



July 2008

Monitors' Checklist

Questions highlighted in bold are the key requirements for compliance with the Scheme's Code of Considerate Practice.

*Individual questions in this Checklist may appear in more than one section, and not all items will apply. Please use this document as a **reminder** rather than a tick list.*

Site ID number	
A brief description of the site	

This Checklist only relates to the general public, the workforce and the environment.

1. Considerate	
How have those affected by the site's activities been identified and have they been informed about the site's activities?	
Are pavements unobstructed? How is this monitored?	
What provision is made for pedestrians, especially pushchair users and those with mobility, sight and hearing impairment? Are ramps provided where works interrupt the pavement?	
Are road names and other existing signs still visible?	
Are any diversions clear to motorists, cyclists and pedestrians?	
What is done to reduce any possible negative impact caused by operatives', staff and visitors' travel and parking?	
How are deliveries organised? Is there a vehicle movement/traffic plan?	
How is operatives' smoking managed? What is done to reduce/remove the negative impact of smoking on the image of the site?	
Are accesses well identified? Are route directions to site provided for all?	
Where appropriate, are visitors, including consultants, inducted/escorted into the site?	
Are all visitors to the site asked to sign in and their CSCS cards recorded?	
Where appropriate, and for those affected by the site, are information/notices printed in other languages?	
What ongoing information is provided to those affected by the site's activities?	
What measures have been taken to allow suitable visitor access to the site office for people of all abilities? (Ramps, handrails, designated parking, etc) Where access is not possible, what has been done to enable contact with the Site Manager?	
2. Environment	
Is there a company environmental policy? How is it implemented?	
Is there a site specific environmental plan? How is it monitored?	
What energy saving measures are in place? Is there a monitoring procedure?	
How is waste reduced, reused and recycled? Does the site have a waste management plan? How is this monitored?	
What feedback is received as to how much waste is diverted from landfill?	
Have plants, trees, and wildlife been identified and protected and how is this monitored?	
Are hoardings/fences appropriate to the site's location?	
What is done to reduce/remove noise, light, water and air pollution?	
What water saving measures are in place? How are they monitored?	
What environmental/wildlife issues are covered in the site induction/toolbox talks?	
Are all lights directional and non-polluting? (i.e. not pointing into the sky)	

Are designated areas provided for oils, paints and chemicals? Is spillage clean up equipment available and suitable?	
What efforts are made to source local labour, suppliers, sub contractors and materials? What is done to source and use recycled/sustainable materials?	
Have alternative energy sources been considered?	
Is the site's carbon footprint monitored?	
What measures are in place to reduce the site's carbon footprint?	
How does the site intend to give an environmental and ecological benefit to the area?	
3. Cleanliness	
Does the site appear clean?	
Are roads and access used by site vehicles clean and mud free?	
Are site welfare facilities well maintained and clean? What procedures are in place to maintain and clean the facilities?	
What dust prevention measures are taken on site?	
Does the storage of plant and materials give a good impression of the site? Is the site tidy?	
How are operatives encouraged to keep the site facilities clean?	
Is the appearance/cleanliness of all site vehicles considered?	
Are the areas around the canteen, offices and skips tidy and clean and, where necessary, screened? Are covered rubbish bins provided?	
Are areas outside the site cleaned, including the collection of rubbish/litter not related to site?	
How is on and off site graffiti monitored and removed?	
4. Good Neighbour	
How are working hours monitored to reduce inconvenience to the neighbours?	
Is this site well presented and does it give a good impression? How is this monitored/maintained?	
Is there a compliments/complaints/comments procedure with a record of contacts' names and telephone numbers?	
Does the Site Manager have authority to resolve complaints? Have all complaints been properly dealt with? Are they followed up?	
What measures are used to reduce noise and nuisance affecting neighbours? Are site working times flexible?	
How are communications maintained with those affected or interested in the work? Has the site been actively involved with the local community?	
Is site lighting shielded from neighbours?	
If security alarms are fitted, are steps taken to minimise false alarms?	
Is there a published 24-hour hotline available to the general public?	
Have there been any charity fundraising or public relations events?	
Are there viewing points in the hoarding and if so, what checks are made to ensure the view gives the right impression?	
What has the site done to be a positive influence in the area?	
5. Respectful	
Does the site provide appropriate facilities for operatives?	
Is the appearance of operatives appropriate? Does it give a professional/good impression? Is there a 'cover up' policy? How is this monitored?	
What inductions are carried out? Are they site-specific?	
Does the induction procedure deal with shouting or abusive language, as well as courteous behaviour towards the general public?	
What action is taken to prevent the displaying of potentially offensive material?	
Are welfare facilities and, in particular, toilets screened from public view?	
What restrictions are placed on the use of radios, mobile phones, etc?	
Are suitable changing areas available to enable the canteen to be kept solely for rest and refreshment?	
Are site personnel discouraged from using local facilities in soiled clothes?	

Does the site/company provide branded company work-wear?	
Are operatives discouraged from having their breaks in view of the public?	
What action is taken regarding operatives' excessive exposure to the sun?	
Do you have a supply of clean PPE for visitors?	
Does the site cater for the requirements of all site visitors? (e.g. designated male, female and disabled toilets)	
Where appropriate, are usable showers available? What is done to encourage their use?	
Are lockers provided in the drying room? How are these managed?	
6. Safe	
Is there a site-specific safety plan? How is it implemented and developed?	
Is there an obvious, protected access to the site office? Is it well signed, lit and usable?	
What has been done to ensure that pedestrians on the site boundary enjoy a protected passage?	
How are accidents and near misses recorded? Are trends in types and cause studied? What action is taken to resolve any issues?	
Are any temporary works, outside of the site boundary, protected, with all security and safety risks taken into consideration?	
Are any temporary pedestrian road-crossings appropriate and in a suitable position?	
Does the site provide regular updated safety and risk information to operatives and visitors?	
What measures or incentives are there to promote and improve safety on site?	
Where scaffold is used, is it netted/sheeted and well-maintained?	
Is the scaffolding boxed-in or taped where likely to affect pedestrians?	
What is done to establish that operatives can read and/or understand English?	
Does the site have an emergency evacuation procedure? Are drills carried out?	
7. Responsible	
Is the Site Manager aware of the nearest hospital (with A & E facilities) or minor injuries unit? Is this information clearly displayed?	
Is there a clearly identifiable 4 day trained First Aider(s) and suitable First Aid equipment? Are any/all sub-contractor First Aiders recorded?	
Are operatives' skills, (including CSCS registration numbers), and any medical conditions recorded? How is this information available in the event of an emergency?	
What are the out of hours security arrangements?	
Have local schools, colleges or universities been contacted to arrange activities or events?	
Are site operatives provided with suitable identification? If so, what?	
Does the company have an Equal Opportunities/Diversity Policy? How is it implemented? Are there procedures in place to enable the employment of disabled operatives?	
Does the site have any occupational health provisions?	
Is there a site-specific website?	
8. Accountable	
How aware is the site's management of the requirements of being registered with the Scheme?	
Is all CCS information, including posters, correctly displayed and showing the correct information?	
How are site personnel, including sub-contractors and consultants, made familiar with the Scheme and its requirements?	
Is training provided/available for everyone on site?	
How are all those involved with the site encouraged to meet the CCS requirements?	
How are CCS related activities recorded? (e.g. folder, file, brochure?)	
How does the company assist the site in meeting the requirements of the Scheme?	
Is the company's contact information prominently displayed? (as well as on the Scheme posters)	
Is all site signage clearly visible at night?	
What is the site/company doing to encourage people into the industry? Does the company/site offer apprenticeships or other training?	

How has the site promoted the benefits of registration with the Scheme to its neighbours?	
How is the client involved in helping the site meet the requirements of the Scheme?	
General	
What measures, if any, have been implemented on this site that could be classed as exceptional and unique?	
Questions	
What is the average number of operatives over the duration of the project?	
Of these how many, on average , are women?	
What % of the workforce holds CSCS (Construction Skills Certification Scheme) cards?	%
What is the % of operatives who do NOT have English as their first language?	%
Have any compliments been received by the site? If yes, how many?	
Have any complaints been received by the site? If yes, how many?	
Have there been any reportable accidents? If yes, how many?	
Have there been any non-reportable accidents? If yes, how many?	
Have there been any fatalities on site?	Yes / No
Finally, ask the Site Manager if he/she has any comment or suggestions about the Scheme.	