



Highland Archaeology Services Ltd

Bringing the Past and Future Together

Limekiln Windfarm Construction Phase Archaeological Mitigation

Project Design, Methods Statement & Risk Assessment

Report No.	LWF19-006
Site Code	LWF19
Client	Limekiln Wind Ltd
Planning Ref	Approved by Scottish Ministers 21 st June 2019
OS Grid Ref	NC 98060 61457
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Approved by	Lynne McKeggie

Summary

Following surveys of the site a programme of archaeological mitigation work has been commissioned by Limekiln Wind Ltd in advance of and during the development of a wind farm at Limekiln Estate Reay, Caithness.

The surveys carried out ahead of pre development tree felling on the site have identified 25 features. The survey to be undertaken after felling has taken place is still due to be completed. The sites that have thus far been identified and are thought to be at risk were marked off before felling took place and these markers remain in place.

The construction phase of the project will include the creation of and upgrading of access tracks, the creation of lay down areas for equipment as well as the creation of crane hard standings and turbine footings. Archaeological mitigation will include additional marking out of features where necessary as well as a program of watching briefs and feature recording.

The project includes provision to undertake post-fieldwork tasks required for the preparation of a Data Structure Report (DSR). A separate Post Excavation Research Design (PERD) will be produced if it is deemed necessary following this process.

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Acknowledgements

This document was written by Lachlan Mckeggie of HAS and has been checked by Lynne Mckeggie of HAS. Background mapping has been reproduced by permission of the Ordnance Survey under Licence 100043217. Historic mapping is courtesy of the National Library of Scotland.

Location

The site is located within a large area of woodland around 2km south of Reay, close to the north coast and the west boundary of Caithness. The site comprises mainly forestry plantation divided into numerous patches with rides (or clear access areas) between. The Reay Burn runs close to the west side of the site, while the Achvarasdal Burn forms the eastern boundary. The physical survey focuses on areas within the wood designated for felling and other work associated with the construction of a wind farm.

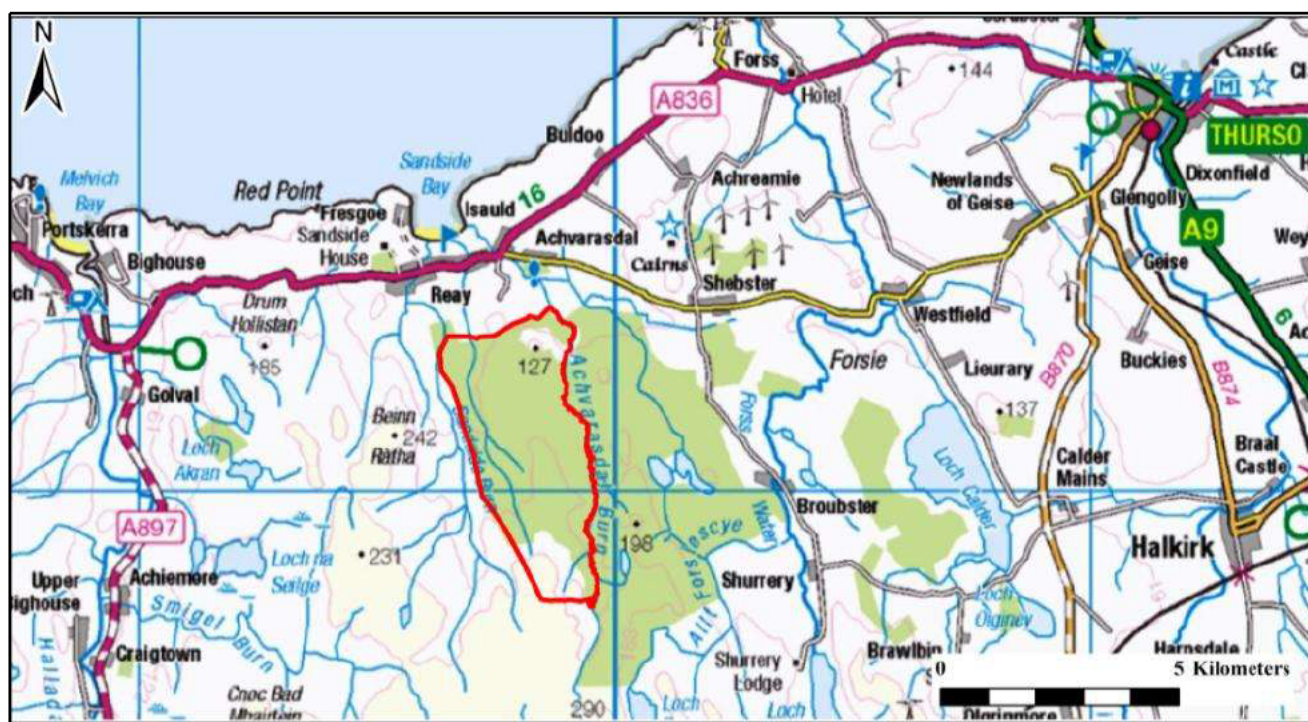


Figure 1: Site location and approximate boundary of the development area
From OS mapping, reproduced under Licence. Not to original scale

Limekiln Windfarm Construction Phase Archaeological Mitigation Project Design & Risk Assessment

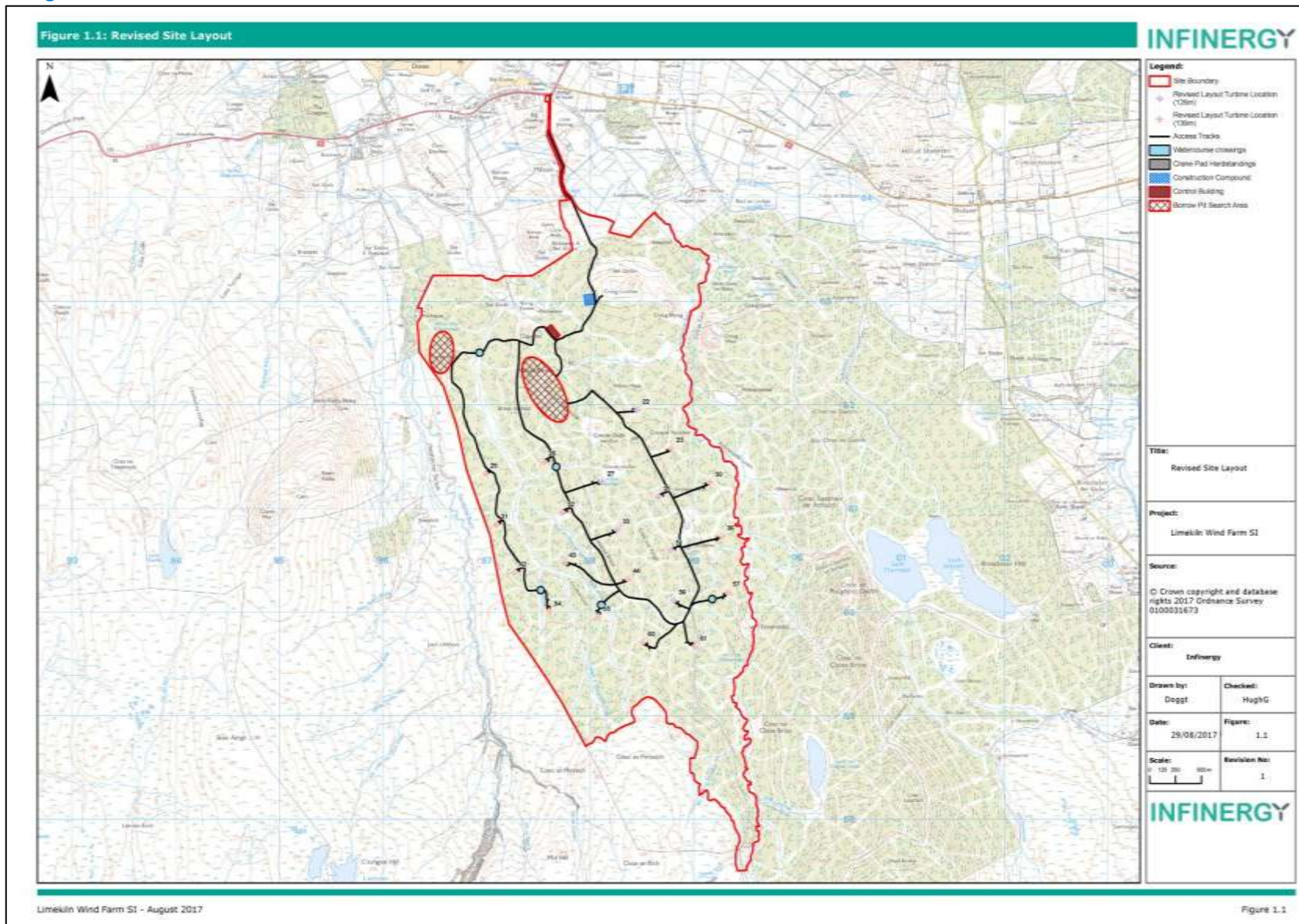


Figure 2: Plan showing site boundary and development layout (scale shown) (Courtesy of Client)

Legislation and Policy

The common principles underlying international conventions, national legislation and local authority planning policies are that cultural heritage assets should be identified in advance of development and safeguarded where practicable; if disturbance is unavoidable appropriate recording of features and recovery of portable artefacts should take place. These have been set out in international and European Union agreements, and UK and Scottish legislation, as well as national and local planning policies¹.

Professional standards during the present project will be secured by adherence to the Codes of Conduct and Approved Practice and Standards of the Chartered Institute for Archaeologists (CIfA).

Introduction

Highland Archaeology Services has been commissioned by Limekiln Wind Ltd to undertake archaeological mitigation work following walkover surveys and marking out at Limekiln forest, Caithness. This WSI outlines the work to be undertaken as part of the construction phase of the project. This work will include limited further marking in the un-forested areas (including the north access route) as well as watching briefs in specific locations and recording of some known features that will be damaged during work. A data structure report on all findings will also be submitted to the local authority Archaeologist, as well as other relevant authorities in line with best practice. If necessary a Post Excavation Research Design will also be created and undertaken.

Archaeological & Historical background

The site is located a little to the south of the north coast, south of the village of Reay. The archaeology of this region is notably rich with large numbers of known archaeology and heritage features, many of which are scheduled due to their national importance. However no scheduled monuments, designed landscapes or listed buildings are noted within the site boundary.

The known features are constricted in the north of the forest and include several hut circles, cairn fields, enclosures and farmsteads (including HHER Ref: MHG39416, MHG1604, MHG39408, MHG17821). These suggest this was a busy pre historic farming area with some later historic use. Further south a small cluster of features is also noted around Aryleive including a settlement (MHG13443) and lime kiln that probably gives the site its name (MHG22039).

Two small areas within the current development site were surveyed by Stuart Farrell in 2002 for the placement of anemometer masts. These picked up features noted on the HHER including the lime kiln at Aryleive (MHG22039) and enclosure at Borag Knowe (MHG39408).²

A limited walkover survey was carried out by Headland Archaeology in 2012. This concentrated on areas of previously recorded archaeology and did not apparently investigate other areas beyond the main central track. The heritage chapter within the Environmental Statement also points out that there is moderate potential for cultural heritage assets to survive unrecorded within the application area³.

¹ A summary of relevant international, EU, UK and Scottish legislation and policies is available from the HAS office on request.

² Farrell 2003

³ Infinergy 2016. p22 10.5.16-18

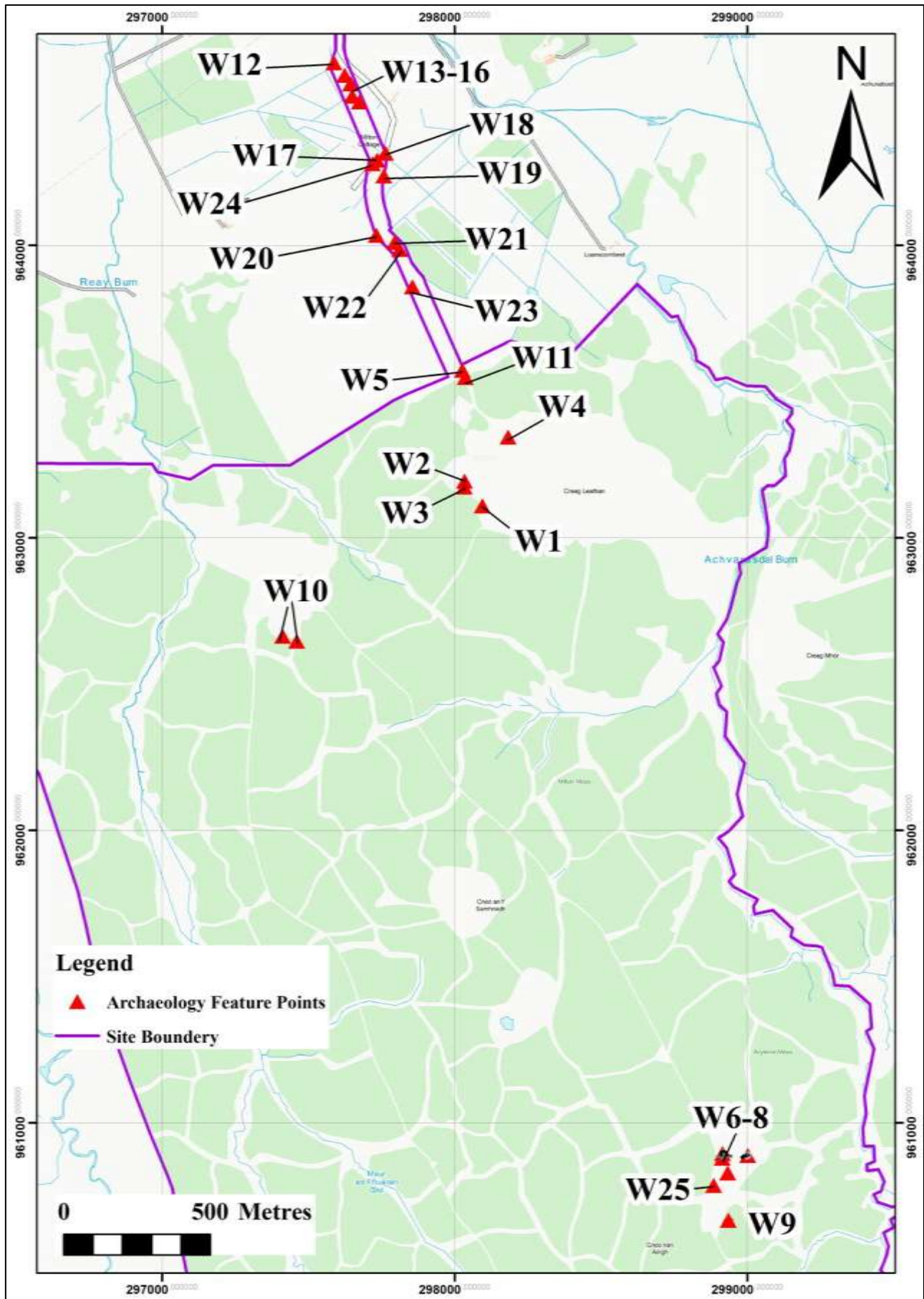


Figure 3: Layout of features identified during walkover surveys (scale shown)

Limekiln Windfarm Construction Phase Archaeological Mitigation

Project Design & Risk Assessment

The surveys already carried out as part of the Limekiln Wind Farm pre construction phase are reported separately along with a full DBA. These surveys noted 25 features most of which had been previously recorded. These include:

- Long houses and associated enclosures at Milton (W19 & W20) that will be close to the new north access track (MHG37237 & MHG13449).
- Three hut circles with associated clearance cairns (W1-W4) these form part of the previously noted MHG1604, MHG724 and MHG2465.
- The Lime Kiln, associated cottage, quarry and dyke at Aryleive (W6-8 & W25)
- Many dykes and dry stone walls crossing the site including several at Little Keoltag, north of Milton (W13-16) and at Aryeive south of the kiln and quarry (W9) (MHG13443)
- Two areas of previously un-recorded probable cultivation again close to the North access track (W12 & W23).

Locations of all the recorded features are show in Figure 3 above.

Some further survey is due to be undertaken once trees have been felled. These will also be reported separately and any features identified will be protected or recorded in line with the methodology outlined below.

Methodology

Aims

The aims of the project are:

- To establish what is previously known about the site and potentially related features in the vicinity of the development.
- To monitor ground works for the proposed development in order to identify and record all significant archaeological remains and finds revealed during the course of that work.
- To present and disseminate the archaeological evidence gathered during the fieldwork and the research potential that evidence has to elucidate the history of the site.

Methodology

- An archaeological Desk Based Assessment has already been carried out in order to establish a baseline of current understanding for features in the area. The study included a review of the Highland HER, Historic Environment Scotland's Canmore database, historic mapping and the Old and New Statistical Accounts of Scotland.

- Walkover surveys of the accessible areas within the development have been undertaken and the features noted have been recorded.
- Features noted in the main area of the site have been marked off with buffer zones to prevent damage.
- Features noted along the north access track (north of W5wall) will be marked where appropriate with a suitable buffer zone. Where possible this buffer will be 20m although this may need to be reduced in some places. The features that can be avoided and will be marked off are: W12 (possible rig and furrow), W18 (bridge), W19 (long houses and enclosure) and W20 (long houses).
- An experienced and qualified professional archaeologist will supervise all new ground-breaking works required for the development within any of the three identified watching brief areas (These will be referred to as watching brief areas A, B & C).
 - ❖ Area A (Figure 4) covers the access track from where it leaves the current road to the proposed lay down area as the route passes close to W1- 5, W11 and W12-24.
 - ❖ Area B (Figure 5) covers a small area at Claperon where the proposed access track crosses an identified dyke (W10) which may be prehistoric.
 - ❖ Area C (Figure 6) covers the area close to the lime kiln W8 and its associated structures W6-8 & W25 as well as the noted enclosure wall (W9) which formed part of Aryleive Farmstead (MHG16111).
- Where floating track or similar non-invasive technique is to be used and no features have previously been identified no archaeological supervision will be required as any buried features will be preserved in situ. However any known feature that is to be buried will require recording before this is undertaken.
- Within the watching brief areas machine excavation will be undertaken using a flat-bladed bucket to remove modern overburden down to the first archaeologically significant layer or soil change. This horizon will then be inspected by the archaeologist for signs of possible features or artefacts, and the resulting surface cleaned if necessary by hand to clarify details. Where appropriate this process may be repeated several times until the required depth for the development is reached.

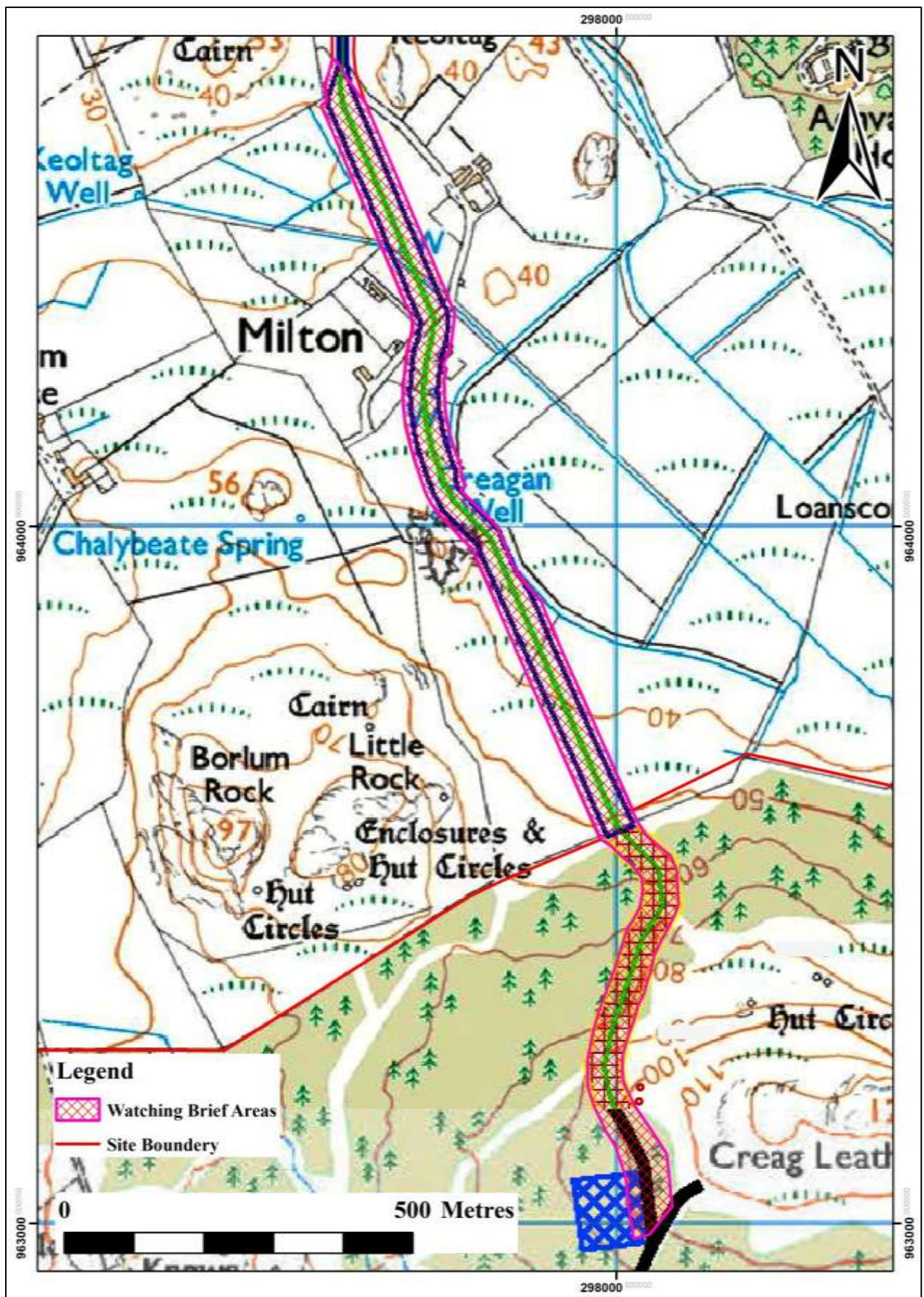


Figure 4: Watching Brief Area A

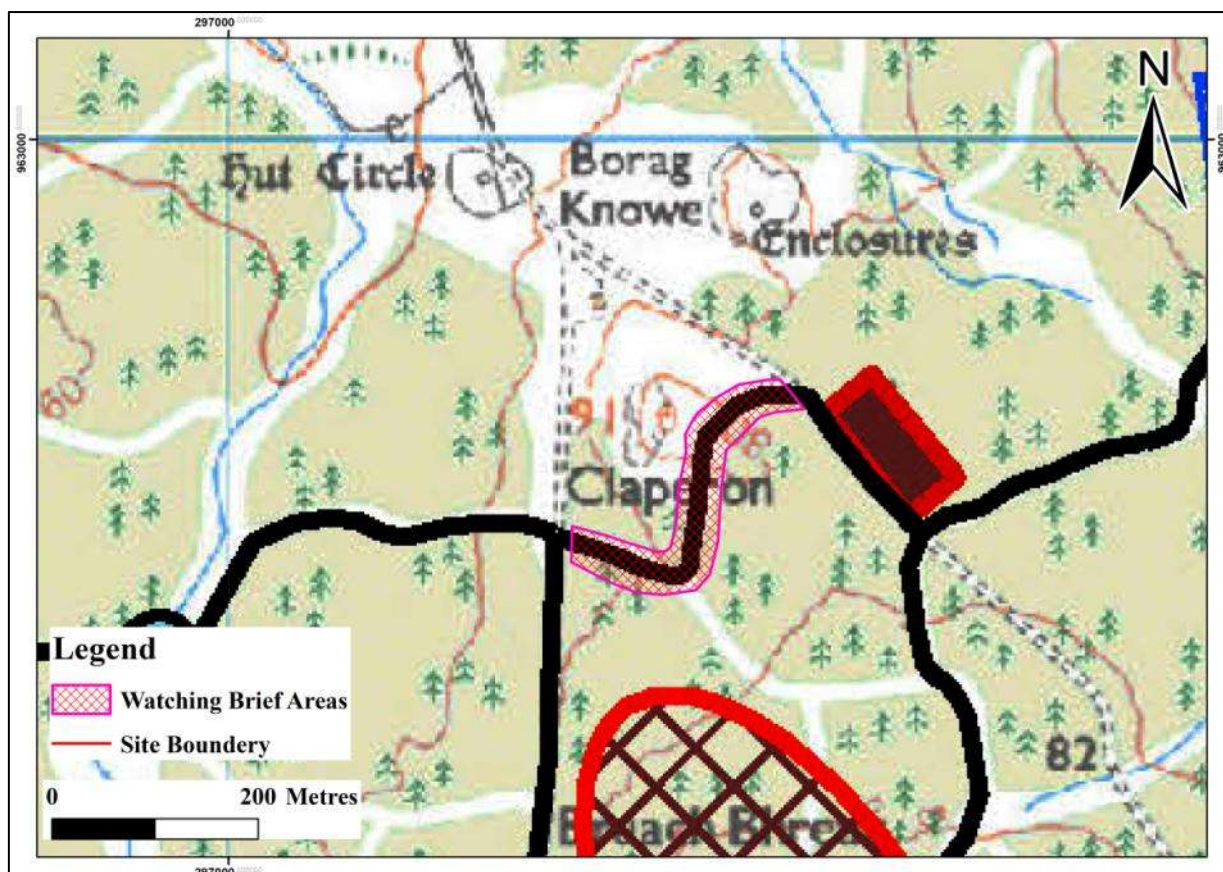


Figure 5: Watching Brief Area B

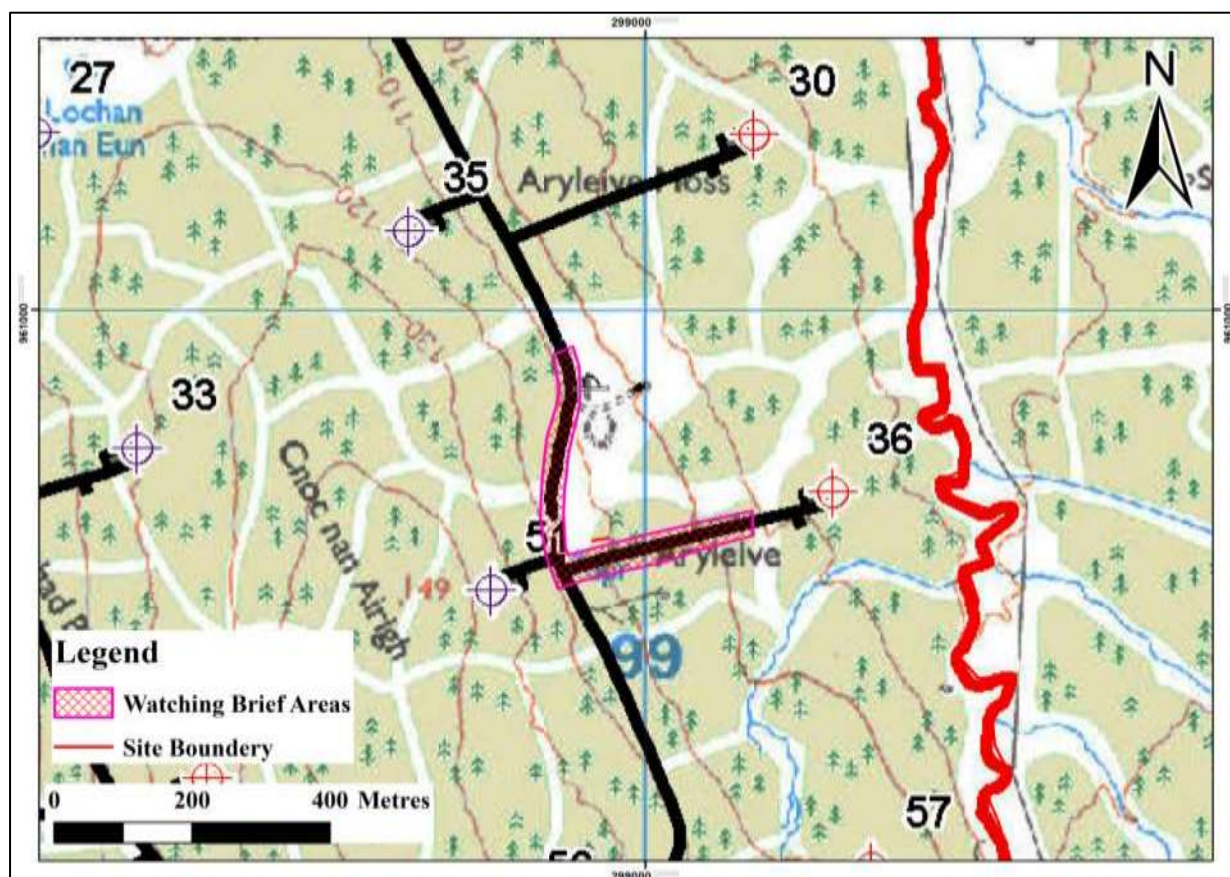


Figure 6: Watching Brief Area C

- All significant features or artefacts revealed during ground works will be recorded archaeologically and to professional standards in accordance with the Chartered Institute for Archaeologists' published standards. Where significant archaeological deposits or features are revealed the supervising archaeologist will have the authority to temporarily suspend development work in order to clean and examine the remains and make an appropriate archaeological record of them. All features exposed by the works will be excavated to archaeological standards in order to characterise and record them. In the event of significant archaeological discoveries the client and Local Authority Archaeologist will be contacted to discuss how to proceed. The Local Authority Archaeologist would have the final say on the significance of features and the scope of further work required.
- All significant archaeological features and deposits revealed in the trenches will be located using a survey grade GPS unit. Recording will include standard drawn and photographic records with camera locations and direction of all photographs taken. Plans and scaled drawings of archaeological features will be produced at 1:10 or 1:20 scale. Depths of excavations will be recorded.
- Archaeological features, deposits and finds revealed in the trenches will be fully described and recorded in written records using the HAS unique numeric context-based recording system.
- If identified, all articulated human remains will be protected and not further disturbed. The regional Procurator Fiscal and the Fatalities Investigation Unit (North) will be notified of the discovery as will Limekiln Wind Ltd and the Archaeological Officer for Highland Council. Treatment of human remains will strictly adhere to the guidelines set out by Historic Environment Scotland⁴. Human remains will not be excavated unless absolutely necessary and approved by the Highland Council Archaeological Officer.
- All portable artefacts recovered will be retained, conserved and recorded and declared as necessary for Scottish Treasure Trove.
- Primary archaeological records compiled during the course of the evaluation fieldwork, for example Small Find, photographic and sample records, will be transferred to a digital record by a member of the fieldwork team assigned to the maintenance and transference of primary data.

Post Excavation Archive, Assessment of Data and Reporting

Following the completion and signing-off of the completion and signing-off of new ground braking works in the watching brief areas by the Highland Council Archaeological Officer, the evidence gathered will be collated, quantified, cross referenced and assessed, and reports produced to summarise:

⁴ Historic Scotland Operational Policy Paper 5 – The Treatment of Human Remains in Archaeology. Historic Scotland 2006

- ❖ the preliminary results of the fieldwork, preliminary post-excavation assessment(s) and the preliminary conclusions and recommendations that can be drawn from that evidence will be set out in the **Data Structure Report (DSR)**.
- ❖ the justification (or not) for further detailed analysis-stage work and reporting required to fully understand the archaeology identified on the site, if necessary, will be set out and costed in the **Post Excavation Research Design (PERD)**. The PERD will include the tasks and timetable required to undertake such work in order to properly report the archaeology that has been recorded.
- ❖ the archaeological project will only be completed once all analysis-stage work and reporting set out in the PERD has been undertaken to the satisfaction of the Local Planning Authority and the results have been set out in a **Final Report**, which describes and synthesises the archaeology recorded during the project.

The DSR post excavation work will include:

- Collation, checking and cross referencing of all primary fieldwork records to ensure that the archive for the project is internally consistent
- Production of standard tables for inclusion in the DSR
- Production of illustrations for the DSR
- Identification of the research value of results, with reference to relevant research frameworks
- Production of the DSR with a summary narrative and appropriate recommendations
- Production of the PERD, including details of recommended analysis-stage reporting tasks

The intention is to submit the DSR and PERD reports as soon as possible after the completion of the fieldwork to the client and Local Authority Archaeological Service. It will be distributed in digital form, together with relevant digital mapping and other supporting files as required. A paper copy of the report can be supplied on request. The report will be provided in PDF format, and digital mapping as shapefiles. All images will be presented as JPEG files.

All work will meet or exceed the standards usually required by Historic Environment Scotland, the Local Authority, and the Chartered Institute for Archaeologists.

Dissemination and Archiving

A digital copy of the DSR will be submitted to National Record of the Historic Environment at Historic Environment Scotland, John Sinclair House and with Highland Council HER.

An appropriate summary of the work and findings will be submitted to Discovery and Excavation Scotland (DES).

All finds recovered will be submitted to the Scottish Treasure Trove Unit.

The archive generated will be deposited with Historic Environment Scotland.

Operational Matters

A Safety Method Statement and initial Risk Assessment have been prepared and are submitted appended to this proposal. These will be reviewed on arrival on site and any necessary action will be taken to ensure health and safety. Work will not be carried out where it is considered unsafe to do so.

Suitable machinery and operator to open the evaluation trenches is to be provided by the client. Welfare facilities for archaeological staff are also to be provided by our client.

This document is intended to form the basis of an agreement between the company, the client and the planning authority. In the event of any dispute arising out of this agreement (including those considered as such by only one of the parties) either party may forthwith give to the other notice in writing of such a dispute or difference and the same shall be and is hereby referred for decision in accordance with the Rules of the Chartered Institute of Arbitrators' Arbitration scheme for the Chartered Institute for Archaeologists.

In the event of exceptional discoveries, or other unexpected occurrences which might significantly affect the archaeological work and /or the development programme, both the client and Highland Council will be notified immediately and any finds or features will be left in situ until arrangements have been agreed for safeguarding or recording them. Any substantial deviations from the archaeological approach set out above will be detailed in an addendum to this Project Design for agreement by all relevant parties.

Project Benefits

Archaeology is the physical remains of past cultures, and the awareness of sites and knowledge of what they represent can be of benefit to people, particularly for those who live close by. These principles are laid out in Scotland's Archaeology Strategy which states:

*"We want a Scotland where archaeology is for everyone! A place where the study of the past offers opportunities for us now and in the future to discover, care for, promote and enjoy our rich and diverse heritage, contributing to our wellbeing and knowledge and helping to tell Scotland's stories in their global context."*⁵

While the planning process places obligations on developers to preserve and record archaeology where they may be damaged, there are many opportunities to increase public benefit from developments through archaeology. For a project this should focus on widening awareness of the archaeological work on the site as well as highlighting available resources to further local understanding of their heritage.

⁵ SSAC 2016. p2

Public Benefit

To increase public benefit in respect of Archaeology heritage on site, the additional measures proposed are as follows.

- 1) Suitable basic signage to inform visitors close to two sites of interest what they are and why they are important.
- 2) Suitable safe access to hut circle and field system in the form of a footpath. This should be around 150 metres linking new access track to W4 area (see Figure 7)
- 3) Suitable safe access to limekiln in the form of a footpath. This should be around 150 metres linking the main track (core path) to the kiln W6 (see Figure 8).
- 4) Some work is undertaken to preserve the limekiln. This would include making safe for assumed walk-by viewing by undertaking, for example, limited re-pointing where deemed necessary.

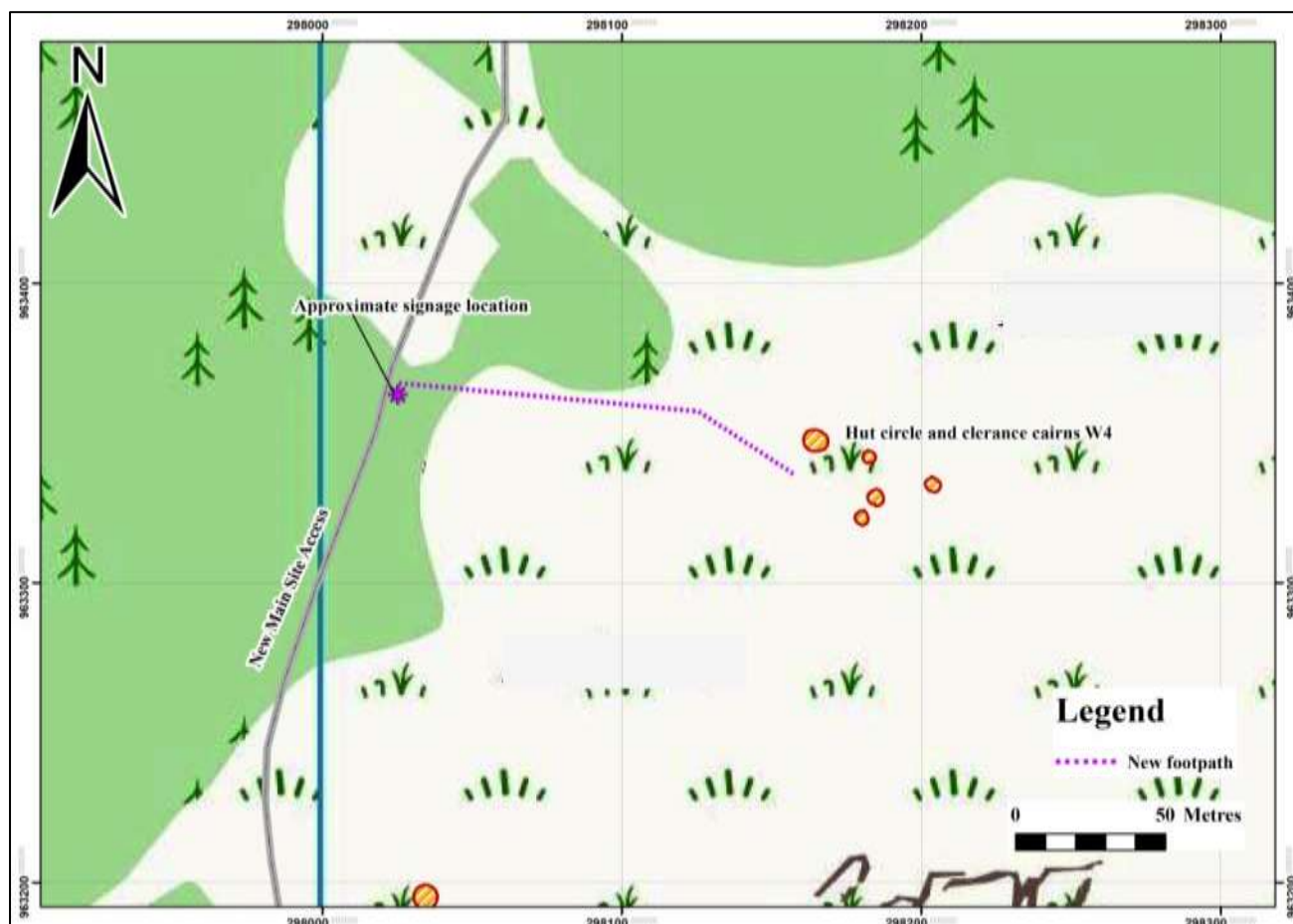


Figure 7: Indicative plan showing access and signage location for to Hut circle and clearance cairn area.

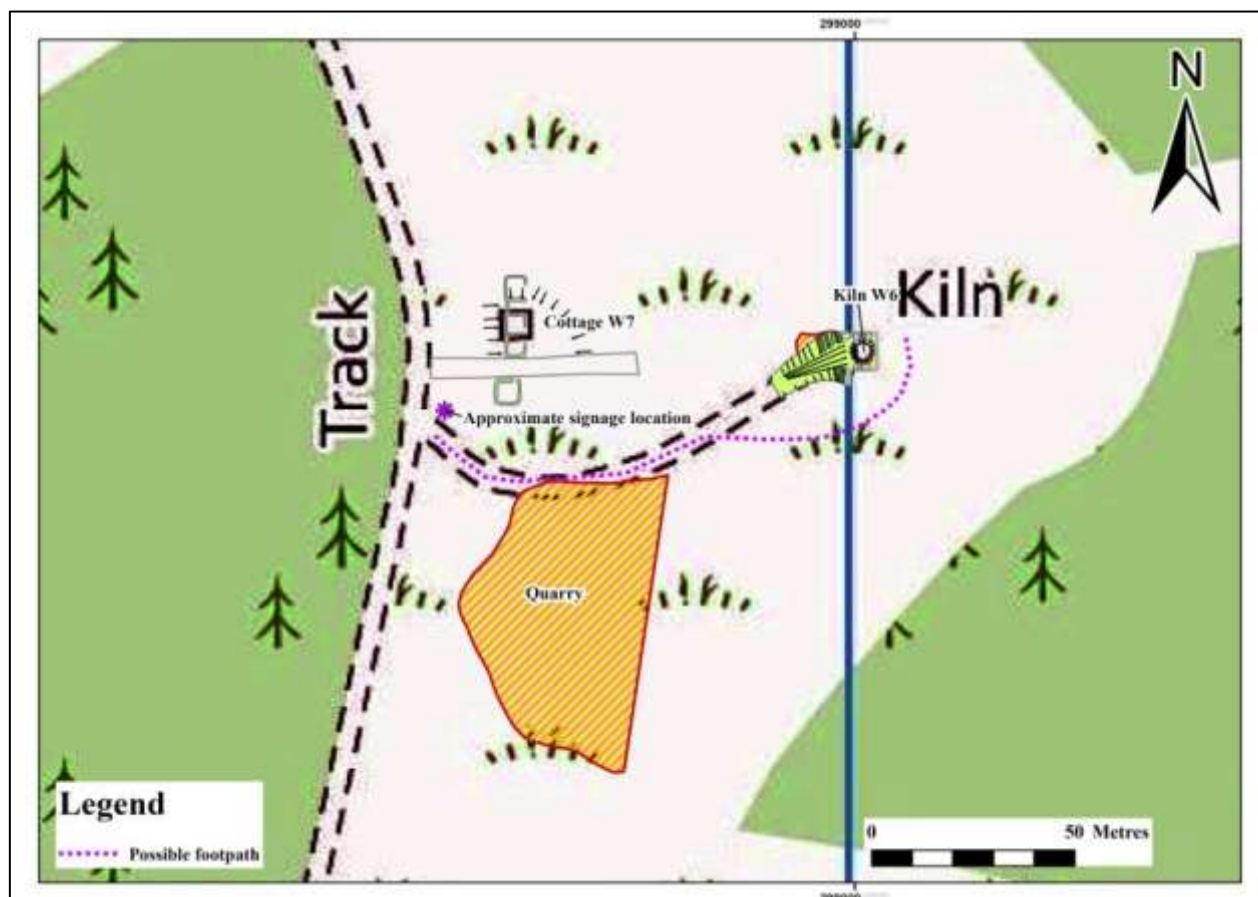


Figure 8: Indicative plan for enhanced access to Limekiln site

The new footpaths linking to heritage sites will be designed to be as low impact as possible and will consist of a geotextile laid directly onto the existing ground surface and topped with a minimum 100mm graded crushed rock.

Client Benefit

The increase in knowledge of archaeological sites in connection with this development is of general public benefit and should be viewed as an opportunity for positive publicity. Many people are unaware of the restrictions of the planning process and archaeology is an engaging way to highlight how a project is being done 'properly' and with due care, attention and respect for its location. In addition the opportunities for upgrades to popular access tracks with information boards are likely to create positive feeling towards the development.

Highland Archaeology Services is the only Highland-based Chartered Institute for Archaeologists Registered Organisation (or RO) ensuring the best quality in our archaeology work. We are also Achilles UVDB audited annually to maintain the highest standards within our working practices. In addition we pay the living wage to all our staff and sub contractors, and we are an equal opportunities employer. These represent benefits to the client in contributing towards their own targets for employing ethical contractors.

Publicity arrangements

Work on the site may attract attention both from local people and the press. Highland Archaeology Services staff will engage with any members of the public as they see fit while following site guidance on health and safety.

If asked HAS staff will tell any enquiring members of the public the purpose of their work and the nature of the development unless this information is explicitly restricted by the client or it is felt the archaeology may be vulnerable to damage by people looking to pillage material.

Pictures of work on site may be published on social media although in this case the site will not be identified unless the client has given explicit consent, and no individuals will be shown without their prior consent.

In the event of discoveries of a news-worthy nature the client through their agent Ken Hardie will be consulted and any press release will be approved by them before release.

References

Highland Council 2012 '*Highland Council Standards For Archaeological Work*' [.PDF] Inverness, Highland Council. Available at: https://www.highland.gov.uk/downloads/file/1022/standards_for_archaeological_work

Infinergy 2016 '*Limekiln Wind Farm Resubmission Environmental Statement*' [.PDF] Available at: <https://her.highland.gov.uk/Event/EHG4092>

Scottish Strategic Archaeology Committee (SSAC) 2016 '*Scotland's Archaeology Strategy*' [.PDF] Edinburgh, SSAC. Available at: <http://archaeologystategy.scot/>

Risk Assessment and Safety Method Statement

Statement of general policy and arrangements

Overall and final responsibility for health and safety is that of: Highland Archaeology Services Ltd

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: the senior archaeologist on site and the HAS Projects Manager

Health and safety law poster is displayed: at Company office, Craig Road, Dingwall.

First-aid box and accident book are located: at Company office, Craig Road, Dingwall.
First Aid kit also carried in the field.

Current company policies are available on request and subject to review, monitoring and revision every 6 months or sooner if work activity changes

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Lachlan McKeggie and Lynne McKeggie /Senior Archaeologist on site	See HAS Health and Safety Policy.
To provide adequate training to ensure employees are competent to do their work	Lachlan McKeggie and Lynne McKeggie /Senior Archaeologist on site	See HAS Health and Safety Policy.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Lachlan McKeggie and Lynne McKeggie /Senior Archaeologist on site	See HAS Health and Safety Policy.
To implement emergency procedures - evacuation in case of fire or other significant incident	Lachlan McKeggie and Lynne McKeggie /Senior Archaeologist on site	See HAS Health and Safety Policy.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Lachlan McKeggie and Lynne McKeggie /Senior Archaeologist on site	See HAS Health and Safety Policy.

The company's health and safety, environmental and quality policies and standard procedures will be followed. The Company is a Registered Organisation of the Chartered Institute for Archaeologists (CIfA) and was last inspected on 1st April 2017. It is also independently accredited for quality, environmental and health and safety policies by Achilles UVDB Verify whose most recent inspection was in 3rd April 2019.

The Company carries £5m public liability, £10m employers' liability, and £500k professional indemnity insurances. Details of company policies and insurances are available on request.

Personnel

The project overall will be managed by Lachlan McKeggie who will liaise with the client, relevant Highland Council staff and any other interested parties to ensure that they are aware of fieldwork dates and able to visit as required. The archaeologist on site will be responsible to the company and client for their own health and safety.

Personal Protective Equipment (PPE)

Appropriate Personal Protective Equipment and suitable weather-proof clothing will be worn by

archaeological staff at all times.

Plant and equipment and transport requirements

The archaeological team will transport any necessary survey and site recording equipment.

Working arrangements (including lone working)

The company has adopted the following policies to assist health and safety:

1. Golden Rules

- **Reverse Park:** It is safer to drive out of a parking space than to reverse out. When you reverse in, you can always check your approach is clear first.
- **Wear PPE:** Use the personnel protection equipment required for your task.
- **Assess Risks:** Work to the agreed risk assessment or method statement, don't take short cuts and continually consider how changing conditions affect your works.
- **Hold Handrails:** Use the handrails when using steps.
- **Accept Challenges:** Respond positively if someone points out a safety risk or lapse.'

2. Reporting Requirements

'We seek to learn from our mistakes, our successes and from all incidents and hazards which could have had alternative outcomes if things had gone differently. All such near hit events must be reported as soon as practical. Verbal reports should be made initially and may be acceptable. In some circumstances, you may then be requested to complete a standard form.

In event of an incident which requires any form of medical treatment or results in environmental or equipment damage (including your vehicle), a verbal report must be made within 30 minutes. The contact numbers above should be used in sequence until the report is made. The report must be made in person. It is not acceptable to leave a voicemail message.'

3. Lone Working

Lone working policies and procedures shall be followed when appropriate, including contact to be made with the office at the start and end of fieldwork. The archaeologist on site will be advised by text message of any lightning risk or other hazards drawn to our attention.

Dates when works are to take place

A provisional start date for the fieldwork will be agreed with Limekiln Wind Ltd. and the Highland Council will be informed as soon as possible.

Working procedures, monitoring

The method of working and other arrangements will be as set out above. During the fieldwork, the conditions encountered will be continually monitored and assessed to ensure that the method statement remains appropriate and the risks adequately managed. If this is not the case, the works will be suspended until conditions improve or appropriate arrangements are made.

Emergency contacts

In case of emergency contact:

HAS Archaeologists on site:	To be confirmed (Mobile)
HAS Project Manager:	Lachlan Mckeggie (Mobile) 07715817552
HAS Office	Office 01862 892731

Nearest first aid facility

First Aid kit will be carried by the archaeologist on site. If this is inadequate for the situation, help will be summoned and the HAS office informed immediately.

The closest hospital for minor injuries is: Dunbar Hospital, Thurso, KW14 7XE: 01847 893263
NGR: ND 10605 67189

For serious injuries the closest A&E is: Caithness General Hospital, Bankhead, Wick KW1 5NS
NGR: ND 36144 50826

Covid-19 guidelines

Due to the current novel corona-virus pandemic additional safety considerations and guidelines are needed. In the first instance Scottish Government guidelines will be regularly checked to determine whether the work in question is required at that time. This may require confirmation from the client as to whether the work meets the current criteria in order to be carried out. <https://www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/pages/essential-projects/>

Additional measures in the risk assessment will be undertaken in accordance with the client's own risk assessments and guidelines.

Other site rules

During the construction phase of site works the clients appointed Principal Contractor (PC) will provide a site induction and set out the site rules before work may start on site. All HAS staff on site will undertake the PC induction and follow all rules laid out in this. In the unlikely event this is not possible or PC rules directly contradict HAS rules the client will be consulted prior to work being undertaken. HAS staff retain the right to not undertake work if they deem it unsafe.



Signed (HAS Projects Manager/Director) Date Monday, 10 August 2020

RISK ASSESSMENT

HIGHLAND ARCHAEOLOGY SERVICES

Assessment no. LWF19-006

Project: Limkilns Windfarm

Date: 11/06/2020

Work / Working Environment: Watching Brief

Staff on site: to be confirmed

Client: Limekiln Wind Ltd

Form Created By: Lachlan Mckeggie

HAZARDS	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action: by whom?	Action: by when?	Matrix Risk
Site traffic and plant	Archaeologist on site; visitors	Establish and maintain contact with plant operators; do not enter working areas unless plant operators have indicated they have ceased work, PPE to be worn at all times.	Vigilance	Archaeologist on site	On arrival on site and during duration of stay	
Weather hot / cold / wet; Midges; etc	Archaeologist on site; visitors	Appropriate clothing and insect repellent / sun protection to be taken	Vigilance	Archaeologist on site	On arrival on site and during duration of stay	
Trips, falls	Archaeologist on site; visitors	Aware of risks – experienced in this type of work in these conditions	Vigilance	Archaeologist on site	On arrival on site and during duration of stay	
Environmental damage	Local environment	No hazardous materials are used and litter etc. is removed from site.	Vigilance	Archaeologist on site	On arrival on site and during duration of stay	
ENVIRONMENT CONT. Sensitive environment – peat bog	Local Environment	Keep to established walkways where possible. Reduce erosion by planning route carefully and avoid walking over an area more than is required.	vigilance	Archaeologist on site	On arrival on site	

HAZARDS	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action: by whom?	Action: by when?	Matrix Risk
Covid-19 Spreading to public – planning stage considerations	Everyone	Confirm land owner permissions and check for specific instructions. Ensure accommodation can accommodate social distancing and has information required such as time of arrival etc so that they can ensure no contact.	Check and follow site specific instructions	Archaeologist on site	Before start of work	
Covid-19 cont. Spreading to public – travel considerations	Everyone	Use own vehicle for driving. Do not car share. Ensure social distancing and hygiene is maintained. When refuelling use gloves, sanitiser and remote payment facilities. Park in area away from gates, houses etc. Display key worker notice.	Vigilance	Archaeologist on site	On arrival on site	
Covid-19 cont. Spreading to public – on site considerations	Everyone	Use gloves to touch gates, sanitise outside of gloves before and after touching surfaces. Keep 2+ metres from public at all times. Carry FFP2 mask to wear in case of emergency where contact with other people cannot be avoided.	Ensure additional PPE equipment is sourced/carried	Archaeologist on site	Before setting off	
Covid-19 cont. Spreading to family – post-site considerations	Worker's family	Thoroughly wash hands regularly and upon arrival at accommodation/home. Ensure used, disposable PPE is double bagged and kept in a safe place for 2 days before disposal. Equipment and anything that may have come into contact with contaminated surfaces must be disinfected if possible or left in safe location for at least 2 days if not.	Ensure additional PPE equipment is sourced/carried	Archaeologist on site	Before setting off	
OTHER HAZARDS (check on site)						

Reference matrix table

	Not significant	Minor	Moderate	Major	Sever
Almost Certain	Medium (M)	High (H)	Very High (VH)	Very High (VH)	Very High (VH)
Likely	Medium (M)	High (H)	High (H)	Very High (VH)	Very High (VH)
Possible	Low (L)	Medium (M)	High (H)	High (H)	Very High (VH)
Unlikely	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
Rare	Low (L)	Low (L)	Low (L)	Low (L)	Medium (M)

RIDDOR

Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

All accidents and 'near miss' occurrences must be recorded here. A full accident record must also be completed in the Accident Book for any accidents or injuries and deposited in the office safe.

Incident (give further details on next page if necessary):					Follow-up action required?			
Date	Time	Name	What happened and where?*	Action taken (+treatment given?)	What	By whom?	By when?	Done (sign / date)

RISK ASSESSMENT and RIDDOR (Notes and further details)

Signed (Archaeologist on site)

Print name:

Date:

THE ABOVE FORMS MUST BE COMPLETED AND RETURNED TO THE HAS OFFICE BY THE ARCHAEOLOGIST ON SITE FOLLOWING COMPLETION OF FIELDWORK