

**BASINGSTOKE ARCHAEOLOGICAL AND
HISTORICAL SOCIETY**

SITE & EXCAVATION RULES

General Rules

1. Children under the age of 16 years on sites must at all times be accompanied by an adult member responsible for their actions.
2. Excavation will only take place at times specified by the Committee, and when the Excavation Director or at least one Excavation Supervisor is present. The Excavation Director and Supervisors will be nominated by the Committee before the excavation starts and they will be chosen from members with proven experience.
3. The instructions of the Excavation Director and/or Supervisors shall be binding on all members. The Director's decision shall be final.
4. Without prejudice to the foregoing, the following procedure for excavation must be observed:
5. All excavations must be undertaken with the utmost care.
 - a) As soon as any object of archaeological interest is found, excavation in the vicinity should cease. The object should be left where it is, an Excavation Supervisor should be informed and no further action should be taken until instructions from the Excavation Supervisor have been received.
 - b) Nothing is to be taken away from a site by individual members. All finds remain the property of the site owner, subject to the laws of treasure trove.
 - c) All finds of interest will be recorded, identified and indexed.
 - d) Subject to any directions by the owner of the site, the finds will be offered to the County Museum Service.
 - e) All members taking part in an excavation will be expected to assist in backfilling and making good the site.
6. Members should, if possible, provide themselves before the excavation starts with the basic handtools required. These are:
 - a) A small pointing trowel with solid tang
 - b) A stiff hand brush
 - c) A small hand shovel
 - d) A bucket (a 1-2 gallon polythene bucket is suitable)
 - e) A waterproof kneeler
 - f) Gloves

7. Publication of excavation results will be organised by, and in the name of the Society. Individual members will not normally be permitted to publish any information about the excavations of the Society, although the Committee may waive this rule after vetting for accuracy the final draft of the proposed report. Publication by individual members for financial gain will not be permitted. One of the Excavation Supervisors will be appointed Press Officer and all enquiries by the Press should be referred to him/her for answer.

Health & Safety

8. Before the commencement of any field work, a risk assessment will be carried out, and made available to all participants. Action should be taken where appropriate.
9. A register of all participants will be kept during an excavation by the Excavation Supervisor.
10. All participants must wear appropriate footwear, and are responsible for bringing wet weather clothing. Sun protection may be required during hot weather.
11. Participants must ensure their tetanus injections are up to date; that is, a tetanus injection must have been given within the last ten years.
12. The Excavation Supervisor will advise participants about the correct handling and storage of tools and equipment.
13. All accidents must be reported to the Excavation Supervisor and must be entered in the Accident Report Book. The Excavation Supervisor needs to be made aware of any medical problems that may affect a participant's work.
14. Trenches deeper than 1.2 metres should be shored if necessary.
15. The Site Director/Supervisor may require hard hats to be worn.
16. Spoil heaps must be properly constructed at a sensible distance from the trench.
17. Grid pegs should be clearly visible.
18. Archaeological sites are frequently uneven and contain hazards such as drops and slopes. Participants should always proceed with care, and be aware of obstacles, trip hazards and slippery areas. Never run on site. Keep away from the edges of trenches, as it may be dangerous, not only to the participant, but also to those working below.

8 June 2006