

## Appendix 4.2

### Example Toolbox Talk



## 5. Archaeology

### WHAT?

Archaeological sites are the physical remains of our past. Many such remains relating to early human communities are either on, or close to, the surface, although they may be buried in peat. Once an archaeological site has been destroyed it is gone forever. Once uncovered, it is important that, archaeological remains are expertly examined and, where appropriate, protected. The perception that archaeological finds on construction sites will cause major delays to a programme is widespread but incorrect. If addressed at the right time and in the right way, finds may not necessarily affect the progress of works. It is not just buildings and their foundations, but also artefacts, such as jewellery, pottery and coins, as well as bones and skeletons, that need expert examination before removal

### WHY?

**Avoid Prosecution:** It is illegal to damage some protected monuments, archaeological structures and human remains. Contractors are not expected to be archaeological experts, but we all have legal obligations relating to archaeology and cultural heritage.

**Avoid Environmental Harm:** Archaeology is an important part of our heritage and valuable and irreplaceable remains can easily be damaged on construction sites through:

- excavation of foundations
- driving heavy vehicles over buried sites, which can cause erosion
- allowing vehicles to bog down and make deep ruts which can destroy the buried parts of sites undertaking works which may affect the setting of monuments or listed buildings

### Do

- ✓ **Protect** any known archaeological features in accordance with contract and planning conditions
- ✓ **Be** prepared for unexpected finds whether or not known archaeological or historical features have been identified on your site
- ✓ **Look** out for burned or blackened material, brick or tile fragments, coins, pottery or bone fragments, skeletons, timber joists or post hole, brick or stone foundations and in-filled ditches
- ✓ **Stop** work and inform your team leader/ site manager if you think you have discovered archaeological features
- ✓ **Protect** the site by fencing it off
- ✓ **Take** the advice provided by any appointed archaeologist
- ✓ **Ensure** all of the required consents are in place before working in or near designated monuments

### Do Not

- ✗ **Assume** that any artefacts or features discovered are unimportant
- ✗ **Remove** any 'finds' such as coins, pottery, or bones from the site. This is illegal
- ✗ **Undertake** any work adjacent to areas of archaeological importance without considering the risk that damage may be caused. For example:
  - vibration may cause cracking
  - dewatering may cause a preserved feature to settle and crack
- ✗ **Drive** vehicles through protected sites
- ✗ **Work** in sites without necessary consents in place
- ✗ **Plant** in designated areas without consulting with Historic Environment Scotland

