# 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

**Health and safety note:**

Inspection panel members are reminded that inspections are limited to reviewing the organisation's quality assurance framework. Panel members must not make judgements or offer advice on matters outside this remit, including health and safety.

While individual panel members may have relevant experience, the panel does not have the competence or authority to assess health and safety compliance. Any health and safety concerns observed may be noted and fed back to the RPH and may form the basis of a recommendation that the RO seeks advice from its Health and Safety Adviser.

If a health and safety briefing is not given by the host organisation on arrival, then it should be asked for. If you have any concerns regarding health and safety prior to, or during the inspection, these should be raised with the Panel Chair in the first instance, or a relevant staff member of the prospective Registered Organisation. If necessary, cease the inspection or leave the archaeological site until you feel unsafe measures have been addressed.