**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

|  |
| --- |
| **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
 |