From:	Chris Waites
To:	Poole, Rachel J; Radford, Cameron N
Cc:	Chris Holden
Subject:	[EXT] New Vic - C.3 WSI_Final
Date:	03 March 2023 13:51:03
Attachments:	image001.png image002.png New Victoria Office, Manchester, Archaeological Watching Brief WSI.pdf

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Afternoon All,

Please find attached the WSI with confirmation from GMAAS below.

> *Thank you very much for sharing a draft version of your WSI for the watching brief required at New Victoria Office. This reads absolutely fine to me and I'll be more than happy to recommend that the WSI is approved, and that the pre-commencement wording of the archaeology condition can be discharged, as and when I'm contacted by the Case Officer.*
>
> *I look forward to the fieldwork commencing in due course.*

Further updated docs to follow.

Thanks

Chris Waites
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University of Salford MANCHESTER

SALFORD ARCHAEOLOGY

Written Scheme of Investigation (WSI) for an archaeological evaluation

Project: New Victoria Office, Manchester

Planning Reference: Pre-planning

Client: Toriview Ltd

Version: February 2023 v1.0

REGISTERED CIfA ORGANISATION

QMS ISO 9001 : 2015 REGISTERED QUALITY MANAGEMENT Certificate No:327112019

QMS ISO 14001 : 2015 45001 : 2018 INTEGRATED MANAGEMENT SYSTEM REGISTERED Certificate No:376602021

PRACTICAL - TECHNICAL - PROFESSIONAL

Document Information	
Document Title:	New Victoria Office, Manchester: Archaeological Watching Brief
Location	NGR 384097, 398928
Planning Ref:	Pre-planning
Document Type:	Written Scheme of Investigation (WSI)
Version:	Version 1.0
Prepared for:	Chris Waites, Chroma Consulting
Client:	Toriview Ltd
Digital location	Documents/General/Projects/Project Area/Active/SECL2330 New Victoria Office, Manchester, WB WSI

Document Revision History				
Date	**Author**	**Summary of Changes**	**Version**	**Checked**
08/02/23	Graham Mottershead	Creation	1	AT
Issue Approval				
09/02/23	Adam Thompson	Director		

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1.1 INTRODUCTION

1.1 Circumstances of the Project

1.1.1 Salford Archaeology has been commissioned by Toriview Ltd, via their representatives Chroma Consulting, to produce a Written Scheme of Investigation (WSI) for an archaeological watching brief at New Victoria Office, Manchester (NGR 384097, 398928; Figure 1), herein referred to as 'the site'. The site is the second phase of development (Phase 2: office development), with the Phase 1: residential development lying to the northeast of the site.

1.1.2 Considerable archaeological investigation has been carried out to the northeast of the site including trial trenching and a watching brief (SLR 2014), a desk-based assessment (OAN 2015), a watching brief (SLR 2016), evaluation trenching (Salford Archaeology 2017) and an excavation and watching brief (Salford Archaeology 2020). These are all detailed in a desk-based assessment produced by Salford Archaeology in 2022 (Fletcher 2022). The 2022 DBA highlights that much of the site area has already been evaluated, by the Salford Archaeology evaluation in 2017, and that the only area that has not been investigated is the section of Long Millgate running through the site. This is one of the oldest medieval routeways into the city and has the potential for below ground remains of domestic properties and shop/workshop frontages dating to the medieval and post-medieval periods.

1.1.3 The requirement for the programme of archaeological investigation is in accordance with National Planning Policy Framework paragraph 205 which states that 'Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible.'

1.1.4 This Written Scheme of Investigation (WSI), produced following discussion with Greater Manchester Archaeological Advisory Service (GMAAS) proposes a programme of archaeological monitoring via a watching brief during any intrusive groundworks along Long Millgate, as highlighted in Figures 2 and 3.

1.1.5 This Written Scheme of Investigation (WSI) for the recommended programme of archaeological monitoring has been prepared by Graham Mottershead of Salford Archaeology, in consultation with GMAAS, on behalf of Toriview Ltd. Any change to the proposed WSI will be agreed between the Client, GMAAS and Salford Archaeology.

1.1.6 In the event of significant remains being encountered that are beyond the scope of a watching to deal with then work must cease and a meeting be held between the client, GMAAS and Salford Archaeology in order to formulate an appropriate programme of mitigation. Any such additional works would be subject to an updated WSI and a variation in costs.

2. PURPOSE AND CONTEXT

2.1 Purpose of the WSI Document

2.1.1 An Archaeological Written Scheme of Investigation (WSI) is a comprehensive document detailing the requirements and methodological approaches of a programme of archaeological works. It is defined by Historic England as:

"In those cases where development will lead to loss of a substantive part of the significance of a heritage asset, the steps to be taken by the developer to achieve the NPPF requirements are best controlled through a WSI.

A WSI is usually commissioned by the applicant and approved by the LPA. The planning authority will need to satisfy itself that any WSI is set out to a level of detail proportionate to the asset's likely significance and in accordance with appropriate standards and is flexible enough to be able to take account of reasonable and unavoidable changes or unexpected discoveries. WSIs are used to set out proposals for assessment and evaluation, as well as post-permission investigation and recording."

Managing Significance in decision-Taking in the Historic Environment, Historic Environment Good Practice in Planning 2 (Historic England 2015).

2.2 Previous Works

2.2.1 This Written Scheme of Investigation should be read in relation to a previous DBA:

Fletcher, K, 2022, *New Victoria, Manchester: Archaeological Desk-Based Assessment* Salford Archaeology unpubl client report

2.2.2 All parties should be aware that buried archaeological evidence can be variable and that neither the relevant archaeological curator, their representatives or Salford Archaeology and this Written Scheme of Investigation can accurately specify what may exist on this particular site. This Written Scheme of Investigation and mitigation strategy is based upon the existing state of knowledge as summarised in the Heritage Statement.

2.3 Written Scheme of Investigation Contents

2.3.1 Industry standards for Written Schemes of Investigation are provided by the Chartered Institute for Archaeologists and cover standards and guidance for the production of WSI's. (CIFA Standard and Guidance for field evaluation, Oct 2020). In summary a WSI will normally cover the following:

- a statement on the technical, research and ethical competences of the project team, including relevant professional accreditation
- non-technical summary
- site location (including map) and descriptions
- context of the project
- archaeological and historical background

- general and specific research aims of the project
- methods
- collection and disposal strategy for artefacts, ecofacts, and all paper, graphic and digital materials
- arrangements for immediate conservation of artefacts
- post-fieldwork assessment and analysis of project data
- report preparation (method)
- publication and dissemination proposals, detailing how the needs of different relevant audiences will be met
- copyright
- archive deposition, including wherever possible identification of a recipient museum or other repository and its requirements
- timetable
- staffing
- a statement on the training and CPD built into the project (where appropriate)
- a statement on compliance with relevant professional ethical and technical standards (including data standards)
- a statement on public engagement and participation tailored to the project, if appropriate
- a statement on the research value of the results, referencing the success of the project in achieving its initial or other research aims with reference to published research frameworks or agenda where available (if appropriate)
- a statement on public benefits for the client or commissioner and in the context of developer-led investigation a statement on adding value to the scheme from the heritage asset or its investigation by archaeology (if appropriate)
- a statement on the potential public relations and/or corporate social responsibility benefits for the commissioning body arising from the project (if appropriate)
- Health and Safety considerations
- Environmental protection considerations
- Monitoring procedures
- Contingency arrangements (if appropriate)

2.4 National and Local Planning Policies

2.4.1 The revised *National Planning Policy Framework* sets out the Government's planning policies and outlines the presumption in favour of sustainable development, which is defined by three principles: economic, social and environmental (Ministry of Housing, Communities and Local Government, July 2021). Of the core planning principles underpinning decision making, conserving heritage assets 'in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations' is one. Section 16 specifically deals with this historic environment (paragraphs 189-208). In accordance with Paragraph 190, local planning authorities should consider in their strategy for conservation and the enjoyment of the historic environment:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- the desirability of new development making a positive contribution to local character and distinctiveness; and
- opportunities to draw on the contribution made by the historic environment to the character of a place.

2.4.2 Paragraph 194 states that local planning authorities when determining applications, should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. 'The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary'.

2.4.3 Paragraph 195 states that the local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal.

2.4.4 Paragraph 205 states that the local planning authorities should 'require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted'.

2.4.5 The NPPF outlines the need for local planning policies to create plans and frameworks to implement the NPPF at a local level. Manchester adopted a Core Strategy in 2012, which is scheduled until 2027. The heritage strategy is outlined in Objective 6: Environment and summarises the approach the local authority will take in determining planning applications which may affect the historic environment.

Policy EN3 states:

'Throughout the City, the Council will encourage development that complements and takes advantage of the distinct historic and heritage features of its districts and neighbourhoods, including those of the City Centre.

New developments must be designed so as to support the Council in preserving or, where possible, enhancing the historic environment, the character, setting and accessibility of areas and buildings of acknowledged importance, including scheduled ancient monuments, listed buildings, registered parks and gardens, conservation areas and archaeological remains.

Proposals which enable the re-use of heritage assets will be encourage where they are considered consistent with the significance of the heritage asset.'

Manchester City Council is advised on archaeological matters by the development control archaeologist at Greater Manchester Archaeological Advisory Service (GMAAS).

3. AIMS AND OBJECTIVES

3.1 Academic Aims

3.1.1 The main aims of the watching brief will be to record any archaeologically significant materials or structures encountered during the groundworks. Of particular interest would be any remains relating to medieval and post-medieval domestic and commercial properties which lined Long Millgate.

3.1.2 This approach to devising proposals to mitigate the impact of development on the archaeological resource of the development area is in accordance with national guidelines set out in the National Planning Policy Framework: Section 16.

3.2 Objectives

The principal objectives of the archaeological investigation are:

- to record, as far as is reasonably possible, all archaeologically significant materials or structures encountered during groundworks within the designated area (Figures 2 and 3);
- to produce a report and archive; and
- to make available the results of the work.

3.3 Development of Aims

Further, more detailed research aims may be generated and developed from the results of the archaeological evaluation, with specific reference to the North West Regional Research Framework (NWRRF). It is envisaged that the evaluation may potentially improve our understanding of the following research question:

LM17: How can we identify the potential survival of Medieval urban fabric and stratigraphy?
LM21: How can below-ground archaeological investigations shed light on the role and nature of small towns?
LM48: What do we know about the nature and development of Medieval urban-based industries?
PM13: Where do 16th and 17th century structures survive and how does this inform our understanding of the evolution of settlement patterns during this period?

4. METHOD STATEMENT

4.1 Archaeological Watching Brief

4.1.1 The principal aim of the archaeological watching brief will be to record any archaeological materials or structures encountered during groundworks. This will be achieved by the monitoring of groundworks within the designated area (Figure 2).

4.1.2 ***Pre-Commencement***
Production of this Written Scheme of Investigation has been undertaken by Salford Archaeology and submitted to the Local Planning Archaeologist or their advisor for approval prior to the commencement of any onsite activities.
In addition to the WSI and prior to onsite commencement of activity the nominated Project Manager will:

- Liaise with the client to ensure mutual understanding of the project deliverables, timeframes, access, health and safety, aims and resources.
- Liaise with the archaeological curator or their representative.
- Obtain background information necessary for the project
- Oversee the production of relevant documentation such as Risk Assessments and Method Statements (RAMS).
- Ensure adequate staffing and resources (eg plant and welfare) are programmed.

4.1.3 ***General Methodology:*** all archaeological work shall be conducted following the CIfA Standards and Guidance for archaeological watching briefs (CIfA 2020). The client will provide all excavation plant and will be responsible for all excavations and service avoidance. The watching brief will be undertaken by a qualified and experienced archaeologist.

4.1.4 The archaeological works will follow operating procedures as outlined in the following and can be supplied to the client or archaeological curator upon request.

- Salford Archaeology, Codes of Practice, 2020, Volumes 1-25.
- Salford Archaeology, Policies, 2020, Volumes 1-8.
- Salford Archaeology, Health and Safety Manual, 2020.

4.1.5 ***Watching Brief:*** an archaeologist will be present to monitor all designated groundworks. If archaeologically significant remains are encountered the archaeologist will stop the machine for a brief time in order to clean, photograph and record any such features. If remains are encountered that are beyond the scope of recoding via watching brief then all works must cease until a suitable mitigation methodology has been designed and implemented in consultation with GMAAS.

4.1.6 All information identified in the course of the site works will be recorded stratigraphically. Results of the watching brief will be recorded on *pro-forma* context sheets and will be accompanied with sufficient pictorial record (plans, sections and high-resolution digital

photographs) to identify and illustrate individual features. Primary records will be available for inspection at all times.

4.1.7 ***Context Recording:*** where appropriate, all contexts will be recorded using *pro-forma* sheets, and details will be incorporated into a Harris matrix. All written recording of survey data, contexts, photographs, artefacts and ecofacts will be cross-referenced from record sheets using sequential numbering.

4.1.8 ***Photography:*** a full and detailed photographic record of individual contexts will be maintained and similarly general views from standard view points of the overall site at all stages of the excavation will be generated. Photography will be undertaken in accordance with HE guidance, *Digital Image Capture and File Storage Guidelines for Best Practice* (July 2015). All frames will include a visible, graduated metric scale. Photographs records will be maintained on photographic *pro-forma* sheets. The photography will be carried out in accordance with HE guidelines *Digital Image Capture and File Storage: Guidelines for Best Practice* (2015).

4.1.9 All information identified in the course of the site works will be recorded stratigraphically. Results of the evaluation will be recorded on *pro-forma* context sheets or trench sheets, and will be accompanied with sufficient pictorial record (plans, sections and high-resolution digital photographs) to identify and illustrate individual features. Primary records will be available for inspection at all times.

4.1.10 ***Planning****:* where appropriate the precise location of all archaeological structures encountered will be surveyed using either manual or digital methods. The drawings will be generated at an accuracy appropriate for 1:20 scale, but can be output at any scale required. All information will be tied in to Ordnance Datum.

4.1.11 ***Human remains:*** human remains are not expected to be present, but if they are found they will, if possible, be left *in-situ* covered and protected. The removal of human remains will only take place in compliance with environmental health regulations and following discussions with, and with the approval of, the Ministry of Justice. If human remains are identified, the Ministry of Justice and curator will be informed immediately.

4.1.12 ***Finds policy:*** finds recovery and sampling programmes will be in accordance with best practice (following current Chartered Institute for Archaeologists' guidelines, *Standard and guidance for the collection, documentation, conservation and research of archaeological materials,* CIfA 2020) and subject to expert advice in order to minimise deterioration. Finds storage during fieldwork and any site archive preparation will follow professional guidelines (UKIC).

4.1.13 Any gold and silver artefacts recovered during the course of the excavation will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act, 1996.

4.1.14 ***Deposit Sampling:*** samples will be collected from any suitable deposits encountered during the watching brief with the aim of identifying any residual palaeoenvironmental/palaeoecological evidence, industrial/processing wastes and potential dating material. The samples should be collected in line with the Historic England guidelines (*Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation, Second Edition* EH 2011) where appropriate.

4.1.16 ***Drone flights:*** If deemed appropriate, drone flights may be used to undertake photographs of the site and will be undertaken by a trained drone operator, who is registered as an operator and holds an A2 CoC (Certificate of Competency). All equipment is regularly checked and maintained to appropriate standards.

5. REPORT AND ARCHIVE

5.1 Report

5.1.1 A draft copy of a report will be submitted for comment to the client and GMAAS within six weeks of the completion of the final phase of fieldwork. This will present the results obtained from the watching brief, and will include:

- a title page detailing site address, NGR, author/originating body, client's name and address;
- full content's listing;
- a non-technical summary of the findings of the fieldwork;
- a description of the archaeological background;
- an account of the historical development of the site;
- a description of the methodologies used during the fieldwork;
- a description of the findings of the fieldwork;
- detailed drawings (plans and relevant sections) at appropriate scales of the excavated trenches, showing the archaeological features exposed;
- Photographs with a good depth of field, appropriately lit and in clear focus of all archaeological features of potential significance;
- A catalogue and brief post-excavation analysis of each category of artefact recovered during the evaluation and biological samples, including the potential for further analysis;
- a summary, assessment, and interpretation of the results of the archaeological evaluation;
- a consideration of the importance of the archaeological remains present on the site in local, regional and national terms;

5.1.2 The client will be provided with a digital copy of the report (pdf format), printed copies will be available upon request and may be subject to an additional fee.

5.2 The Archive

5.2.1 ***Project Archive:*** the results of the watching brief will form the basis of a full archive to professional standards, in accordance with current Historic England guidelines, and current CIfA guidance (*Standards and Guidelines for the Creation, Compilation, Transportation and Deposition of Archaeological Archives* CIfA 2020). The project archive represents the collation and indexing of all the data and material gathered during the course of the project. The deposition of a properly ordered and indexed project archive in an appropriate repository is considered an essential and integral element of all archaeological projects by the CIfA in that organisation's code of conduct. As part of the archiving process, the on-line OASIS (On-line Access to Index of Archaeological Investigations) form will be completed. In preparation for this an OASIS number will be obtained and the initial record set up at the beginning of the watching brief.

5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in the North West of England. All drawn records will be transferred to and stored in digital format, in systems which are easily accessible. The integrity of the site archive will be maintained upon completion of the archaeological works with the archive ultimately being deposited with the Manchester Museum of Science and Industry (subject to their approval). Until such time as the archive can be formally transferred for long-term storage it will be securely held by Salford Archaeology.

5.2.3 The archaeological archive will consist of the following:

- All original records created throughout the course of the project;
- All original drawings, whether created during fieldwork or post-investigation;
- Indexes to the drawings;
- Indexes to the photographic archive;
- All digital material;
- Digital material created from written, drawn or photographed original records;
- The final project report;
- A list of contents of the archive.

5.2.4 It is likely that a large element of the project archive will be in digital format. It would thus be appropriate to deposit a copy of the archive generated from the archaeological investigation with the Archaeological Data Service (ADS), through ADS-Easy, or with a publicly accessible Figshare system should this be required as part of the mitigation strategy. Any records that are created in hard copy during the course of the project will be scanned and added to this digital archive.

5.3 Dissemination

The following statement is provided by Salford Archaeology with regards to best practice within historic environment stewardship (*CIfA Standard Guidance for stewardship for the historic environment* 2014).

> Salford Archaeology are cognisant of the need for discretion to protect the Client's interests when communicating the results of commissioned works. We are also aware of the public interest in archaeological and heritage based activities, particularly within their local environment. As such Salford Archaeology will undertake the approach as specified within section 5.3.2 unless notified before commencement of the project by the client.

5.3.1 Salford Archaeology have a responsibility to make available the results of archaeological work within a reasonable timeframe (CIfA *Code of Conduct*, Principle 4).

5.3.2 *Dissemination approach*

- The report will be submitted to the relevant HER within three months of production of the completed report.
- A short summary note of the results obtained from the fieldwork may also be sent for inclusion in the annual roundup of archaeological fieldwork published in an appropriate journal if deemed appropriate.
- Salford Archaeology register the report with OASIS (On-line Access to Index of Archaeological Investigations) within 6 months of production.
- Salford Archaeology may utilise social media to communicate the discovery of archaeology and artefacts of interest at any time, unless specifically asked not to do so by the client.
- The project Archive, including artefactual material will be deposited as per section 5.2.

5.4 Consideration of outreach and or engagement

In consideration of outreach and engagement activities, Salford Archaeology has concluded that such activities would not be appropriate during the archaeological works due to resourcing and health and safety implications.

6. HEALTH AND SAFETY

6.1 Health and Safety

6.1.1 Full regard will be given to all constraints during the course of the project, and all relevant Health and Safety legislation, CDM, COSHH regulations and codes of practice will be respected.

6.1.2 Salford Archaeology provides a Health and Safety Statement for all projects and maintains a Safety Policy. Salford Archaeology is advised on its Health and Safety matters by the University of Salford, who provide ongoing advice on health and safety matters to all departments in the organization.

6.1.3 All site procedures are in accordance with the guidance set out by the University of Salford adhering to industry guidelines, and in accordance with current legislation, including:

- The Health and Safety at Work Act (1974);
- Management of Health and Safety at Work Regulations (1999);
- The Construction (Design and Management) Regulations (2015);
- The Control of Asbestos Regulations (2006);
- Construction (Health, Safety and Welfare) Regulations (1996);
- The Health and Safety (Miscellaneous Amendments) Regulations (2002);
- The Control of Substances Hazardous to Health Regulations (2002);
- The Health and Safety (First-Aid) Regulations (1981);
- The Regulatory Reform (Fire Safety) Order (2005);
- The Provision and Use of Work Equipment Regulations (1998);
- Lifting Operations and Lifting Equipment Regulations (1998).

6.1.4 A risk assessment/method statement (RAMS) will be produced by Salford Archaeology and submitted to the Client prior to the commencement of any onsite archaeological works. All Salford Archaeology staff associated with the excavation will be provided a copy of the RAMS prior to the beginning of the works and will be required to read the Risk Assessment, Method Statement and WSI.

6.1.5 Salford Archaeology undertakes to safeguard, so far as is reasonably practicable, the health, safety and welfare of its staff and of others who may be affected by our work. This applies in particular to providing and maintaining suitable premises, including sites it works on, and providing all reasonable safeguards and precautions against accidents.

6.1.6 Salford Archaeology will also take all reasonable steps to ensure the health and safety of all persons not in their employment, such as volunteers, students, and members of the public.

6.2 Personal Protective Equipment (PPE)

All staff will wear PPE at appropriate times dictated as by the Project Manager and the onsite Lead (Project Officer). All Salford Archaeology staff are supplied with the following PPE:

- Safety Helmets (EN397);
- Ear Defenders (EN 352-3);
- Safety spectacles (EN166);
- Goggles (Chemical BSEN 166 Type 3);
- Dust masks plain and valved (EN149 2001);
- Disposable overalls (Type 5/6 disposable EN340);
- Hi-visibility vests (EN471);
- Gloves Nitrile and latex disposable, PVC, EN374;
- Heavy-duty nitron rubber gloves (EN420, 388);
- Safety footwear - steel toecap and mid-sole boots and Wellingtons EN345-47.

Any other PPE required by the client and/or Principal Contractor must be provided or funded by them, if not otherwise agreed in advance.

6.3 Services (Gas, Electricity, Water, Sewers, Telecoms)

6.3.1 Service avoidance during groundworks will be the responsibility of the client or their appointed groundworks contractor.

6.3.2 No member of Salford Archaeology staff will touch or otherwise interfere with a live service even if declared ‘safe’. In the event of the accidental disruption of a live service by archaeologists, the Salford Archaeology Senior Archaeologist will inform both their project manager and the Principal Contractor and, when appropriate, call the relevant emergency number. Any underground service not previously identified which is encountered during excavation will be assumed to be live and will need to be made safe by the Client before further excavation. Any visible overhead cables, pipes, ducts, etc will be assumed to be live if there is no written substantiation that they are dead and will immediately need to be made safe and/or isolated from further excavation. Where for whatever reason making safe of under- or over-ground services does not happen, Salford Archaeology may need to remove its staff from the site or an area.

6.4 Training

6.4.1 The profession of archaeologist is largely covered by the CSCS, Project Support Function Related Degree; other cards are available for site visitors etc. For this, all Salford Archaeology staff likely to undertake fieldwork must pass a CITB Health and Safety Test at least to operative level, as a minimum. Where a member of staff has not yet received their card, they will produce a certificate to prove that they have passed the test.

6.4.2 Project Managers hold Site Management Safety Training Scheme (SMSTS) and all project officers and supervisors hold Site Supervision Safety Training Scheme accreditation (SSSTS).

6.4.3 Additionally, all Salford Archaeology fieldwork staff are required to undertake asbestos awareness and manual handling training. Project specific training for bespoke activities can be provided with prior arrangement and agreement with the client.

6.4.4 In house training in archaeological site techniques is provided for all staff and is seen by Salford Archaeology as a continuing process appropriate to all levels of staff and sites.

6.4.5 Due to the nature of the works and the staff that will be involved in the works no specific staff training has been earmarked for this site.

7. PROGRAMME

7.1 Timetable

7.1.1 The project will commence on a date mutually agreed in writing.

7.1.2 No date for commencement has been established at this stage, however upon commissioning Salford Archaeology will notify GMAAS a minimum of one week prior to commencement of the onsite activities.

7.1.3 The time required to carry out the watching brief will be dependent on the groundworks contractors programme.

7.1.4 A draft report will be submitted to GMAAS and the Client for comment within six weeks of completion of the final phase of fieldwork. The project archive will be deposited with the receiving museum (where applicable) within six months of completion of the fieldwork.

8. STAFFING PROPOSALS

8.1 Staffing

8.1.1 The project will be overseen and managed by **Graham Mottershead (Excavations Manager, Salford Archaeology).** Graham is an experienced field archaeologist with over 33 years' experience and has undertaken many evaluations and excavations across the country. Graham holds current valid CSCS, SMSTS and PRINCE2 certificates.

8.1.2 His role will be to ensure that the Written Scheme of Investigation is implemented within the framework of the Project Objectives and will be responsible for all aspects of staff and resource logistics, ensuring the smooth running of the project programme.

8.1.3 A Project Officer or Supervisor will be appointed by Salford Archaeology who will carry out the designated role of Site Director once a detailed timetable programme has been agreed. Their role will be to oversee all archaeological works on-site implementing the works as described in this Written Scheme of Investigation alongside being responsible for Health and Safety on the site. This individual will be a qualified first aider and hold valid CSCS and SSSTS accreditation, Cable Avoidance, Asbestos Awareness.

8.1.4 It is not possible to provide details of specific archaeologists that will be involved with the fieldwork at this stage, but all shall be suitably qualified archaeologists with proven relevant experience.

9. OTHER MATTERS

9.1 Project Monitoring

9.1.1 The aims of monitoring are to ensure that the archaeological works are undertaken within the limits set by the Written Scheme of Investigation, and to the satisfaction of GMAAS.

9.1.2 GMAAS will be given a minimum of one week's notice of work commencing on site. Salford Archaeology will provide GMAAS with sufficient information during the fieldwork that the general phasing of the site and results of the fieldwork can be assessed and will discuss the requirement of reporting and or any further phases of archaeological work.

9.1.3 Salford Archaeology will notify GMAAS of any discoveries of archaeological significance. Any changes to this agreed WSI will only be made in consultation with the Client and GMAAS.

9.2 Working Hours

9.2.1 Normal working hours are variable between 7.30 am and 6.00 pm, Monday to Friday. It is not normal practice for the University of Salford staff to be asked to work weekends or bank holidays, and should the Client require such time to be worked during the course of a project a contract variation to cover additional costs will be necessary.

9.3 Accreditations

9.3.1 Chartered Institute for Archaeologists Registered Organisation (CIFA RO).

9.3.2 Member of the Federation of Archaeological Managers and Employers (FAME)

9.3.3 ISO 9001 Quality Management System accreditation

9.3.4 ISO 14001 Environmental Management System accreditation

9.3.5 ISO 45001 Occupational Health and Safety accreditation

9.4 Insurance

Employers Liability	
Policy No.	Y016458QBE0121A/047
Limit of indemnity	£50,000,000 any one event unlimited in the aggregate
Limit for a single event	£50,000,000
Expiry date	1st August 2022 to 31st July 2023
Public Liability Insurance	
Policy No.	UM047/00
Limit of indemnity	£50,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Limit for a single event	£50,000,000
Expiry date	1st August 2022 to 31st July 2023
Professional Indemnity Insurance	
Policy No.	UM047/00
Limit of indemnity	£50,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Expiry date	1st August 2022 to 31st July 2023

9.5 Responsibilities of the client

9.5.1 The Client will be responsible for obtaining all necessary permissions for undertaking the works. Particular importance may be placed on any activity which requires consents for site activity for scheduled sites under the *Ancient Monuments and Archaeological Areas Act 1979* or any other designated heritage assets (Salford Archaeology can advise on this), such as but not limited to, Scheduled Ancient Monuments, Listed Buildings, Registered Battlefields, Parks, Gardens, Wrecks or Conservations Areas.

9.5.2 The Client will be responsible for ensuring all checks are completed with respect to current Environmental Legislation, such as but not limited to the *Wildlife and Countryside Act 1981 (as amended), Countryside Rights of Way (CRoW) Act 2000,* and the *Natural Environment and Rural Communities Act (in England and Wales) 2006.*

9.5.3 Access arrangements, in particular permission to access the site must be provided by the Client or arranged by the Client with the appropriate landowner or tenant.

9.5.4 The Client is expected to provide Salford Archaeology with information regarding site and Client and/or site representatives, their name, position and contact details prior to the commencement of onsite activities.

9.6 Agreement

9.6.1 The project will only be undertaken when supported by written confirmation of acceptance of this Written Scheme of Investigation by GMAAS and agreement of the associated fee proposal by the Client.

9.7 Ownership

9.7.1 All artefacts, except articles defined as treasure under the *Treasure Act 1996* or other legal requirements that are discovered during the archaeological investigation will remain the property of the Client (or relevant landowner if not the Client). Salford Archaeology will encourage the client to donate any artefacts to an appropriate museum as part of the project archive. Salford Archaeology will make arrangements with the Client regarding deposition of artefacts following completion of the onsite activities of the project.

9.8 Copyright

9.8.1 Salford Archaeology, University of Salford will retain full copyright of the report under the *Copyrights, Designs and Patients Act 1988* with all rights reserved. Salford Archaeology will provide the Client with an exclusive licence in all matters relating to this project as identified within this Written Scheme of Investigation. This licence will only become effective on payment of any invoices issued to the Client by Salford Archaeology.

9.9 Exclusions

9.9.1 Buried archaeological evidence cannot always be accurately quantified prior to fieldwork, and Salford Archaeology considers that the following circumstances cannot be reasonably predicted and are excluded from the cost given.

9.9.2 Where the project cost or programme may be exceeded due to the following circumstances Salford Archaeology will seek a variation (in writing and in agreement with the client) in order to complete the project and conform to the Written Scheme of Investigation.

9.9.3 Wherever possible Salford Archaeology will seek to avoid additional cost or exceeding the programme, in negotiation with the Curator, by revision of the Written Scheme of Investigation.

9.9.4 Where a contingency has been identified this may be used to cover or offset additional costs and will be done with the agreement of the Client.

9.9.5 Whilst we believe the following circumstances are unlikely to occur we have identified exclusions to this Written Scheme of Investigation. We are willing to discuss with the Client the risks of any exclusions being relevant to this project at any point.

- Further works or alterations not specified in the Written Scheme of Investigation which are required by the Client or Local Planning Authority or their representative.
- Unexpectedly deep trenches or inaccessible deposits requiring the use of shoring to allow access for archaeological activity, unless clearly identified and specified in the Written Scheme of Investigation.
- The presence of hardstanding or reinforced concrete requiring the use of a breaker or floor saw, etc; unless clearly identified prior to preparation of this Written Scheme of Investigation.
- Deposits of date and nature, which are significantly different to that indicated in the Written Scheme of Investigation. Unexpected discoveries can be made which have an impact on the amount of work required to record and analyse them such as waterlogged deposits.
- Unexpected specialist recording, analyses and processing, unless specified in the Written Scheme of Investigation (for instance conservation of artefacts, radiocarbon dating etc).
- The production of photography and outputs in any other format to digital (such as B&W prints or Colour slides), unless specified in the Written Scheme of Investigation.
- Provision of a Ministry of Justice Section 25 License, excavation and recording of human remains, or osteological analysis and reinterment, unless specified in the Written Scheme of Investigation.
- Exceptionally poor weather, delays in correspondence with third parties, breakdowns, vandalism and other damage to equipment or the archaeological site, which may impede the programme.
- Working outside of standard hours as indicated in section 7.2.1.
- Reinstatement for any areas subject to archaeological investigation, unless specified in the Written Scheme of Investigation. Excavated material will be placed back in the trenches and compacted.
- Working underneath or adjacent to overhead electricity cables or pylons which require the erection of goal posts, safe working corridors and access; unless clearly identified prior to preparation of this Written Scheme of Investigation.
- Provision of pumping equipment or permits required for removal of water from the site.
- Claims for agricultural or commercial compensation caused by loss of business due to the project. These claims must be resolved by the Client and landowner as appropriate.
- Liability for disturbance of protected species. It is understood that the Client will have undertaken all necessary searches and clearance in advance of instruction to Salford Archaeology for archaeological activity to proceed.
- Salford Archaeology will undertake all necessary precautions to protect staff, however, it cannot accept claims for damage to services within or outside of the site; unless the Client supplies sufficient information (i.e. service searches) to allow Salford Archaeology to locate these services.
- Unavailable or inaccessible areas of the site. It is assumed that the client will ensure that all trenches may be undertaken in one phase of fieldwork; unless clearly identified prior to preparation of this Written Scheme of Investigation.
- Planning fees, other than any specified.

- Requirements resulting from legal obligations, unless specified in the Written Scheme of Investigation, or may reasonably have been foreseen.

10. REFERENCES

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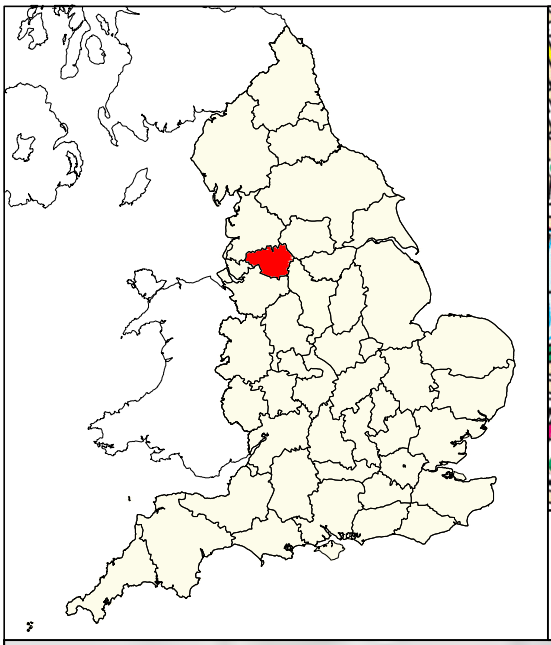
11. FIGURES

Figure 1: Site location

Figure 2: Area of archaeological monitoring

Figure 3: Area of archaeological monitoring superimposed onto OS 60” to 1 mile Town Plan 1851



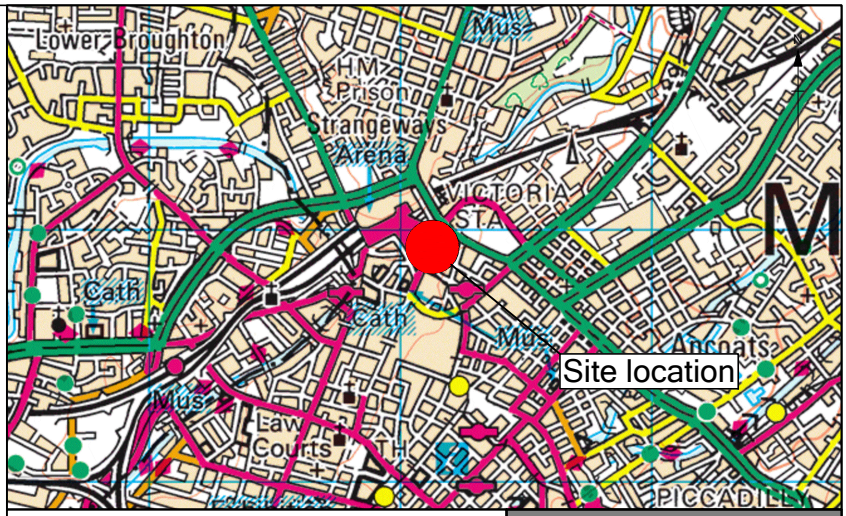


Figure 1:

Site Location

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Salford Archaeology, Peel Building,The Crescent, Salford, M5 4WT

Figure 2:

Watching brief area

Contains Ordnance Survey data © Crown copyright and database right 2023

N

0 20 m

Scale at A4 1:500

Key:

Site Boundary

Watching brief area

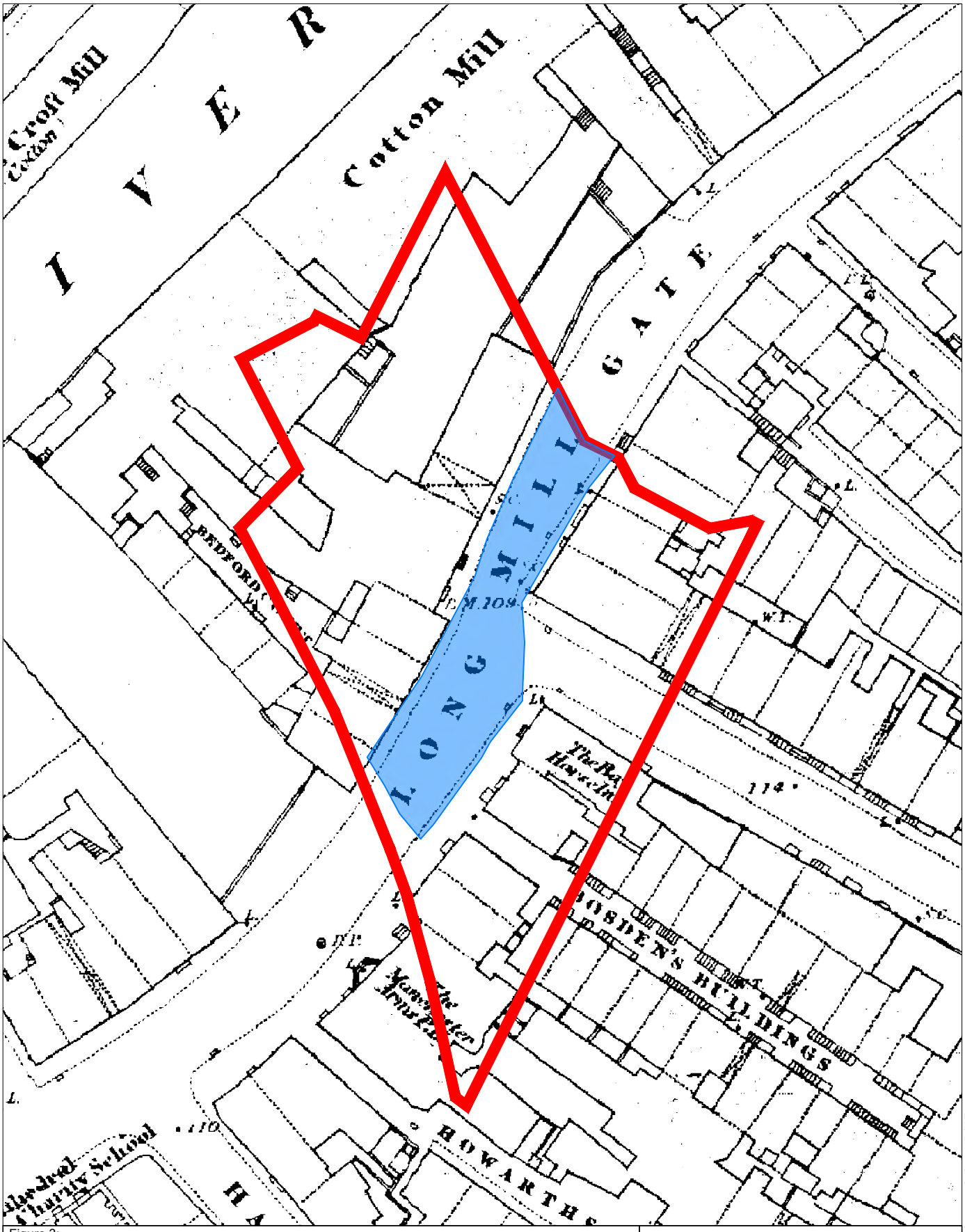

Figure 3:

Watching brief area superimposed onto OS 60" to 1 mile Town Plan 1851

N

Key:

Site Boundary

Watching brief area

0 20 m

Scale at A4 1:500

Salford Archaeology, Peel Building,The Crescent, Salford, M5 4WT