**Site visit guidelines**

The purpose of the site visit is twofold: to review the technical aspects (Site set-up, paperwork, survey, excavation etc.) and to monitor the engagement of the staff (staff development, outreach, H&S/welfare matters, engagement and communication)

* Make sure you have a Health and safety briefing before going onto site
* Check the risk assessment again if you have any concerns on site. Have the potential risks been properly recorded? Is the RA being observed?
* Try to speak to staff alone if possible – or at least not accompanied by a manager
* Do not share any conversations you have with staff with anyone other than inspection panel members
* Take photographs to include with your report if you wish, and if the site permits
* Try and get the names of the people you speak to (but do not attribute their comments)
* Take additional notes as you go round if you wish

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| **Areas you may want to explore with staff on the site visit:**  **Training**   * What can they tell us about their training?   + What sort of access do they have to training?   + Do they have an individual training plan?   + Is their training discussed and agreed at appraisal?   + Do they get help in keeping their training up to date?   + What do they understand about CPD?   + Do they keep a CPD log? * If it is signed off by supervisors, what support and skills do supervisors have to allow them to sign off training?   **Engagement**   * How much communication do they have with the office? * How much do they know about the company? * How integrated do they feel? * Do they get involved in other aspects of the process e.g. report writing?   **CIfA Accreditation**   * Has anyone spoken to them about CIfA accreditation (membership)   **Competence**   * Are they are adequately knowledgeable regarding the identification of material in the field and competent at recognising basic differences (Dating for example) * Are they competent at recognising significant features across a range of archaeological types and techniques such as building recording, or industrial archaeology * Are they working alongside non-archaeologists and are they satisfied their roles are clearly defined (and the skilled work is done by qualified archaeologists)   **Welfare**   * What are the staff welfare arrangements? * How do they house staff working at considerable distances from the office headquarters?   **Communication**   * Did the site staff have an adequate site induction? * Do they have access to all the relevant records (WSI, risk assessment, H&S information)? * How receptive is the organisation at taking feedback from staff working remotely or out on site?   **Empowerment**   * Do the staff feel empowered to report health and safety concerns on site or to intervene themselves to correct health and safety concerns or other technical or welfare problems |