

Fishguard Linkspan Replacement

Appendix E

Protocol for Archaeological Discoveries



Document Status				
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Document Overview

This Protocol for Archaeological Discoveries (PAD) sets the mandatory response to a suspected archaeological discovery during the Fishguard Linkspan Replacement works.

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1. Introduction

This Archaeological Plan has been developed to fulfil specific marine licensing requirements for the Fishguard Linkspan Replacement. It addresses key considerations outlined in Conditions 3.19 of Marine Construction License CML2612 prior to commencement of the works.

This PAD prevents avoidable damage to archaeological material encountered during construction and provides a controlled, auditable response to chance finds. It establishes who stops work, protects the discovery, records the evidence, obtains specialist advice and authorises resumption.

The project is located at the Stena Line ferry terminal in Goodwick / Fishguard, Pembrokeshire, Wales. The project area covers the existing linkspan, associated hinterland and bay foreshore within the Port site.

This protocol applies across terrestrial, intertidal and marine work fronts. It applies to every work method, including enabling works, demolition, excavation, piling, concrete works, lifting operations, vessel operations and temporary works.

Note;

- All Stena Line personnel, the Principal Contractor (McLaughlin & Harvey), subcontractors, suppliers, visitors and crews must comply with this PAD.
- The PAD does not replace emergency arrangements. Suspected ordnance, human remains, contamination, pollution and other emergencies require the relevant project emergency procedure while the area remains protected.
- The PAD remains live throughout construction and must be updated when appointments, approvals, work methods or discovery requirements change.

2. Site and Archaeological Principles

Port of Fishguard is a historic port setting created in the 1910's through land reclamation at the base of the headland. The works interface with reclaimed land, port infrastructure, the foreshore and Port bed. Ground disturbance, bed disturbance and demolition can encounter unexpected buried, submerged or structural archaeological material.

The Tetra Tech WSI identifies potential for previously unlocated marine archaeological material, including possible wreck material. No wreck is certainly located within the Marine Licence Boundary Area. This PAD provides a precautionary response to unexpected discoveries.

This PAD does not assign an archaeological potential rating and does not state an EIAR conclusion.

The PAD Management Plan Principles includes;

- Preservation in situ as the default approach where practicable and safe.
- Treat every suspected archaeological find as protected until the appointed archaeological advisor assesses it.
- Stop only work that can disturb, damage or compromise the suspected find.
- Maintain safe access, emergency arrangements, navigation and vessel control.

- Do not handle, move, clean, probe, recover or remove a suspected find unless the appointed archaeological advisor gives written instruction or immediate safety requires action.
- The Site Manager shall not authorise restart until specialist instruction, required notifications, approvals and revised controls are confirmed in writing.
- Suspected ordnance, human remains, contamination, pollution, fire, medical events and other emergencies require the relevant project emergency procedure while the affected area remains protected.

3. Roles and Responsibilities

The Principal Contractor (McLaughlin & Harvey) controls the works area and enforces the stop-work and cordon requirements. The appointed archaeological advisor determines, or advises on, the significance of a discovery, recording requirements and next steps. No person may restart affected work without the required written authorisation.

Role	Mandatory responsibilities
Client – Stena Line Ports Ltd	Maintain oversight of PAD implementation; ensure project governance supports the agreed environmental management arrangements
Principal Contractor – McLaughlin & Harvey	Hold ultimate responsibility for implementation across all contractors; allocate competent resources; control the works area; enforce stop-work and cordons; ensure appointments and contact details are confirmed before issue; review PAD effectiveness through CEMP governance.
Site Manager	Direct the immediate site response; make plant safe; establish and maintain the cordon; prevent access and further disturbance; notify the Environmental Manager/Officer and appointed archaeological advisor; issue written authorisation before work resumes.
Environmental Manager / Officer	Implement the PAD through the CEMP; maintain records; brief site management; review RAMS and workfront controls; coordinate notifications and regulator liaison where required; monitor implementation; record actions, corrective actions and lessons learned.
Site Champion	Act as immediate archaeological reporting focal point for the relevant work front or vessel; ensure the PAD is available and understood; relay discoveries immediately through Site Manager and Environmental Manager routes. Site Champions shall not assess significance or authorise restart.

Nominated Contact

Administer formal notification on behalf of the project; notify Stena Line, the appointed archaeological advisor and NRW

Site Supervisors

Brief crews before intrusive work; confirm workfront controls; stop activities that threaten a discovery; make the area safe; establish initial protection; report immediately; maintain shift records and prevent unauthorised access.

Appointed Archaeological Advisor

Assess, or advise on, the discovery's significance; specify proportionate recording, inspection, sampling, recovery, avoidance, watching brief or investigation requirements; advise on notifications and consents; provide clear written instruction for mitigation and next steps.

Workforce and subcontractors

Attend induction and task briefings; remain alert to potential discoveries; stop only activities that could disturb or damage a find; do not handle, move, clean or remove material; report immediately; comply with cordons and instructions.

Visitors and delivery personnel

Follow site access controls, supervision requirements and instructions. Visitors must not enter a cordoned discovery area.

3.1 Construction-Stage Contact Details

The Environmental Manager/Officer will complete, verify, display and control this directory before intrusive work begins.

Function	Name / organisation	Telephone	Out-of-hours contact	Email
Client representative	Stena Line Contact; TBC	To be confirmed	To be confirmed	To be confirmed
Principal Civil Engineering Director	McLaughlin & Harvey Contact; TBC	To be confirmed	To be confirmed	To be confirmed
Site Manager	McLaughlin & Harvey Contact; TBC	To be confirmed	To be confirmed	To be confirmed
Environmental Manager / Officer	McLaughlin & Harvey Contact; TBC	To be confirmed	To be confirmed	To be confirmed

Appointed archaeological advisor	To be confirmed	To be confirmed	To be confirmed	To be confirmed
Port / marine operations contact	To be confirmed	To be confirmed	To be confirmed	To be confirmed
Police – emergency	999	999	999	N/A
Project UXO / emergency contact	To be confirmed	To be confirmed	To be confirmed	To be confirmed
Relevant regulator / authority, where required	To be confirmed from approvals and advisor advice	To be confirmed	To be confirmed	To be confirmed

4. Prevention and Preparedness

Prevention starts before work begins. Each workfront must be planned to reduce uncontrolled disturbance and ensure crews can respond immediately without creating further risk.

Control	Construction-stage requirement
Induction	Include this PAD in every site and vessel induction. Explain reporting routes, prohibited actions, indicative finds, legal find categories, Archaeological Exclusion Zones (AEZs)/ Temporary Exclusion Zones (TEZs) controls and emergency escalation.
Toolbox talks	Deliver archaeology awareness toolbox talks before intrusive activities begin and repeat them when crews, work methods or workfronts change.
Intrusive-work briefing	Brief crews before demolition, breakout, excavation, piling, seabed works and structural opening-up.
RAMS and task briefings	Embed PAD controls in RAMS, permits, control sheets and daily task briefings. Identify the nominated supervisor and reporting route for each workfront.

Workfront constraint review	Review known constraints, approvals, access limits, marine-operational controls and discovery-response arrangements before each workfront starts.
Defined boundaries	Mark access routes, working limits, exclusion areas and storage areas. Maintain secure hoarding, barriers and access controls.
Response equipment	Keep barriers, cones, tape, signage, discovery forms, cameras and safe location-recording tools available and known to crews.
Marine operations	Coordinate marine workfront controls with Port and navigation arrangements. A discovery response must not compromise safe navigation, vessel safety or other marine-operational controls.

4.1 Indicative Archaeological Finds

Indicative finds include artefacts, pottery, masonry, timber, metalwork, Port or industrial structures, wreckage, deposits, bone and worked stone. A find can be a single object, a group of objects, an exposed surface, a structural feature, an anomaly in a trench or bore, or material recovered during marine works.

Treat a suspected find as protected until the appointed archaeological advisor has assessed it. Do not decide locally that material is insignificant because it appears modern, damaged or common.

4.2 AEZ and TEZ Procedure

Archaeological Exclusion Zones (AEZs) and Temporary Exclusion Zones (TEZs) protect known, suspected or newly discovered archaeological material. An AEZ normally defines a confirmed or accurately located archaeological constraint. A TEZ provides precautionary protection where location, extent or significance remains uncertain.

- Establish an immediate temporary cordon around every suspected discovery.
- Stop all activity that can affect the seabed, ground, structure or archaeological context near the discovery.
- Obtain archaeological advice on whether a formal AEZ or TEZ is required.
- Agree the position, extent, restrictions and controls of each AEZ or TEZ with relevant archaeological curators and authorities where required.
- Record every zone in the AEZ/TEZ register, including coordinate datum, coordinates, extent, restrictions, approval reference, owner, review date and communication record.
- Mark current zones on Design Plans and incorporate them into RAMS, permits, dredging plans, lift plans, vessel instructions and toolbox talks.
- Prohibit dredging, piling, excavation, placement, anchoring, vessel positioning or other affecting activities inside a zone unless expressly authorised in writing.

5. Discovery Identification and Immediate Response

5.1 Mandatory Five-Step Response

Step	Required action
1. STOP	Stop only the activities that could disturb or damage the suspected find. Stop adjacent plant movements, excavation, breaking, drilling, lifting or placement where they threaten the discovery. Make plant safe and maintain safe access and marine-operational controls.
2. PROTECT	Do not handle, move, clean, probe, recover or remove items. Establish a suitable cordon. Keep plant, materials, spoil and personnel outside the protected area. Preserve the find and its context. Protect it from weather, tide, wash, vibration, vehicle movement, theft and unauthorised access where safe to do so.
3. REPORT	Report immediately to the Site Supervisor, then the Site Manager and Environmental Manager/Officer. The Site Manager or Environmental Manager/Officer must notify the appointed archaeological advisor. Notify relevant authorities where required by approvals, marine licence or planning consent.
4. RECORD	Undertake preliminary recording only where safe: date and time; discoverer; exact location or grid reference; workfront and activity; nature and context; photographs and sketch; plant position; protection measures; and notifications made. Do not disturb the find to obtain a record.
5. AWAIT INSTRUCTION	Maintain the cordon and suspension of affected activities until the appointed archaeological advisor gives instruction and the Site Manager provides written clearance or authorisation to resume.

5.2 Decision and Notification Sequence

Identify:

A person observes material, a feature or an anomaly that may be archaeological.

Stop affected activity:

The supervisor stops only work capable of causing further disturbance or damage and makes plant safe.

Secure:

The supervisor establishes a proportionate cordon, protects the context and controls access.

Escalate:

The supervisor informs the Site Manager and Environmental Manager/Officer immediately. Management contacts the appointed archaeological advisor.

Differentiate emergencies:

If human remains, suspected ordnance, contamination, pollution or another emergency is suspected, activate the relevant dedicated emergency procedure immediately while retaining area protection.

Record:

Record the location, circumstances, photographs where safe, and actions taken. Maintain the record in the environmental file.

Assess:

The archaeological advisor inspects or advises on the find, determines the required response and identifies notifications or approvals required.

Authorise:

The Site Manager issues written clearance or authorisation only after receiving the archaeological advisor's instruction and any required consent or regulator approval.

Brief and resume:

Update RAMS, permits, risk register and workforce briefing before controlled resumption.

5.3 Special Circumstances

Circumstance	Mandatory response
Underwater or marine discovery	Maintain safe navigation, vessel control, Port requirements and marine-operational controls while safeguarding the location. Record the location using safe available means. Do not compromise maritime safety to inspect or recover material. Escalate through the Site Manager, Environmental Manager/Officer and appointed archaeological advisor.
Suspected human remains	Stop work, secure the area and do not disturb the remains or associated material. Contact the police and follow police directions. Do not contact archaeology before the police decision except through management as appropriate.
Suspected ordnance	Do not approach, touch, move, disturb or attempt to identify the item. Stop work, establish the required exclusion area and follow the project UXO and emergency plan.
Suspected military aircraft material	Treat material as protected. Do not investigate, recover or move it unless required approvals and specialist instruction are

confirmed. Notify the archaeological advisor and Ministry of Defence immediately.

Contamination, pollution or other emergency

Protect the area where safe, then activate the relevant project emergency response procedure. Follow pollution, hazardous-material, fire, medical or other applicable controls. This PAD does not replace those procedures.

Discovery during night shift or reduced staffing

Apply the same five-step response. The Site Manager must ensure out-of-hours contacts, site security, cordon checks and shift handover arrangements remain effective until instruction is received.

6. Assessment, Mitigation and Resumption

The appointed archaeological advisor must assess, or advise on, the discovery and recommend proportionate controls. The assessment must consider the find, its context, the active work method, safety constraints, marine-operational constraints and the requirements of relevant approvals. Potential Mitigation Measures include;

- Inspection by the appointed archaeological advisor or other agreed competent specialist.
- Archaeological watching brief during defined intrusive activities.
- Measured, photographic, written or digital recording.
- Targeted sampling, where instructed and safe.
- Controlled recovery, retention or transfer of material.
- Exclusion, avoidance, redesign or amendment to working limits.
- Further investigation before work proceeds.
- Changes to demolition, excavation, dredging, piling, lifting, placement or other work methods.

The archaeological advisor determines, or advises on, significance, recording and the appropriate next steps. McLaughlin & Harvey must implement the resulting instruction in the controlled work area.

6.1 Find Handling, Preservation and Custody

Preservation in situ is the default. Personnel shall not recover material unless the appointed archaeological advisor directs recovery or immediate safety requires it. Any recovery remains subject to legal controls, consent requirements and specialist instruction.

Material / circumstance	Mandatory handling and preservation instruction
All authorised recovered material	Photograph the find and context with scale where safe. Allocate a unique discovery reference. Record location, condition, finder and custody. Keep material secure and separate.
Wet organic material, wood, bone, textiles and leather	Keep damp or submerged as instructed, cool and out of direct light. Provide support to prevent collapse. Do not allow material to dry.
Metal and concreted metal	Do not clean, remove concretions or mix metals. Keep cool and wet as directed. Use gloves where contamination or hazardous corrosion products are possible.

Ceramic, glass and fragile objects	Do not clean. Prevent movement and breakage. Store separately in protective containers as directed.
Large timber, wreckage or structural material	Do not lift or move without specialist instruction. Protect the location, record dimensions and establish an AEZ or TEZ where required.
Human remains, suspected UXO or military aircraft material	Do not recover or handle. Apply the relevant emergency or statutory procedure and await competent authority instruction.

6.2 Conditions for Resumption

Work must not resume in the affected area until the Site Manager issues written clearance or authorisation. The Site Manager must act only after receiving the appointed archaeological advisor's instruction and after obtaining any consent or regulator approval required by the planning consent, marine licence, method statement, consultation response or discovery event.

Before resumption	Required close-out action
Specialist instruction	File the archaeological advisor's written instruction, assessment or record of advice.
Area controls	Confirm the cordon, exclusion area, protection measures and access arrangements are amended or removed only as authorised.
Work method	Update RAMS, permits, lift plans, dredging plans, task briefings or other controls affected by the instruction.
Environmental controls	Update the environmental risk register, environmental file and corrective-action records.
Workforce briefing	Brief all affected crews, supervisors, subcontractors and shifts on the finding, controls and restart limits.
Approval check	Confirm any consent-specific notification, agreement or regulator approval has been completed where required.
Written authorisation	Record the Site Manager's written clearance or authorisation, including scope, workfront, restrictions and date/time.

McLaughlin & Harvey will close corrective actions promptly and verify that revised controls are communicated to all affected shifts and subcontractors.

7. Records, Auditing and Review

The Environmental Manager/Officer must retain an auditable discovery record. Records must demonstrate what was found, who acted, how the location was protected, what advice was received, which notifications occurred and why work resumed.

7.1 Records to Retain

- Completed discovery record and associated site diary entries.
- Dated photographs, sketches, location plans, coordinates and relevant drawing references.
- Cordon and protection records.
- Emails, instructions, approvals, consultation correspondence and regulator communications.
- Archaeological advisor assessments, reports, recording outputs and recommendations.
- Updated RAMS, permits, risk-register entries, toolbox-talk records and written resumption authorisation.

7.2 Inspection, Audit and CEMP Integration

Activity	Minimum requirement
Daily inspections	Site Supervisors inspect active workfront controls on each shift, including access boundaries, availability of response materials and adequacy of protection for any open discovery.
Weekly inspections	The Environmental Manager/Officer checks PAD implementation through routine environmental inspections and records corrective actions.
Progress and HSEQ meetings	Discuss discoveries, controls, actions, lessons learned and outstanding approvals at weekly Site Progress Meetings and regular HSEQ meetings.
CEMP review	Integrate PAD performance into the CEMP review process. The CEMP is reviewed at least monthly and after an incident or change requiring method updates.
Discovery review	Review this PAD after every discovery. Capture lessons learned and update controls before equivalent work continues.
Change review	Review and reissue this PAD where work methods, workfronts, construction-stage appointments, planning permissions, marine licenses, consultation responses or consent requirements change.

McLaughlin & Harvey will close corrective actions promptly and verify that revised controls are communicated to all affected shifts and subcontractors.

Appendix A – Discovery Record Template

Complete this form for every suspected archaeological discovery. Use additional sheets, plans and photographs where required. Do not disturb a find to complete the form.

Field	Required entry
Project	Fishguard Linkspan Replacement
Discovery reference	
Date and time discovered	
Date and time reported	
Discoverer name, employer and role	
Supervisor receiving report	
Workfront / task / RAMS reference	
Exact location	<i>Grid reference, coordinates, drawing reference, chainage, berth or workfront description, as safe and available</i>
Tidal / marine conditions, if relevant	
Description of suspected find	<i>Material, dimensions, visible features, quantity and condition; do not clean or disturb</i>
Context	<i>Ground, deck, structure, dredged material, seabed, spoil, water depth or other context</i>
Activity stopped	
Plant made safe / position	
Cordon and protection measures	
Photographs / sketches	<i>File names, photographer, direction of view and any sketch reference</i>
Immediate notifications	<i>Names, roles, date/time and contact method</i>
Emergency procedure activated?	<i>Human remains / UXO / contamination / pollution / other / none</i>
Archaeological advisor instruction	<i>Reference, date/time and required action</i>
Authority / regulator notification required?	<i>Requirement, recipient, date/time and response</i>
Mitigation completed	
RAMS / permit / risk-register updates	<i>Reference and revision</i>
Workforce re-briefing	<i>Date, shift and attendance record reference</i>
Site Manager written resumption authorisation	<i>Name, signature, date/time, scope and restrictions</i>
Environmental Manager/Officer file reference	

Appendix B – Archaeology Toolbox-Talk Sign-off Checklist

Briefing check	Confirm / record		
Project and workfront identified			
Date, time and shift recorded			
PAD purpose explained			
Indicative finds explained: artefacts, pottery, masonry, timber, metalwork, Port/industrial structures, wreckage, deposits, bone and worked stone			
Five-step response explained: STOP – PROTECT – REPORT – RECORD – AWAIT INSTRUCTION			
Instruction confirmed: do not handle, move, clean, probe, recover or remove a suspected find			
Supervisor, Site Manager, Environmental Manager/Officer and archaeological advisor contact route confirmed			
Cordon materials, discovery forms, camera and location tools confirmed available			
Workfront boundaries, access routes and marine-operational controls confirmed			
Human-remains procedure explained: secure, do not disturb, contact police and follow police directions			
UXO procedure explained: do not approach; follow UXO and emergency plan			
Contamination, pollution and other emergency procedures distinguished from PAD			
Out-of-hours protection and shift-handover arrangements explained			
Requirement for written Site Manager authorisation before resumption explained			
Questions raised and actions recorded			
Attendee name	Employer / role	Signature	Date

Supervisor declaration: I have delivered this toolbox talk, confirmed the reporting route and response equipment, and recorded all questions and actions. **Name:** _____

Signature: _____ **Date:** _____

McLaughlin & Harvey	IMS Doc Ref No:	PO/2/3/2/5-1956
	Process Objective:	To inform and communicate best practice in the workplace to its Employees.
	Process Owner:	Group SHEQ Director

Toolbox Talk: Archaeology

What?

- Archaeology is the study of human history through the excavation of sites and the analysis of physical remains.
- Where no other records exist, it is often the only source of information about our previous occupation of an area from the earliest inhabitants many thousands of years ago to more recent times of just a hundred years or so.
- It is not only buildings and their foundations but also artefacts such as jewellery, pottery, coins, bones and skeletons that need expert examination before removal and preservation.



Why?

- **Avoid prosecution:** it is illegal to damage some monuments and archaeological structures.
- **Avoid environmental harm:** Archaeology is an important part of our heritage and valuable and irreplaceable remains can easily be damaged on construction sites.

DO:

- ✓ Stop work if you find any archaeological features and immediately contact your manager for instructions.
- ✓ Obey the advice provided by any appointed archaeologist.



DON'T

- ✗ Assume that any artefacts or features discovered are unimportant.
- ✗ Remove any 'finds' such as coins, pottery, or bones from the site. It is illegal.
- ✗ Undertake work adjacent areas of archaeological importance without considering if any damage may be caused:
 - Vibration may cause cracking
 - Dewatering may cause a preserved feature to settle and crack
- ✗ Drive vehicles through protected sites.

For further information and guidance, please contact the SHEQ Department.