

Tarbat Broadband

Portmahomack

Watching Brief: Project Design, Risk Assessment and Method Statement

Report No.	HAS150905
Site Code	PTB15
Client	SSE
Planning Ref	N/A
OS Grid Refs	NH 91414 83986
Date/ revision	29/09/2015
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Summary

Archaeological fieldwork is proposed to identify and record cultural heritage features in advance of the laying of a new power cable for super-fast-broadband at the Tarbat Discovery Centre in Portmahomack. This document sets out the proposed method and outcomes and is intended to form the basis of an agreement between all interested parties at the outset.

Contents

Objectives.....	3
Location.....	4
Background	5
Legislation, Policy and Standards	5
Method.....	6
Operational Matters	15
Risk Assessment and Safety Method Statement.....	16
 RISK ASSESSMENT	 18
RIDDOR.....	19

Illustrations

Figure 1 Project location	4
Figure 2 Location of work (courtesy of client).....	5
Figure 3 DBA Sites	6
Figure 4 OS six inch 1st edition	14

Objectives

- To determine the character, history, date, form and development of any features or objects of archaeological importance discovered during excavations to lay a new broadband cable .
- To record, to professional standards, any features and objects of archaeological or historical importance that will be damaged, altered, destroyed or otherwise impacted by this development.

Acknowledgements

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Location

The location of the new power cable is a strip along the edge of Tarbatness Road, Portmahomack, adjacent to the Tarbat Discovery Centre and is located at OS grid reference NH 91414 83986 (Figure 1 & Figure 2).

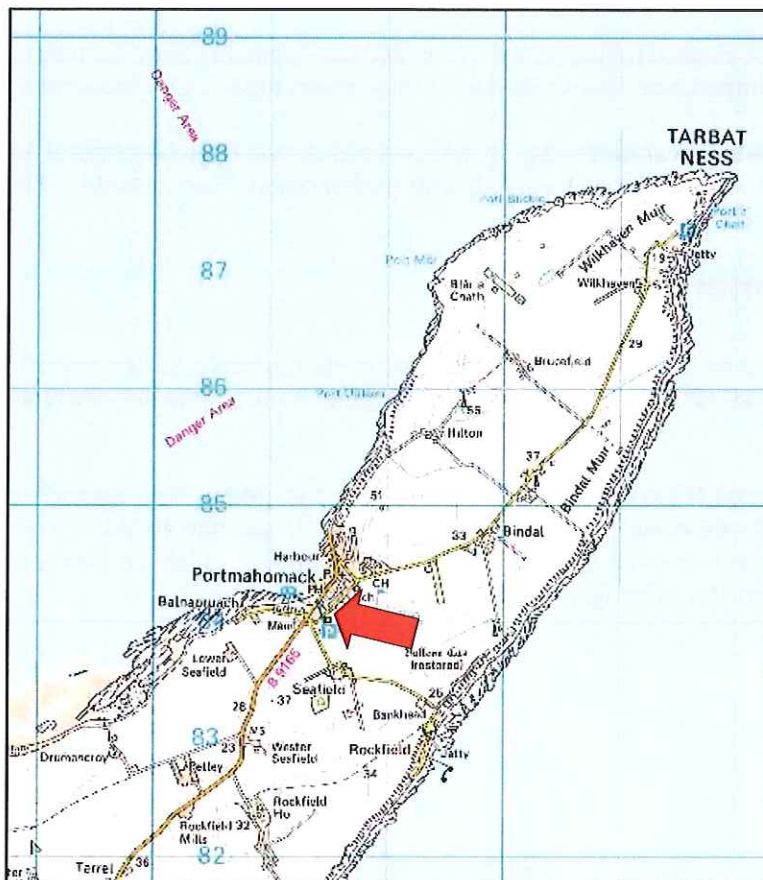
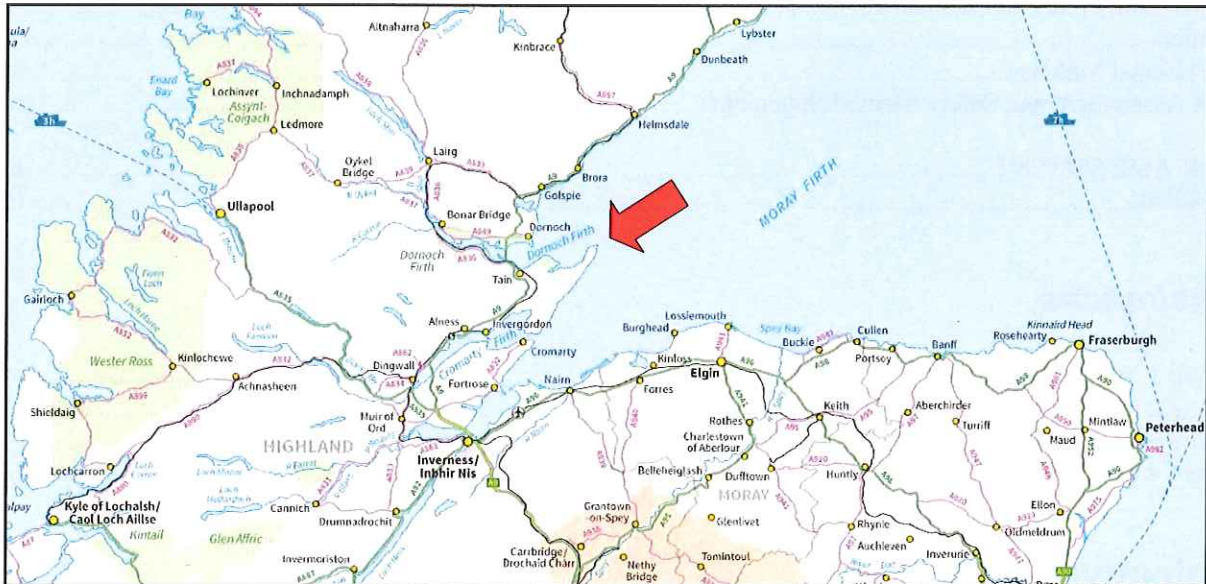


Figure 1 Project location

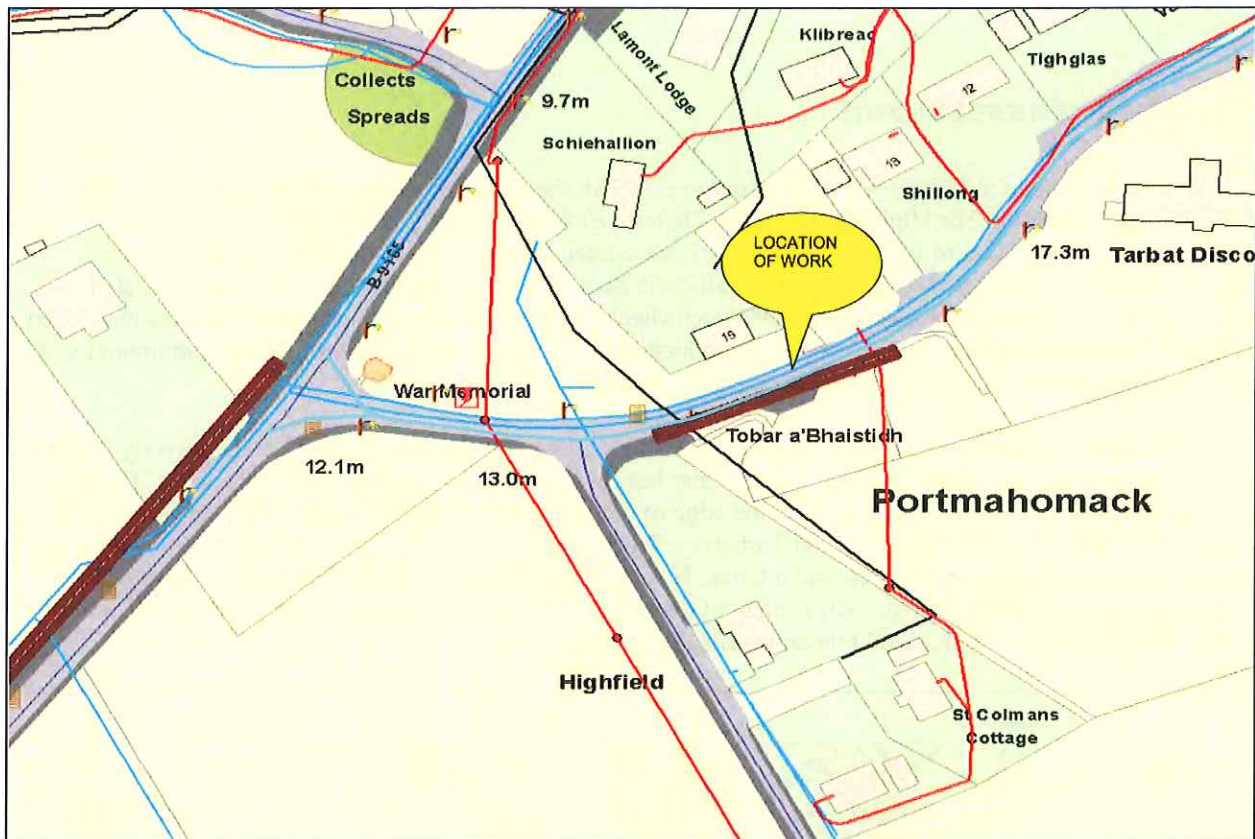


Figure 2 Location of work (courtesy of client)

Background

As part of the implementation of the new super-fast-broadband across the Highlands and Islands, SSE are proposing to lay a new power cable in the road verge outside the Tarbat Discovery Centre, Portmahomack. The proposed location of works lies on the edge of the scheduled monument area of the Tarbat monastic settlement (SAM no. 12793).

Legislation, Policy and Standards

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.

All work will meet or exceed the Highland Council's published *Standards for Archaeological Work*² and Chartered Institute for Archaeologists (CIfA) *Standards and Guidance*³. The company is an CIfA Registered Organisation.

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

² <http://www.highland.gov.uk/NR/rdonlyres/4FAA681F-979F-478C-870D-CBB4D00DCFFF/0/HCSAWv1.pdf>

Method

Desk-based assessment

A desk based assessment (DBA) was carried out to establish the nature and extent of previously recorded archaeology in the area. The Highland Council’s Historic Environment Record (HER) as well as the National Monuments Record for Scotland (NMRS) have been checked for features. HER and NMRS Canmore IDs have been used to identify sites. Historic Scotland data for Scheduled Monuments, Listed Buildings and Designed Landscapes have also been checked where appropriate. A total of 22 sites have been recorded in the area immediately surrounding the location of works, including one scheduled monument and three listed buildings. The results of the desk based assessment are outlined below.

Apart from the scheduled monument (DBA 2), none of the identified features are likely to be directly affected by the laying of the new cable, nor will there be any lasting impact on the setting of these features. The laying of the new cable will affect a small area on the edge of the scheduled area. This location lies between the car park for the Tarbat Discovery Centre and Tarbatness Road and it is likely that it has already been disturbed by the construction of the road, car park and a fence. However significant archaeological features have been discovered in the immediate area; while many of these have been previously excavated, there is still some potential for features, artefacts and human remains to be discovered.

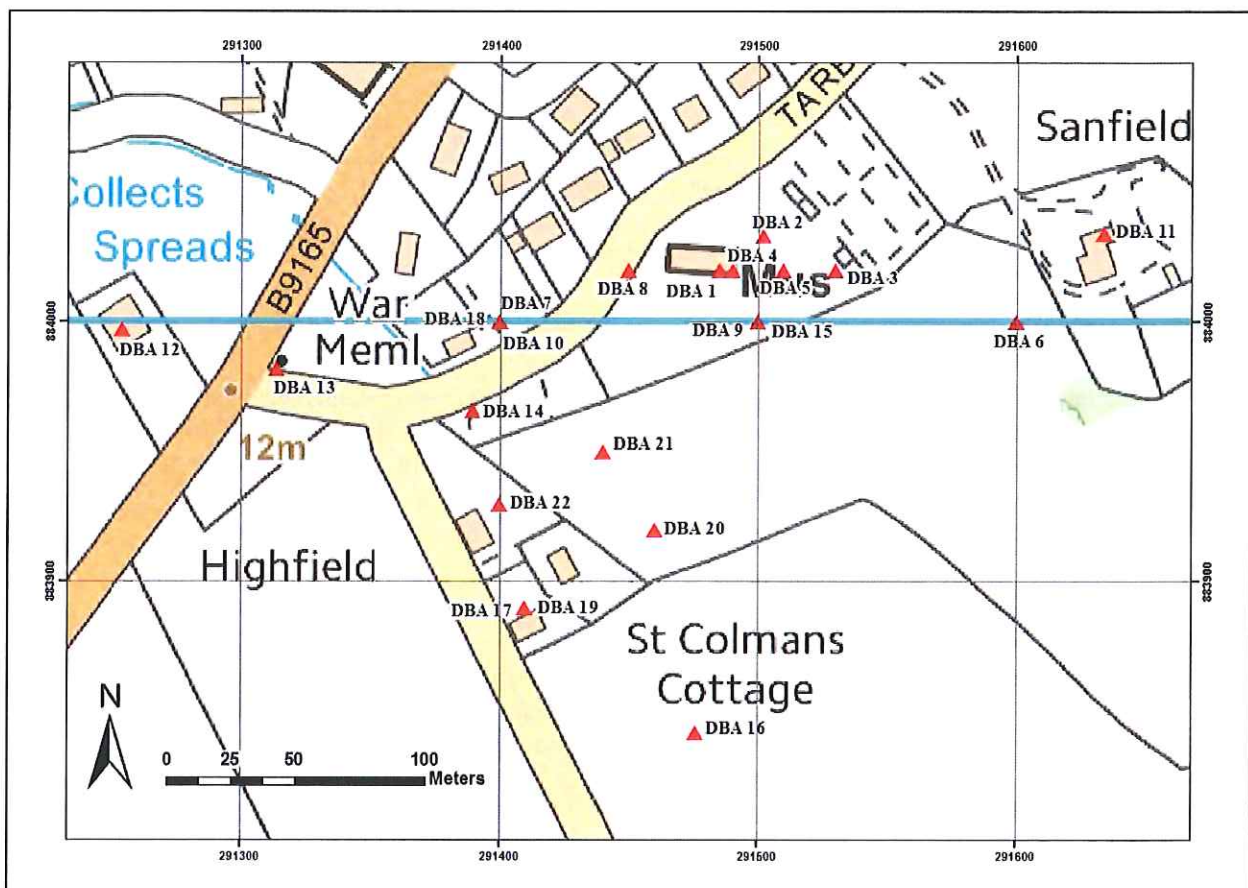


Figure 3 DBA Sites

³ <http://www.archaeologists.net/codes/ifa>

DBA 1: Portmahomack Tarbat Old Church and Burial Ground **NGR:** NH 91485 84020
HHER: MHG8475, MHG31360 **Canmore ID:** 15662
Listed Building (A): 14098 **Scheduled Monument:** 12793

HHER Description: *Church excavated by York University prior to conversion to the museum. 5 phases identified. First an early Pictish cell almost square that lay under the E end of the current church but on a slightly different alignment (still visible in the crypt). Subsequent phases as the church was extended to current form. From excavation evidence outside the church, believed that the site may have been deliberately destroyed in the 10th century - Pictish sculptures appear to have been deliberately smashed and there is a deposit of burning. Site may have lain abandoned for a while before later rebuild. Evidence of the burning of the church in the C14 was found in the internal deposits. A few of the post medieval pews etc have been retained.*

Although partly rebuilt in 1756, the main block of this T-plan church, dedicated to St Colman, retains its medieval E-W orientation, and underneath E end of the church is a vaulted crypt, first described in early 18th century.

A large area to the south of Tarbat Ness Road has been assessed by Historic Scotland as of national importance and worthy of scheduling. This comprises the buried remains of a large early historic, Pictish monastic settlement, in use from the 6th to 8th centuries AD and later re-occupied.

A large area to the SSW of Tarbat West Church has now been Scheduled by Historic Scotland. Archaeological excavations demonstrate that the foundations of buildings survive within the settlement and aerial photographs show the cropmark of a D-shaped boundary ditch surrounding the settlement and enclosing the present Tarbat West Church. The scheduling specifically excludes all active burial lairs and the above ground elements of all burial monuments.

Graveyard visited during the Highland Kirkyards project, run by Highland Buildings Preservation Trust. Roofed redundant church converted to use as a museum in old burial ground with modern extension to east. The museum explains the history of the wider site which housed a Pictish monastery in the 6th – 9th centuries. The present church site first housed a parish church in the 12th century, which was then expanded and altered over time, until becoming redundant in the 20th century. The oldest part of the burial ground, around the church, has varied gravestones, flat slabs underfoot, uprights and table tops, and uneven ground. In the newer extension the upright 19th and 20th century gravestones are laid out in straight lines. Unusually for a more modern area of a graveyard, this section also contains many wall monuments, inserted along the boundary walls, which stem from the 20th century.

Note: The present works will take place on the edge of the scheduled area, although not adjacent to the church and burial ground itself. They will have no lasting impact on the setting of the church or burial ground but ground breaking works have the potential to uncover features, artefacts and human remains associated with the Pictish Monastery or later church and burial ground.

DBA 2: Portmahomack Monastic Settlement and Industrial Areas **NGR:** NH 91502 84033
HHER: MHG8473, MHG31360, MHG42933, MHG42934, MHG42935, MHG42936
Canmore ID: 15664 **Scheduled Monument:** 12793

HHER Description: *A large area to the south of Tarbat Ness Road has been assessed by Historic Scotland as of national importance and worthy of scheduling. This comprises the buried remains of a large early historic, Pictish monastic settlement, in use from the 6th to 8th centuries AD and later re-occupied.*

A large area to the SSW of Tarbat West Church has now been Scheduled by Historic Scotland. Archaeological excavations demonstrate that the foundations of buildings survive within the settlement and aerial photographs show the cropmark of a D-shaped boundary ditch surrounding the settlement and enclosing the present Tarbat West Church. The scheduling specifically excludes all active burial lairs and the

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Excavations of the precinct around Tarbat revealed remains of specialist industrial working area to SW of the church - believed to be making gold items, possible glass artefacts (mock jewels for mounts), vellum making. Iron scale was found over large extents of the excavated area and one building located between the two southern enclosure ditches was particularly associated with this. All features pre-date probable destruction of the site in the C10?

Note: The present works will have no lasting impact on the visible setting of the church or burial ground but ground breaking works have the potential to uncover features, artefacts and human remains associated with the Pictish Monastery or later church and burial ground.

DBA 3: Dingwall and Mackenzie Monument
HHER: MHG22417
Listed Building (A): 14098

NGR: NH 91530 84020
Canmore ID: 108181

A commemorative monument within the Portmahomack Tarbat Old Church and Burial Ground. This is a category A listed building but it will not be directly affected by the works and there will be no lasting impact on its setting.

DBA 4: Carved Stones
HHER: MHG8489

NGR: NH 91490 84020
Canmore ID: 15637

HHER Description: *NB extensive pieces of Pictish carved stones from the excavations in the area. Full publication not yet available. Some pieces appear to have been deliberately smashed when in prime condition, others have obviously been re-used. A large collection of material in the NMS is on loan to Tarbat Discovery Centre. Other pieces await TT reporting and panel.*

Another Pictish stone was found among builders rubble, a good piece with carving on both sides. One side has the key pattern and the other has spirals. Found - 12/05/99.

The site of a Danish Cross, fragments of which are to be seen in the church. There is no record of when it was broken or removed.

11 fragments of sculptured stones belonging to Allen's Class III have been found from time to time in Tarbat churchyard. Some are supposed to have formed part of a cross which formerly stood in centre of churchyard. The cross is alleged to have been demolished by gravedigger and broken up for gravestones c. 1806, but this seems to be an error as fragments were noted by Cordiner in 1776.

Eight of fragments are preserved at Invergordon Castle, one is in Tarbat church and remaining two are in the NMS (Acc Nos IB 130 & 131). NSA states that "a low green mound adjoining the E gable of the church" is site where cross stood. This agrees with the OS published entry, but not with Allen.

Note: These artefacts will not be affected by the works but they do indicate the types of material culture found in the immediately surrounding area.

DBA 5: No. 1 Stone
HHER: MHG7141

NGR: NH 91510 84020
Canmore ID: 15638

HHER Description: *The site of an ancient sculptured stone, one half of which now lies in graveyard; remainder is said to have been thrown into a grave and covered up.*

This stone lay in Tarbat churchyard until about middle of C19th, when it was removed to ground of Invergordon Castle. It is lower portion of an upright rectangular cross-slab, 2'1" high x 2'8" wide, sculptured partly with incised lines and partly in relief on one face. The border of scroll foliage is almost an exact counterpart of that on Hilton of Cadboll stone (NH87NE 7), and there is little doubt that both are work of same school of design. Listed as Class II, Tarbat no. 1.

Class II symbol stone - fragment of cross slab - on the reverse is a mounted figure to the left of a vertical arrangement of crescent and V-rod, tuning fork and serpent and Z-rod.

Note: This feature will not be affected by the proposed excavation trench but indicates the type of material culture that could be encountered during the work.

DBA 6: Manse Stone
HHER: MHG7140

NGR: NH 91600 84000
Canmore ID: 15639

HHER Description: *This stone was first noticed by the Rev J M Joass built into wall of the manse garden at Tarbat. It is the rectangular portion of an upright cross-slab (?) 1'7" high by 1' wide. It bears an inscription in Hiberno-Saxon capitals of the 8th or 9th century. The letters being in relief instead of incised is a unique feature.*

E W R Nicholson has suggested REOTETII as the probable reading of the partially illegible name of the person commemorated and identifies him with the REOTHAIDE or REODAIDE whose death is recorded in 762 in the Annals of Ulster, and in 763 in the Annals of Tigernach. In both, he is called "Ab. Ferna" which, however, is understood to be Ferns in Ireland, and the difficulty of connecting him with Tarbat remains. The stone is listed as Class III, Tarbat no 10.

Face 1: shows the apex of a square panel containing spiral ornament in relief. Face 2: shows, on a narrow side, the inscription in relief insular majuscules. Transliteration: IN NOMINE...IHU XRI...CRUX XRI...IN...COMMEMORATIONE...REO...LII...DIEHAC... Translation: IN THE NAME OF JESUS CHRIST, THE (a?) CROSS OF CHRIST IN MEMORY OF REO...LIUS.

Note: This feature will not be affected by the proposed excavation trench but indicates the type of material culture that could be encountered during the work.

DBA 7: Roman Coin Findspot
HHER: MHG7132

NGR: NH 91400 84000
Canmore ID: 15647

HHER Description: *'Dug up near the church gates of Old Tarbat, Portmahomack, apparently from near the find spot of a Viking Age hoard described in NH98SW 8, 'Fairly worn antoninianus of Tetricus II, AD 270-273/4, minted at Trier(?)*

Note: This feature will not be affected by the proposed excavation trench but indicates the type of material culture that could be encountered during the work.

DBA 8: Quern Findspot
HER: MHG8474

NGR: NH 91450 84020
Canmore ID: 15663

HER Description: *A broken trough quern is built into lower part of NW gatepost of churchyard, abutting Tarbat Ness road. Its concave face protrudes. Close-Brooks suggests that this, along with other similar examples known in Shetland, other parts of Ross-shire and Inverness-shire, may be best dated to the Bronze Age (c.2,500BC – 700BC).*

Note: This feature will not be affected by the proposed works but indicates the type of material culture that could be encountered during the work.

DBA 9: Silver Hoard Findspot
HER: MHG8470

NGR: NH 91500 84000
Canmore ID: 15668

HER Description: *Small silver hoard found by the grave-digger at Tarbat Church while digging a grave a few yards from E gate of the churchyard in March 1889. The finds apparently came from a crevice in a line of masonry unearthed at a depth of 5' - 6'. This line of wall foundation ran from E - W parallel with the walls of the church and the graveyard. The hoard consisted of: two complete silver armlets, or ring-money; a fragment of another, and two end portions of a fourth. With them were six silver coins, one Anglo-Saxon (Eadgar 959-975) and five Frankish (Louis le Begue 846-879). The finds are now in NMAS (Acc Nos IL 272-81).*

Note: This feature will not be affected by the proposed works but indicates the type of material culture that could be encountered during the work.

DBA 10: St Bridget's Chapel
HER: MHG7139

NGR: NH 91400 84000
Canmore ID: 15640

HER Description: *St Bridget's Chapel lies "a short mile" E of Portmahomack Church, at Alhansallach. No account of this chapel can be obtained by tradition or otherwise; by whom it was built or to what order it belonged. Neither St Bridget's Chapel nor the name Alhansallach are known locally.*

Note: This feature will not be affected by the proposed works.

DBA 11: Tarbat Old Manse and Garden Walls
HER: MHG16256, MHG40675
Listed Building (C(S)): 14097

NGR: NH 91634 84034
Canmore ID: 109187

Listed Building Description: *1806. Repairs and additions, 1840. Alterations and repairs, 1864. 2-storey and attic, 3-bay house with wing to rear. Harled with painted ashlar margins. Centre projecting gabled porch with fanlight masks front door, also with fanlight. To right canted bay window rises full height. Band course; 2 piended dormers with original 6-pane glazing; 2 and 4-pane glazing elsewhere; corniced and stacks; slate roof. High rubble garden encloses house and garden.*

Note: This feature is some distance from the location of the works and will not be directly affected by the works, nor will there be any lasting impact on its setting.

DBA 12: Free Church of Scotland Manse
HER: MHG16064
Listed Building (C(S)): 14108

NGR: NH 91254 83997
Canmore ID: 111375

Listed Building Description: 1845. 2-storey, 3-bay with centre door masked with modern projecting gabled and glazed porch. Coursed rubble, tooled margins. Symmetrical fenestration with 12-pane glazing. Eaves/lintel band; corniced end stacks; piended platform slate roof. Former Free Church Manse. Centre lawn in front of house modelled in form of a heart.

Note: This feature is some distance from the location of the works and will not be directly affected by the works nor will there be any lasting impact on its setting.

DBA 13: War Memorial
HHER: MHG39068

NGR: NH 91314 83982
Canmore ID: 331518

HHER Description: War memorial on green. Tall obelisk type monument, with flags on side.

Note: This feature is some distance from the location of the works and will not be directly affected by the works nor will there be any lasting impact on its setting.

DBA 14: Commemorative Monument
Canmore ID: 331565

NGR: NH 91390 83966

Canmore Description: Memorial to commemorate the evacuation of the population of Inver, Tarbat and Fearn during WWII.

Note: The proposed works will have no lasting impact on the setting of this memorial.

DBA 15: Enclosure, Tarbat Old Parish Church
HHER: MHG8488

NGR: NH 91500 84000
Canmore ID: 15649

HHER Description: Large irregular enclosure centred on harbour and extending beyond parish kirk, noted during aerial reconnaissance in 1984.

In June 1991 a small excavation was undertaken by J Harden to investigate the nature of the enclosure ditch and date its fills. The probable location of the ditch was estimated and a narrow (0.7m wide) trench then dug by hand to confirm this. Having located the edges of the ditch, an area 4m by 10m was laid out and the modern ploughsoil (0.8m deep) was removed manually. A long section 1.5m by 8.75m was excavated across the ditch. However, at a depth of 1.7m, the water table was reached. A pump was then used to remove the water from a small test pit. This enabled the recording of the depth of the ditch and the taking of samples of the organic rich layers at the bottom of the feature. The ditch must have been an important feature in the landscape for a considerable period. It had been recut on at least five occasions. The section across the ditch produced no artefacts, but the ploughsoil above contained post-medieval potsherds and other fragments. It was therefore presumed that the feature was pre-17th century. Organic-rich samples taken from the primary layers of the recuts provided enough material for C14 dates, received in November 1992, which gave a 95% certainty that the dates fell within 140-410 AD, 250-531 AD and 350-590 AD. The dates suggested that an enclosure had been created in the early Pictish period. The excavation produced no specific evidence to suggest that this linear feature could not be the bounds of an early Christian settlement centred around Tarbat Old Church (see MHG8475).

Cropmark lies some way to the S of the current churchyard boundary. Visible on the S side and more intangibly in the E. Excavations show that there are two boundary ditches on the S side and an C8 building associated with metalworking lies between them. Suggestion therefore that this boundary ditch defines the precinct of the early Pictish religious centre.

Note: This feature is unlikely to be affected by the proposed works and there will be no lasting impact on its setting. This appears to be the same feature as DBA 16.

DBA 16: Vallum, Tarbat Old Parish Church
HHER: MHG7538

NGR: NH 91476 83842
Canmore ID: 77377

HHER Description: *In mid-1980s Moray Air Surveys recorded a linear feature, 4m to 5m wide, some 150m to S and W of Tarbat Old Church. It was interpreted as a ditch delineating two sides of an enclosure, but what it related to was not immediately evident. In June 1991, a small archaeological excavation was undertaken to investigate the nature of ditch and date its fills. It was postulated that feature recorded in aerial photographs was part of a vallum surrounding an Early Christian settlement centred around Tarbat Old Church (NH98SW 4).*

The probable location of ditch was estimated and a narrow (0.7m wide) trench then dug by hand to confirm this. Having located the edges of ditch, an area 4m x10m was laid out and modern ploughsoil (0.8m deep) was removed manually. The exposed surface was cleaned and sectioning of ditch was then considered, bearing in mind the safety implications of height of baulks. A long section 1.5m x 8.75m was excavated across the ditch. However, at a depth of 1.7m, the water table was reached. A pump was then used to remove water from a small test pit. This enabled recording of depth of ditch and taking of samples of organic rich layers at bottom of feature. The ditch must have been an important feature in landscape for a considerable period. It had been recut on at least five occasions and the effort which went into such events, (in terms of manpower), must have been significant.

The section across ditch produced no artefacts but the ploughsoil above contained post-medieval potsherds and other fragments. It is therefore presumed that feature is pre-17th century. The organic-rich samples taken from primary layers of recuts should provide enough material for C14 dates. The excavation produced no specific evidence to suggest that this linear feature could not be the bounds of an early Christian settlement centred around Tarbat Old Church.

NH 915 839 The settlement is contained by a ditched enclosure discovered in 1984 (Jones & Keillar) and dated by C14 from a sample excavation by Jill Harden in 1991 to the early first millennium AD. The enclosure contains Tarbat Old Church (NH98SW 4), at which site several fragments of carved stones (8th-9th century) have been discovered including the famous Tarbat inscription (NH98SW 14-16). Evaluation took place in two seasons in 1994 and included contour and geophysical survey and the initial mapping of three sample areas each 8m by 32m. In the southernmost area were defined a circular building and an oven, which are expected to be contemporary with the enclosure, while adjacent to the church the sequence continues into later historic times with iron working and other activities. The evaluation is being used in the composition of a research strategy for the site and its region.

Note: This appears to be the same feature as DBA 15.

DBA 17: Road, Portmahomack
HHER: MHG39909

NGR: NH 9141 8389

HHER Description: *Site of barns within the Pictish religious enclosure - now been demolished, reports of the Pictish road line identified from the excavations nearby visible. Site visit (photos) shows the site disturbed and part water covered. Report to SMR 30/11/2004 that part of a ring brooch has been recorded by MDU on site and will be passed to National Museum Scotland for Treasure Trove.*

Note: This feature is unlikely to be affected by the proposed works and there will be no lasting impact on its setting. This feature may be associated with DBA 19.

Note: This feature is unlikely to be affected by the proposed works and there will be no lasting impact on its setting.

Historic Maps

Historic maps were consulted using the National Library of Scotland's online facilities, in particular the 1st and 2nd edition 6 inch and 25 inch OS maps surveyed in 1872 (Figure 4). Features such as the Old Tarbat Church, the manse and the Tobar a Bhaistidh well are all marked on these maps, as well as the locations of some of the carved stones. The roads and field boundaries appear to have changed very little between the 1st edition maps and today and the land to the south of the Tarbat Discovery Centre is still in agricultural use.

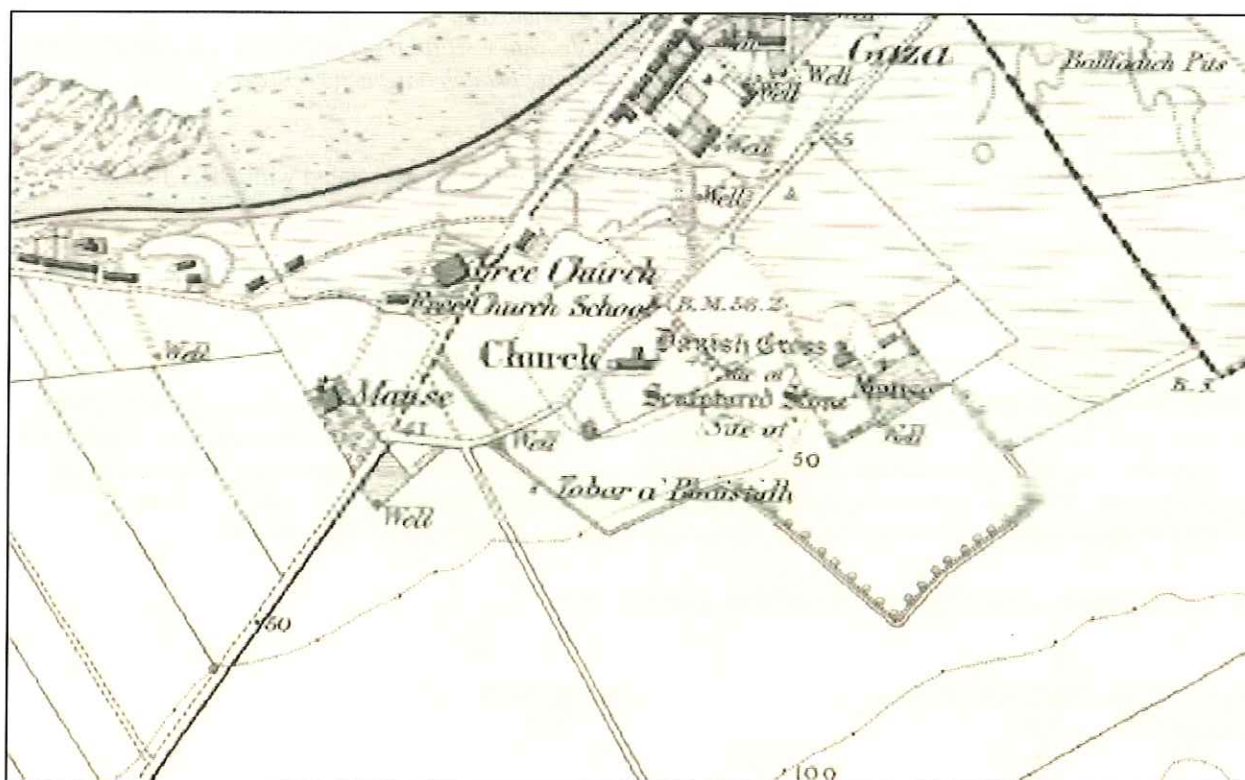


Figure 4 OS six inch 1st edition

Statistical Accounts

The Old and New Statistical Accounts were inspected for relevant references. The New Statistical Account of 1834-45 mentions the village of Portmahomack under the section on Antiquities. It mentions “a green hill, called Chapel Hill, where there was discovered, on levelling the ground for new buildings, a number of human bones deposited within rough flags of freestone.”⁴ It also mentions “a beautiful piece of masonic work in the churchyard, called the Dingwall’s Tomb.” Later the account mentions that fragments of a Danish cross were found scattered among the graves in the churchyard and that several chests containing skeletons were dug up during the construction of new buildings⁵.

⁴ <http://stat-acc-scot.edina.ac.uk/link/1834-45/Ross%20and%20Cromarty/Tarbat/14/460/>

⁵ <http://stat-acc-scot.edina.ac.uk/link/1834-45/Ross%20and%20Cromarty/Tarbat/14/461/>

Watching Brief

All ground breaking works related to the laying of the new cable will be observed by the archaeologist. If any possible archaeology is identified the archaeologist will clarify its nature and extent and record it to professional standards before proceeding.

Work will be undertaken to a timetable to be agreed between Highland Archaeology Services and the client. In the event of unexpectedly significant or complex discoveries, additional work might be required to ensure they are recorded, analysed and reported. In this case we will agree any supplementary work with the client and Highland Council before proceeding.

Analysis and Reporting

A record will be made of any archaeological features encountered during the watching brief. Following fieldwork, the results will be analysed and a report will be produced, setting out the conclusions and if appropriate, making recommendations for any follow-up work considered advisable. Digital copies of the report and any supporting material as required will be supplied to the client and the archaeological records held by the Highland Council and the RCAHMS.

The intention is to submit the report within 4 weeks of the completion of the fieldwork. It will be distributed in digital form, together with all photographs, relevant digital mapping, indexes and other supporting files as required. A paper copy of the report can be supplied on request. Unless agreed otherwise, the report will be provided in PDF format; tables as Excel spreadsheets; and digital mapping as ArcView shapefiles.

Photographs will be taken using a digital SLR or similar professional quality camera. All images will be presented as uncompressed JPEG files.

Operational Matters

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, the client and the Planning Authority 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 arrangements for further works will be detailed in an addendum to this project design and method statement to be agreed between all parties.

A Safety Method Statement and initial, desk-based Risk Assessment are attached 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.

Risk Assessment and Safety Method Statement

Statement of general policy and arrangements

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

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: (Archaeologist on site, TBC)

Health and safety law poster is displayed: at Company office, 7 Duke Street Cromarty.

First-aid box and accident book are located: at Company office, 7 Duke Street Cromarty.
First Aid kit also carried in 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	John Wood / Director; /Archaeologist on site TBC	See HAS Health and Safety Policy.
To provide adequate training to ensure employees are competent to do their work	John Wood / Director; /Archaeologist on site TBC	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	John Wood / Director; /Archaeologist on site TBC	See HAS Health and Safety Policy.
To implement emergency procedures - evacuation in case of fire or other significant incident	John Wood / Director; /Archaeologist on site TBC	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	John Wood / Director; /Archaeologist on site TBC	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 3 November 2014. It is also independently accredited for quality, environmental and health and safety policies by Achilles UVDB Verify whose most recent inspection was on 29th May 2015.

The Company carries £5m Public Liability, £10m Employers' Liability, and £250,000 Professional Indemnity insurances. Details of company policies and insurances are available on request.

Personnel

The archaeology work will be managed by John Wood MIFA, who will liaise with the client, relevant local authority 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 his/her own health and safety. No issues or concerns are expected to arise.

Personal Protective Equipment (PPE)

Appropriate Personal Protective Equipment and suitable weather-proof clothing will be worn, including CDM and weather protection.

Plant and equipment and transport requirements

The archaeologist 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 at all times, 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 in individual areas

To be confirmed.

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

HAS Archaeologist on site:	TBC (Mobile)
HAS Project Manager:	J Wood (Mobile) [REDACTED]
HAS Office	01381 600491

Nearest first aid facility

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

Signed (Director)

Date

[REDACTED]

Tuesday, 29 September 2015

RISK ASSESSMENT**HIGHLAND ARCHAEOLOGY SERVICES****Assessment no.** RAMS150703**Project:** Portmahomack Tarbat Broadband**Date:** 29/09/2015**Work / Working Environment:** Excavation / WB**Staff on site:** TBC**Client:** SSE**Form Completed 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?	Done (sign / date)
Weather hot / cold / wet: risks include sunstroke, exposure, hypothermia etc	Archaeologist on site	Appropriate clothing etc to be taken	Vigilance	Archaeologist on site	On arrival on site (TBC)	
Uneven ground, roots, old excavations etc (falling, tripping hazards)	Archaeologist on site	PPE. Aware of risks- note location of drops and act with caution.	Vigilance	Archaeologist on site	On arrival on site (TBC)	
Working with mechanical excavator	Archaeologist on site	PPE. Maintain line of sight with driver at all times and agree signals. Avoid working in low light conditions	Vigilance	Archaeologist on site	On arrival on site (TBC)	
Environmental damage	Local environment	No hazardous materials are used and litter etc is removed from site. Open excavations are secured where possible to prevent injury to wildlife.	Vigilance	Archaeologist on site	On arrival on site (TBC)	

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?	Done (sign / date)
OTHER HAZARDS (check on site)						

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