. The only other time we don't wash bone is if it is articulated	Metal —it will start to corrode or rust.
Pottery —every surface can be washed, paying special attention to the sides of the sherds, as this is the diagnostic feature of the pottery that the specialist looks at. The only time we don't wash pottery is when there is the potential for organic remains, e.g. residues, concretion or whole pot bases.	Plaster —it will disintegrate
Ceramic Building Material (CBM) — take the worst of the mud off the CBM, but mainly concentrate on the flat surfaces of the tile, as it is here you may find animal or human prints. Don't bother if purely fragments that will be counted, weighed and discarded	Shell —it will disintegrate.
Tessera – as per CBM	Opus Signinum —this is a type of concrete, and again will disintegrate if introduced to water.
Stone – if being kept for analysis & reporting	Glass —there is a safety issue here, where you may cut yourself if you are not careful. Also, there may be some form of coating on the glass that will be destroyed if it is washed
MWD – only if required	Charcoal – likely to disintegrate
	Coke – not necessary

Finds are subsequently sorted and quantified (number, weight, key data & comments) by Context and then Catalogued by CRP Barn volunteers using provided Catalogue Sheets for:

- Tessera (small & large)
- Mortar
- CBM
- Painted Plaster
- Burnt Flint
- Worked Flint
- Shell
- CTP
- Bones
- Stone
- Pottery (initially separated into Roman, Post-Roman & Pre-Roman)
- Glass
- MWD / Slag

The catalogue forms are currently hold in digital form by the **Bulk Finds Coordinator** with copies in paper format stored in the Barn. In the future all master copies of templates will be stored on the CRP Website.

Catalogue forms are completed by hand by barn volunteers and retained by the **Bulk Finds Coordinator** for data entry. The **Bulk Finds Coordinator** will ensure barn volunteers are clear in what is required to be recorded as mistakes will create delays and errors in reporting.

Completed catalogue forms are typed onto spreadsheets by the **Bulk Finds Coordinator**

Completed assemblages are delivered to, or collected by, the reporting leads for each. See **Appendix F** for a list of the current bulk finds reporting leads and contact details.

The **Bulk Finds Coordinator** role will

- ensure that all bulk finds assemblages and samples leave the excavation site properly stored, recorded and labelled.
- oversee and manage the initial cleaning, weighing and cataloguing and storage of all bulk finds' assemblages.
- verify that bulk finds catalogues match the information contained within individual Context sheets. Where anomalies/omissions are identified to investigate and correct these at the earliest opportunity. Catalogue copies to be held with each finds' assemblage.
- arrange access or transfer of bulk finds assemblages together with Context related data to appropriate specialists.
This includes the principal assemblages relating to Roman pottery, post-Roman pottery, glass and flint together with those which are to be assessed and reported on by CRP members.
- maintain an active record of the process to ensure that the location of all finds is known at all times.
- assist the **Research Coordinator** in verifying that contents of specialist reports match finds catalogues and, in conjunction with the post-ex Manager to resolve any queries that may arise.
- liaise with the **Small Finds Coordinator** in the event of
 - individual items coming to light during the bulk finds processing process which may need to be treated as small finds
 - small finds that need to be including with bulk finds being forwarded for analysis and reporting
- ensure that the discard policy governing the retention and disposal of the material assemblages recovered during excavations is strictly adhered to.

7.4 Soil Sample Processing

Soil samples go initially to the barn for checking and delivery for analysis and reporting.

Sample buckets are double-checked with the Environmental Sample Sheets and Environmental Sample Register before sending these off – so need to have copies of these or access to the data.

The **Bulk Finds Coordinator** will agree arrangements with Val Fryer and deliver the samples to Seething for processing – ensuring that each sample has double labels – and updates the **Research Coordinator** who will manage this process thereafter.

See **Appendix F** for soil sample reporting lead and contact details.

7.5 Post-Excavation Publicity

Post-dig and throughout the year the **Publicity Coordinator** will follow up with media and other contacts with:

- details of excavation outcomes and finds (as and when appropriate)
- updating and distributing leaflets to local outlets
- publicising other events.

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8 Post-Excavation Data Recording

This stage must be completed prior to the distribution of finds for reporting.

The Post-Ex Manager spreadsheets are to be completed containing:

- Context details
- Bulk finds catalogues
- Small finds catalogue
- Soil Sample Catalogue

Draft Stratification Matrices will be created.

Context records can be scanned and stored digitally once CRP has a document storage capability. This work can be performed offsite by volunteers.

The **Research Coordinator, Professional Archaeologist** and **Excavation Coordinator** will review and sign off the completed datasets as being sufficient to begin reporting.

The **Research Coordinator** will contact all report writers to confirm they are expecting to prepare reports and agree dates.

See **Appendix I** for the current (Temple Field 2020) Bulk Find Reporting Leads & Contact Details.

Subsets of the data will be packaged and issued to report writers along with the delivery of the assemblages via the **Research Coordinator** and **Bulk Finds Coordinator**.

9 Finds Reporting

9.1 Small Finds Reporting

The **Small Finds Coordinator** keeps the Small Finds registers at home together with the Small Finds themselves until the processing and reporting has been finished.

The Draft Small Finds Report is shared with the **Research Coordinator** and **Professional Archaeologist** for review and refinement prior to sign-off.

After the Report has been signed off the finds are returned to the barn and stored (currently in perpetuity) under the control of the **Bulk Finds & Barn Coordinator** in clearly labelled plastic boxes within crates and logged onto the Small Finds Storage sheet held by the CRP Operations Manager.

Valuable small finds (precious metals, gems, etc) will not be stored in the Barn and retained by the **Small Finds Coordinator** until the final destination is agreed.

In some instances, such as glass, where a Small Find needs to be reflected in the relevant Bulk Finds reporting these are returned to the Barn early and included (bagged and labelled) in the Bulk Finds assemblage that is issued to the relevant report writer.

Once these Bulk Finds reports have been completed and the assemblages returned to the Barn the Small Finds will be extracted and stored in the barn by the **Barn Coordinator** as per the other Small Finds.

Valuable or sensitive items are returned to the **Small Finds Coordinator** (not kept in the barn) until the final destination is agreed.

Small Finds information is shared on site by mean of the show and tell sessions.

There is potential for sharing more information as the research progresses e.g. via the medium of the Clarion – as stated doing during the C19 lockdown period and there is scope to have regular feedback to members via digital media.

9.2 Bulk Finds Reporting

There are standard report templates for all of the Bulk Finds reports that CRP members produce to assist with report production and to guide consistency.

These templates are currently accessible via Dropbox but in future will be also available via the CRP Website.

Although the expert/professional finds reporters will generally use their own format and structure the information can be cut and pasted into CRP collated reports as needed.

The **Research Coordinator** supported by the **Bulk Finds Coordinator** will manage the allocation of reporting, agree timescales and chase for progress and report on progress.

Each assemblage goes to the nominated report writer along with the typed Catalogue Sheets. Each assemblage will require delivery or collection depending on the report writer.

Each assemblage will be accompanied by:

- Finds Processing Catalogue as keyed into **Post-Ex Manager** – numbers, weight and comments per Context

- Trench Stratification Matrices
- Key context details as keyed into the **Post-Ex Manager** Spreadsheet

It is essential the context data accompanies the assemblages otherwise the analysis the individual report writer is able to complete has a vital element missing. If they wait for the context information this will inevitably introduce delay and the risk of error.

The **Report Writers** will

- carry out appropriate analysis and expand the **Post-Ex Manager** Catalogue sheets as the analysis is progressed.
- prepare reports – using Report Templates (see above) as appropriate with the Catalogues summarised within the body and retained in full as appendices
- share draft reports with the **Research Coordinator** supported by the **Professional Archaeologist** for review and refinement prior to sign-off.

After the Report has been signed off the finds are returned to the barn and stored (currently in perpetuity) under the control of the **Bulk Finds Coordinator** in clearly labelled crates.

Master copies of the bulk finds reports will be retained by the **Research Coordinator** and copied onto the CRP Website via the **Web-Site Coordinator** (TBC) once this is operational.

9.3 Soil Sample - Reporting

The **Bulk Finds Coordinator** will deliver the labelled Soil Samples and Catalogue to the Soil Sample Reporter (Val Fryer) who will carry out the environmental analysis and prepare a report.

The Environmental Sampling report will be sent to the **Research Coordinator** for review, refinement and subsequent sign-off.

Any significant data from the environmental analysis will be added to the relevant section of the Post-Ex Manager allowing it to be cross referenced with other information.

10. Excavation Report Preparation

Note that key information will have been collated onto the **Post-Ex Manager** Spreadsheet from Context data, Bulk Finds Catalogue, Small Finds Catalogue and Soil Sample Catalogue to enable cross referencing.

The Draft Excavation Report is compiled using the information held in using the **Post-Ex Manager** Spreadsheet with the Trench Reports, Small Finds Report, Bulk Finds Reports and Environmental Sampling Report and digitised drawings and matrices.

The Draft Excavation Report will be refined through iterations under the management of the **Project Director, Research Coordinator** with support as required from the **Professional Archaeologist, Project Director** and others until the Final Excavation Report is agreed and signed off.

In the case of work on scheduled land, an Interim Report is required to be submitted to Historic England within six months of completion of the excavation with the Final Report completed later. In addition, copies of all reports are sent to HER at Gressenhall.

All records need ultimately to reside in a single location i.e. the CRP website.

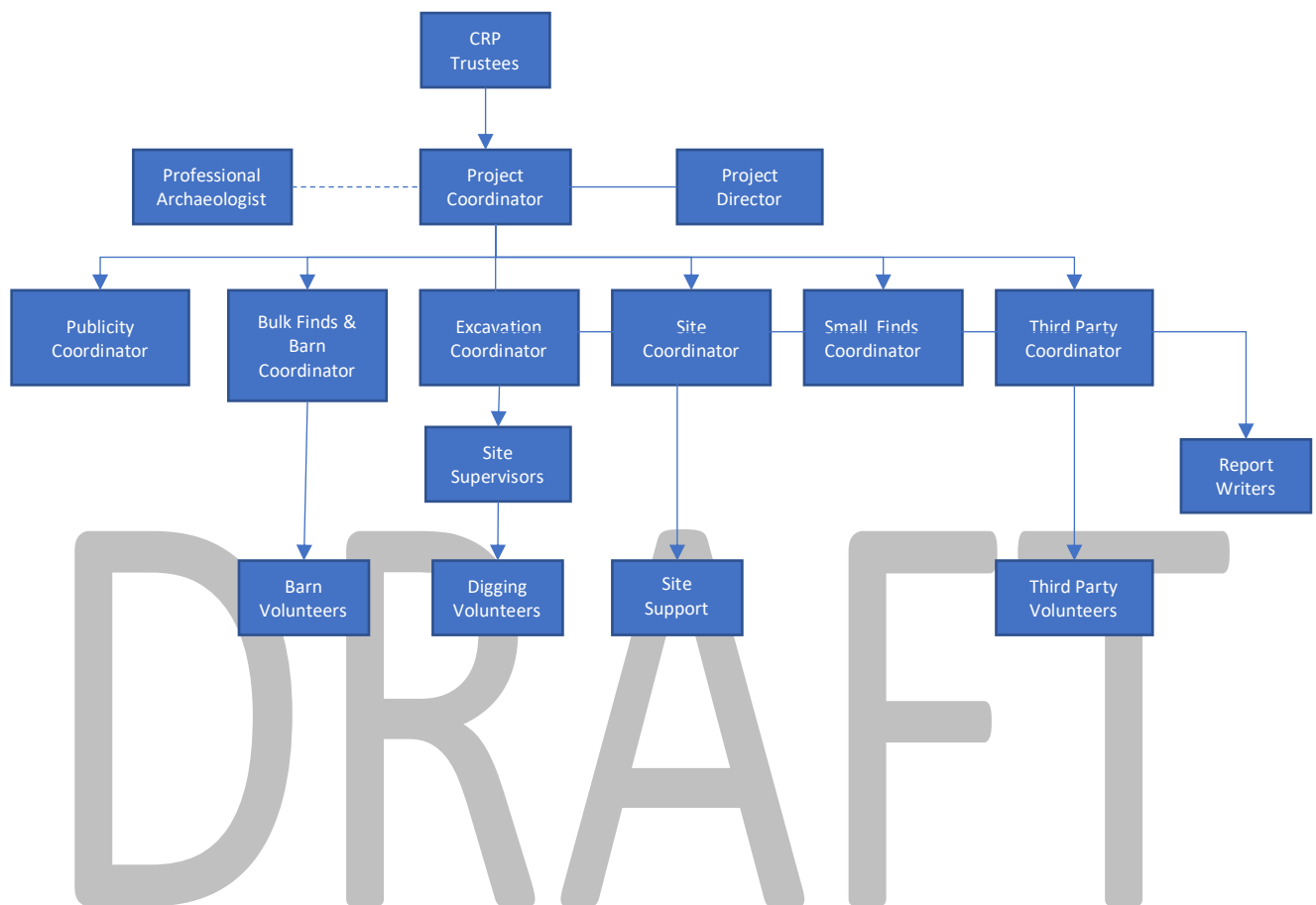
CRP will continue to submit the final written reports to NCC at Gressenhall, and any other organisations involved such as Historic England if a Scheduled site.

CRP need to make a decision as to whether or not we submit our reports to OASIS for inclusion on the grey literature database. Recent applications for permission and funding require us to do this.

Once the report for an excavation has been completed and published, we can consider potential archiving or rationalisation/disposal of some of the stored bulk finds material.

Transfer of ownership documentation may need to be completed – **to be discussed.**

APPENDIX A Draft Reporting Structure (Excavation Projects)



APPENDIX B Role / Responsibility Matrix

Role/Process	Who	Research & Funding	Planning & Prep'n	Set Up & Take Down	Excavation	Post-Ex Finds Proc	Post-Ex Recording	Finds Reporting	Trench Reporting	Excavation Reporting	Publish
Trustees	Alan Andrew										
Project Director	Will										
Research Coordinator	Mike										
Community Trustee	Caroline										
Excavation Coordinator	Rhiane										
Excavation Site Coordinator	Alex										
Site Support Volunteers	team										
Small Finds Coordinator	Ian										
Bulk Finds & Barn Coordinator	Andy										
Excavation Supervisors	tbc										
Health & Safety Coordinator	Wendy										
Professional Archaeologist	Giles										
Excavation Volunteers	team										
Barn Volunteers	team										
Report Writers	Expert & CRP										
Publicity Coordinator	Val										
Website Coordinator	tbc										
Treasurer	Andrew										

APPENDIX C – Excavation, Recording and Finds Storage Equipment

List of Recording and Finds Storage Equipment:

- Drawing sheets
- Trench Folders (see Appendix E)
- Context & other recording sheets printed on different coloured card (see Appendix F)
- Sharpie pens
- Cameras with camera batteries fully charged
- Spades
- Shovels
- Mattocks
- Hand mattocks
- Buckets
- Wheelbarrows
- Seed Trays
- Tarpaulins
- Drawing Boards and Permatrace
- Drawing / Planning Frames
- Plant labels
- Sample Buckets and Labels
- Registers and Record Sheets
- Small Finds Boxes
- Fruit boxes
- Dumpy Levels and Tripods and Staffs
- Long Tape Measures
- Metre Rules and Survey poles
- Hand Shovels and Hand Brushes
- Paint Brushes
- Hand Sieves
- Standing Sieves & Frames
- Secateurs
- Pig Irons
- Safety Netting
- Killer Sprays
- Step Ladder(s)

APPENDIX D – Site Support Equipment

List of Marquee Equipment:

- Spare Registers and Record Sheets
- Small Finds Boxes
- Finds Bags
- Fruit boxes
- Tables
- Chairs
- Bowser
- Large and Hand water carriers
- Hand Shovels and Hand Brushes
- Yellow Storage Trolleys
- Rubble Sacks
- Easels
- Cups
- Urn
- Trays
- Tablecloths
- Shelving (plastic trays and bread bins)
- Brushes for brushing
- Safety Equipment
- Generator & Fuel
- Generator adaptor cable
- Toilet Cleaning staff
- Fridges
- Kettles
- Supervisor
- Clip Boards
- Uncut Newspaper
- Seed labels
- Rubble Sacks
- Toilet Rolls
- Tarpaulins
- Electricity extension cables
- Towels
- Hazard Tape

APPENDIX E - Excavation Supervisor Toolbox Checklist

Excavation Supervisor Toolboxes' Checklist:

- Tape Measures x 3 6" Nails x 10
Bag of small nails
- Seed Labels
6H Pencils x 6
- Pencil Sharpeners x 2
- Black Biro's x 4 Erasers x 3
- Sharpies x 4
- Rulers x 3
- Bulldog Clips x 8
- Mallet
- Plastic Spoon
- Reel of String x 2
- Line Levels x 3
- Plumb Bobs x 3
- Paint Brushes x 3
- Scissors
- Blue Sticky Tape
- Compass
- Magnet
- Wooden tools
- Clip Boards x 3
- Right Angle
- Plastic Pegs
- Long Tape
- First Aid Kit
- Small Finds Box
- Finds Bags (punched)
- Chalk Pens
- Chalk
- Clapper boards
- Yellow Mushrooms x 4
- Scale x 1
- Elastic bands

APPENDIX F - Excavation Recording Sheets

Excavation Supervisor Recording Folder Checklist:

- Context Register Sheets
- Context Fill Sheets
- Context Register Sheets
- Cut Sheets (yellow)
- Photo Register Sheet
- Environmental Sample Sheets
- Environmental Sample Register
- Section Register
- Plan Register
- Small Finds Register
- Supervisor Prompt Sheets (Laminated)
- CBM (Masonry) Sheet
- Human Skeleton Prompt Sheets (Laminated)
- Human Skeleton Sheets
- Soil Sample Collection Prompt (Laminated)
- CBM Recording Prompt Sheet (Laminated)

DRAFT

APPENDIX G – Covid Equipment

List of PPE to be provided within the site marquee (as opposed to personal PPE)

- Hand Sanitiser
- Tool Sanitiser
- Masks
- Visors

APPENDIX H – Covid Safety Instructions (WORK IN PROGRESS)

This is the temporary excavation, finds handling and recording protocol in the light of Covid19 Risks

1. There will be limited finds processing onsite; all bulk finds will be returned to the barn for processing at a later date.
2. Please do not pass finds around, no matter how interesting or exciting they may be, to minimise the risk of indirect person to person transmission.
All objects of particular interest will be photographed at the time of recovery.
3. One member of teach trench team should be responsible for labelling up of finds trays and bags and should use the same sharpie throughout.
4. One member of the trench team should be responsible for the completion of the paper records for that trench and should use the same pen throughout.
5. Hand washing facilities and sanitiser stations will be provided within the site marquee
6. Personal PPE is the responsibility of excavation volunteers and visitors.

APPENDIX I – Bulk Find Reporting Leads & Contact Details

For large excavations (e.g. Temple Field 2019) Bulk Find Reporting Leads are:

- Tessera (small) Barbara Marriage
marriage.barbara@gmail.com
- Tessera (large) Barbara Marriage
marriage.barbara@gmail.com
- Mortar Chrissy Sullivan
brilix@icloud.com
- CBM Chrissy Sullivan
brilix@icloud.com
- Painted Plaster Chrissy Sullivan
brilix@icloud.com
- Burnt Flint Linda Richmond / John Davies
jalexdavies@btinternet.com
- Worked Flint Sarah Bates
sjbates@yahoo.co.uk
- Shell Margaret Hood
No email address – c/o Barbara Marriage
- CTP Linda Richmond
lindamayrichmond@hotmail.com
- Bones Lynda Bradley, Roger Barnett
cjbradley@btinternet.com
- Stone Barbara Marriage
marriage.barbara@gmail.com
- Pottery Roman Alice Lyons
Alice.lyons@ntlworld
- Pottery Post-Roman Sue Anderson
sue@spoilheap.co.uk
- Pottery Pre-Roman Sarah Percival
sarah@sarahpercival.co.uk
- Iron tbc
- Glass Harriet Foster (via County Hall reception)
harriet_foster@hotmail.com
- Soil Samples Val Fryer
valfryer@btconnect.com
- MWD / Slag Margaret Hood
andywoodman@hotmail.com

For smaller excavations such as Caistor Hall 2020 external experts are not used and all Bulk Finds reporting is carried out by CRP members.

APPENDIX J – Key Third-Party Contact Details (to be completed)

Role	Name	Email	Other Details
Norfolk Archaeology Gressenhall	Heather Hamilton	heather.hamilton@norfolk.gov.uk	
Digger	Kingdom Landscapes	kingdom.landscapes@yahoo.co.uk	
Portaloos	Broadland Toilet Hire	hello@bthire.co.uk 01692 538773	For delivery, collection and emptying
Container	Willbox Storage	willbox.co.uk 0800 023 5060	
Water to fill bowser	Daniel Skinner		Tenant Farmer
Site owner	Chris Skinner		Tenant Farmer
Police			If scheduled site
NAT	Caroline Davidson		
Historic England	James Albone		If scheduled site
Geophysics	Dave Bescoby	dbescoby@gmail.com 07740 984363	c/o Mike
Ground Penetrating Radar			c/o Will
Nightingale	Richard Osgood		c/o Caroline
Insurance			c/o Andrew
Solid waste	South Norfolk Commercial Waste	commercialwaste@s-norfolk.gov.uk 01508 533600	Rubbish & Recycling bins
Transport	The Flying Scotsman (Jason)	07747054671 01493700407	Cash payment
Norvic Archaeology	Giles Emery		

APPENDIX K – Small Finds Categories (after Crummy)

1. Objects of personal adornment or dress
2. Toilet, surgical or pharmaceutical instruments
3. Objects used in the manufacture or working of textiles
4. Household utensils and furniture
5. Objects used for recreational purposes
6. Objects employed in weighing and measuring
7. Objects for, or associated with, written communications
8. Objects associated with transport
9. Buildings and services
10. Tools
11. Fasteners and fittings
12. Objects associated with agriculture, horticulture and animal husbandry
13. Military equipment
14. Objects associated with religious beliefs and practices
15. Objects and waste material associated with metal working
16. Objects and waste material associated with antler, horn, bone and tooth working
17. Objects and waste material associated with the manufacture of pottery and pipeclay objects
18. Objects the function or identification of which is unknown or uncertain

APPENDIX L – Basic Health & Safety Guidelines

Basic H & S Guidance
1. Wear PPE at all times (steel toe-capped boots, hi-vis gear etc.).
2. Wear a Hard Hat at all times when required.
3. Wear work-gloves when trowelling to avoid cuts & grazes.
Wear eye protection in dusty conditions or when striking hard materials such as flints with heavy tools.
5. Wear ear protection in noisy working environments.
6. Keep your tetanus immunisation up to date.
7. Use sun-protection and keep well hydrated.
8. Be aware of contaminated ground and alert your Supervisor to any suspicious materials or objects.
9. Use hand-washing facilities before eating, drinking or smoking.
10. In case of sudden illness or accident seek first aid help immediately.
11. Keep your working area organised and free of trip hazards.
12. Never excavate close to services without guidance.
13. Never excavate deeper than 1m without consulting your Supervisor.
14. Never work alone in a deep trench or at extreme distance from colleagues.
15. Be aware of heavy plant movements and never cross into the working zone of a machine without the operator's consent.
16. Be aware for your colleagues and alert your Supervisor to any potential hazard.

APPENDIX M – Excavation Risk Assessment 2020

ACTIVITY: Archaeological Trenches and Test Pits LOCATION: Caistor Hall Hotel Paddock.
COMPLIED BY: Giles Emery & Mike Pinner Fieldwork Expected Dates: 15th August- to 1st Sept. 2020

HAZARD	Who/what may be harmed	Level of Risk	Existing Controls (ensure adequate training)	Further Controls
OPEN EXCAVATIONS				
<ul style="list-style-type: none"> Falling into open holes Risk of serious injury 	<ul style="list-style-type: none"> CRP members Site Visitors/public 	Low	<ul style="list-style-type: none"> Assessment of ground Staff awareness Adequate bunting/fencing around deep holes 	
<ul style="list-style-type: none"> Tripping/falling over/onto survey pegs and grid pegs. Risk of serious injury 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Jacketing grid pegs with high visibility coverings Staff awareness Maintain a tidy site 	
<ul style="list-style-type: none"> Risk of personal injury from slippery surfaces (wet clay or frozen ground) 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Suitable shovel boards/boards for general access, spoil storage and any wheelbarrow runs Keep working area free of excessive mud Withdrawal from site in extreme conditions 	<ul style="list-style-type: none"> Ensure boards are well maintained Report and isolate damaged boards
<ul style="list-style-type: none"> Risk of personal injury from wind and dust 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Suitable eye protection when appropriate Secure equipment on site Secure doors and windows 	
<ul style="list-style-type: none"> Hypothermia through extreme cold/wet/wind 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Staff awareness Ensure employees bring warm and waterproof clothing to site Provide hot drink facilities when possible 	
<ul style="list-style-type: none"> Lightning, risk of death or serious injury 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Shelter in vehicles/marquee during thunder storms. Avoid open areas, Avoid working in enclosed metal fencing Ground metal fencing appropriately 	
<ul style="list-style-type: none"> Extreme heat; risk of sunstroke 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Provision of adequate water and suitable shelter Appropriate clothing and headwear 	
<ul style="list-style-type: none"> Sunburn; risk of skin cancer 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Provide suitable high factor sunscreen Remind staff to cover up 	
<ul style="list-style-type: none"> Reduced visibility; due to rain, snow, fog 	<ul style="list-style-type: none"> CRP members Site Visitors 	Low	<ul style="list-style-type: none"> Withdraw from site when reduced visibility may cause a hazard 	
CONTAMINATION				
<ul style="list-style-type: none"> Risk of contact with contaminated soil (bacterial/viral/inorganic), particularly from rats and pigeons (leptospirosis) 	<ul style="list-style-type: none"> CRP members 	Medium	<ul style="list-style-type: none"> Provision of hand washing facilities Wash hands before eating, drinking, smoking or using toilet facilities Ensure site staff have an up to date Tetanus immunisation Particular care when in areas of rat/pigeon habitation (report any sickness to your doctor) Attention to all cuts Wear gloves when appropriate 	<ul style="list-style-type: none"> Carry leptospirosis risk cards in areas of high risk

HAZARD	Who/what may be harmed	Level of Risk	Existing Controls (ensure adequate training)	Further Controls
SAFE USE OF TOOLS				
<ul style="list-style-type: none"> Risk of personal injury from carrying/lifting heavy objects or equipment 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Correct lifting methods to be employed More than one person to assist in carrying heavy items Do not overload tools/barrows or attempt to throw spoil excessive distances 	
<ul style="list-style-type: none"> Risk of personal injury through use of digging tools (shovels, spades, hand shovels, trowels) 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Staff awareness Wearing of work gloves when appropriate Correct tools for correct tasks (e.g. not using shovel as a hammer) Wear steel toe capped boots Do not overload tools or attempt to throw spoil excessive distances 	<ul style="list-style-type: none"> Ensure tools are well maintained Report and isolate damaged tools
<ul style="list-style-type: none"> Personal injury through use of heavy digging tools and risk to co-workers (Mattocks and picks) 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Staff awareness Ensure tool heads are well attached Eye protection, especially for masonry and flinty deposits or frozen ground Work at a safe distance from others Do not swing tool over shoulder height when working Wear steel toe capped boots 	<ul style="list-style-type: none"> Ensure tools are well maintained Report and isolate damaged tools
<ul style="list-style-type: none"> Personal injury through use of hammers 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Staff awareness Eye protection, especially for masonry and flinty deposits Wear protective gloves 	<ul style="list-style-type: none"> Ensure tools are well maintained Report and isolate damaged tools
<ul style="list-style-type: none"> Personal injury: use of wheel barrows 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Do not overload Fill barrow with more weight at the front Ensure safe and clear barrow runs; not too steep, stable and with no major irregularities 	<ul style="list-style-type: none"> Use of handle protectors Ensure tools are well maintained Report and isolate damaged tools
<ul style="list-style-type: none"> Personal injury in tool stores 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Maintain a tidy store Appropriate storage of all materials 	
<ul style="list-style-type: none"> Personal and co worker injury through the carrying of tools 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Avoid carrying excessive loads Avoid carrying over excessive distances Avoid running Avoid carrying tools over shoulders 	<ul style="list-style-type: none"> Allow an appropriate amount of time for packing away tools Use wheel barrows when appropriate
TRENCHES				

HAZARD	Who/what may be harmed	Level of Risk	Existing Controls (ensure adequate training)	Further Controls
<ul style="list-style-type: none"> Collapse/subsidence of trench sides: Asphyxiation, Injury 	<ul style="list-style-type: none"> CRP members Site Visitors Equipment 	Medium	<ul style="list-style-type: none"> Cautious methodology Limit excavation depth (to international standard) NB: Self-imposed limit of c. 1m for a 1m by 1m test pit Trained staff on site No lone working Agreed access/egress points that are kept clear from obstruction NO standing at trench Safe system of work Do not stack materials near excavation edges Do not drive or park vehicles near test pits Check excavations daily before entry, especially immediately after severe weather 	
<ul style="list-style-type: none"> Injury from falling objects 	<ul style="list-style-type: none"> CRP members Equipment 	Low	<ul style="list-style-type: none"> Do not leave tools, store spoil or park plan/vehicles close to the sides of excavations PPE to be worn, including safety helmets if working against unstable material Authorised visitors only Safe system of work 	
<ul style="list-style-type: none"> Injury from manual handling of spoil 	<ul style="list-style-type: none"> CRP members 	Low	<ul style="list-style-type: none"> Staff training Removal of spoil by hoist/pulley Hoist to be checked/maintained regularly 	

Potential Outcome	Numerical Value		Likelihood/Probability	Numerical Value
Minor injury	1		Unlikely	1
Injury needing medical attention	2		Low possibility	2
Injury - off work 5 days	3		Possible	3
Serious injury/long term sickness	4		Probable	4
Fatality	5		Near certainty	5

Risk Rating

1-5	<u>Low</u>
6-12	Medium
12+	High (Avoid/Review)

APPENDIX N – Covid19 Risk Assessment 2020

RISK	LEVEL	ACTION	RESPONSIBILITY
Social Distancing.	High	2m or 1m+ mitigation. Working in groups of six. Trenches at opposite ends of paddock.	Trench supervisor/admin team.
Face to face work	High	Work side by side or back to back.	Trench supervisor/admin team.
Skin to skin contamination	High	Working gloves to be worn in trenches. Hands to be washed often inc on arrival, breaks and after use of toilet.	Trench supervisor/admin team.
Avoidance of crowds.	High	Secure groups of six to work each trench. Roving admin to use visors.	Admin team.
Face coverings.	Low	Use in trenches not mandatory; to be used in covered areas.	Admin team.
Shouting and loud noise.	Low	Use of phones to work between trenches	Admin team.
Safely distanced briefings	Low	Socially distanced briefings each morning; meals and breaks to be taken at the trench.	Admin team.
Cleaning of tools.	Medium	Tools not to be handed from person to person. Cleaning equipment available at trenches. Personal equipment to be used whenever possible.	Trench supervisor/admin team.
Large equipment handling	Medium	Wherever possible only one person per trench to use (eg dumpy, augur) Cleaning equipment available at trenches.	Trench supervisor/admin team.
Paperwork - contamination	High	All paperwork to be handled by one person per trench; not to be taken home but left in marquee.	Trench supervisor/admin team
Visitors.	High	By appointment only and in groups of no more than six	Admin team.
Arrival at the site.	Medium.	Advised to arrive alone and not give lifts	Individual.
First aid.	Medium.	Kits available on site. Ensure that all participants know that there will be no regular first aid coverage.	Admin team via Clarion and on site briefings.
CRP liability	Medium.	All risk assessments and liability disclaimer to be made available prior to dig. To be signed for on site.	Admin team.

RISK	LEVEL	ACTION	RESPONSIBILITY
Personal safety and mental health.	Low	Admin team to make themselves aware of approval and satisfaction levels of participants throughout the work.	Admin team.
Handling of finds.	Low	Process to be made available on site.	Finds co-coordinator
Personal Health	Medium	If feeling unwell, stay at home, inform member of the Admin team asap. If Covid symptoms develop inform Admin immediately. If feeling unwell during course of the day. Individual to leave site immediately after informing Admin	Individual plus Admin Team
Covid symptoms developed by participant	Medium	Under certain circumstances it may be necessary to close the dig.	Admin Team in conjunction with Chair

Admin team: Mike Pinner (coordination), Rhiane Keeley (Excavation), Alex Atherton and Andy Woodman (Site and equipment), Ian Jackson (Finds coordination)

Please note that CRP can accept no liability for illness or injuries during the course of the dig. Members attend at their own risk.

Mike Pinner
01/08/2020