



Considerate Constructors Scheme Site Registration Monitors' Checklist (Applicable from 01 February 2011)

Questions marked in **bold** must have been considered and/or addressed to achieve compliance with the Scheme's Site Code of Considerate Practice. In all cases, Monitors will use their discretion to assess whether individual questions are relevant to the site they are monitoring. Where questions are **not** relevant, they will **not** be considered in the scoring of a site.

Questions on this Checklist may appear in more than one section.

Site ID number	Visit No.	Date
Brief description of the work, site location, anything 'sensitive', type of contract & other relevant matters		

This Checklist relates only to the general public, the workforce and the environment. It should be used as a reminder, rather than a tick list.

1. Considerate <i>Is the site fully aware of all those who may be affected by the work and what efforts are being made to minimise any nuisance or inconvenience?</i>	
How have those affected by the site's activities been identified and have they been informed about the project, site activities and programme?	
Are roads and footpaths unobstructed? How is this monitored and are ramps, etc, provided for pedestrians as appropriate?	
Are road names and other existing signs still clearly visible?	
Are any diversions clear to motorists, cyclists and pedestrians?	
How is unloading and parking managed on and around the site to minimise disruption?	
How are all vehicle routes, including deliveries, managed to reduce the impact of site traffic? Is there an on-site and off-site site Traffic Management Plan?	
How is smoking managed? What is done to reduce/remove the negative impact of smoking on the image of the site?	
Are site accesses well identified? Are route directions to site provided for all?	
Where relevant, and for those affected by the site, are information/notices printed in other languages?	
Is access to the site office from the site entrance suitable for use by people of all abilities, or have reasonable alternative arrangements been made to enable contact with the Site Manager?	
2. Environment <i>How aware is the site of its effect on the environment (ecology, pollution, waste, resources, energy, etc) and what is being done to reduce the negative impact of site activities and make a positive contribution to the natural environment?</i>	
Does the company have an environmental policy? Is it clearly displayed?	
How have site specific environmental issues been identified? What action has been taken to address these? How is this monitored?	
How is energy (and water where necessary) consumption reduced? What measures/procedures are in place and how is this monitored?	
How is waste avoided, reduced, reused, and/or recycled? Is there a Site Waste Management Plan? How is this monitored?	
What is done to source and reuse recycled/sustainable materials and products used during the construction process?	
What feedback is received on site as to how much waste is diverted from landfill?	
Have plants, trees, watercourses and wildlife been identified and protected, and how is this monitored?	

What is done to reduce/remove noise, light, water and air pollution?	
What efforts are made to use local labour, suppliers, sub-contractors and materials?	
What environmental issues are covered in the site induction/toolbox talks and how?	
Are secure designated areas provided for hazardous substances such as oils, paints and chemicals? Is suitable spillage equipment available?	
Have alternative energy sources been considered for the construction process?	
Are targets set for improving environmental performance? How are these monitored?	
Is the site's carbon footprint measured? What steps are being taken to reduce carbon emissions?	
Has the site carried out any activities that would give an environmental and ecological benefit to the area? How is this publicised and promoted?	
Does the site monitor the embodied energy of materials used during the construction process? Where possible, what efforts are being made to use products with a lower level of embodied energy?	
3. Appearance <i>Is this site doing all it can to be clean, tidy and well presented? Are the facilities clean, well maintained and of a standard of which the industry can be proud? Does the site's appearance give a positive impression of our industry?</i>	
Is the first impression of the site that it is clean, tidy and well maintained? Is the hoarding/fencing visually appropriate to the surroundings of the site? Is it well maintained?	
How is the perimeter of the site kept clean? How is this maintained? Where necessary, does this include the collection of non site-related rubbish?	
How are roads and accesses used by site vehicles kept clean and mud free?	
Are the site office, welfare facilities and the areas around them well maintained, hygienic and clean? What procedures are in place to ensure this?	
Is the work area of the site, visible by the public, clean and tidy?	
Are skips tidy and not overfilled? Are they covered when not in use?	
What dust prevention measures are taken on site? Do they appear to be effective?	
Does the storage of plant and materials give a good impression of the site? Does it appear tidy?	
How is graffiti/vandalism monitored and addressed on site and at the boundary?	
Are operatives encouraged to not drop litter on or off site? How is on-site litter monitored and what procedures are in place to address any problems?	
What arrangements are made for on-site waste collection and management? Are they effective?	
How are operatives encouraged to keep the site facilities clean?	
Is the appearance/cleanliness of site plant and vehicles considered?	
What is done to improve the impression the site gives of our industry to the public? How is the overall appearance of the site managed?	
4. Good Neighbour <i>How well is the site communicating with those that may be interested/affected? When the project is complete, what impression will the contractor leave behind?</i>	
What measures are taken to reduce noise and inconvenience affecting neighbours? How are site working hours monitored and are they flexible?	
How are neighbours notified prior to any noisy/disruptive work or of any significant changes to site activity that may affect them?	
What arrangements are in place to ensure a reasonable telephone response during working hours?	
Is there a compliments/complaints/comments procedure with a record of contacts' names and telephone numbers?	
Is the Site Manager able to deal with complaints? Have all complaints been properly dealt with?	
Are operatives told about compliments?	
What measures have been taken to enhance the image of the site and to respect neighbours' privacy; for example, where scaffolding is used?	

Has the site been actively involved with the community? Have there been any public relations events? How have these been publicised?	
Are those who are interested/affected routinely advised regarding the progress of the work?	
Are there viewing points in the hoarding and, if so, are regular checks made to ensure that they give the right impression?	
Is site lighting directional and shielded from neighbours?	
Is a 24 hour hotline displayed on the site boundary or otherwise easily available to the public? Are neighbours advised of it? Is it monitored to ensure a suitable response?	
Have any goodwill gestures been made?	
Does the site provide questionnaires to site neighbours during, or on completion of, the project? Are the findings analysed to improve future performance?	
What has the site done to be a positive influence in the area?	
5. Respectful <i>Does every person on the site create a positive image of their company and the industry? What does the site and its accommodation say about what is important to the contractor?</i>	
Does the site provide adequately sized and equipped welfare facilities within a reasonable distance of the work area?	
Are welfare facilities and, in particular, toilets, screened from public view?	
Is the appearance of operatives appropriate? Does it give a professional/good impression? Is there a 'cover up' policy? How is this monitored?	
Does the induction procedure deal with shouting or abusive/offensive language, as well as courteous behaviour towards the general public?	
What action is taken to prevent the display of potentially offensive material?	
Are appropriate restrictions in place on the use of music players, mobile phones and, where appropriate, cameras? How is this monitored?	
Are suitable changing/drying and canteen facilities available?	
Are site personnel required to be in reasonably clean dress before using off-site facilities (in particular shops or public transport)?	
Are operatives discouraged from having their breaks in view of the public?	
Does the site/company provide branded company work-wear?	
What action is taken to prevent operatives' excessive exposure to the sun?	
Is there a supply of clean PPE for visitors?	
Does the site cater for the reasonable requirements of site visitors of all abilities and gender?	
Where appropriate, are lockers available? How is their use managed and encouraged?	
Where appropriate, are showers available? How is their use encouraged?	
6. Safety <i>What impression is given about the safety systems on this site? Is safety promoted clearly and strongly to operatives, visitors and the public? Is there a proactive approach to driving up standards?</i>	
How is the Construction Phase Health and Safety Plan implemented and developed? How is the Plan/site regularly reviewed and audited?	
Is there a protected and segregated access to the site accommodation that is well signed, lit and usable?	
What has been done to ensure the safety/security of pedestrians and road users on the site boundary?	
Are any temporary works outside the site boundary protected with all security and safety risks assessed?	
How is plant movement outside the site boundary monitored and managed to ensure public safety?	
Where necessary, how is the public protected from falling debris?	
How are accidents and near misses recorded and managed?	
Are the types and causes of accidents and near misses studied, and what action is taken?	
Have temporary pedestrian road-crossings been provided where necessary and are there ramps where works interrupt the pavement?	
How does the site provide current safety and risk information to operatives and visitors?	

Is scaffolding boxed in, protected or taped where likely to affect pedestrians? Is it well maintained?	
What measures or incentives are there to promote and improve safety on site?	
Does the site have up-to-date emergency procedures and when was the last practice carried out?	
What is done to establish that all operatives can read and/or understand English?	
7. Responsible <i>As an employer, is the site 'responsible' to operatives on site and to the public in general? Does the site support its personnel in their health and well-being? Is the site contributing to a progressive industry?</i>	
How are site personnel made aware of the nearest A&E hospital or Minor Injuries Unit? How is this information available in an emergency?	
Are there suitably trained first aiders and approved first aid equipment? Are first aiders visually identifiable on site?	
Are sub-contractor first aiders acknowledged and identified?	
Where appropriate, are all visitors inducted or escorted when on site?	
Are all inductions site-specific?	
Are operatives' skills (including CSCS) recorded?	
Are operatives' medical conditions and contact details recorded? How is this information available on site in an emergency?	
Are all visitors asked to sign in and are their CSCS cards recorded?	
Are drivers asked to sign in and are their CSCS cards recorded?	
What out of hours security and access arrangements are in place?	
What contacts have been made with local schools/colleges/universities to arrange activities/visits/events regarding safety and/or careers in the industry?	
Does the company/site offer apprenticeships, work experience or placements?	
Bearing in mind the nature of the work, are operatives provided with appropriate personal identification? If so, what?	
Does the company have an equal opportunities/diversity policy? How is it implemented at site level?	
Where required, what is done to encourage/improve literacy/numeracy amongst operatives?	
What occupational health advice is available to operatives? How is this implemented?	
Does the company operate a drugs and alcohol policy? How is this implemented?	
Is specific information about the site available online for the general public?	
8. Accountable <i>In addition to familiarising all those involved in the project, what is being done to promote the Considerate Constructors Scheme to the wider public? Can the contractor be easily contacted? What is being done to create a sense of pride in working in construction?</i>	
Is the Site Manager aware of the expectations of CCS registration? What efforts have been made to ensure the core requirements of the Scheme are met?	
Are the CCS poster/s correctly displayed and showing the correct information? Is other CCS information properly displayed, including banners, where issued?	
How are site personnel, including sub-contractors and consultants, made familiar with the Scheme and its requirements and what are they doing to help the site meet the Scheme's requirements?	
Are training needs identified? Is appropriate training available or provided for everyone on site, including site management.	
Is the company's contact information prominently and publicly displayed (as well as on the Scheme posters)?	
How are CCS related activities recorded (e.g. folder, file, brochure)?	
How do the company directors, management and head office staff assist the Site Manager in meeting the requirements of the Scheme?	
How has the site promoted the benefits of registration with the Scheme to its neighbours?	
Is all site signage clearly visible at night?	
How is the client involved in helping the site meet the requirements of the Scheme?	
What is done to discourage utility companies working in relation to the site from giving a negative image of the overall project?	

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 to date?

Of these, how many, on average, are women?

What % of the workforce holds CSCS cards?

How many compliments have been received by the site?

How many complaints have been received by the site?

How many reportable accidents have there been?

How many non-reportable accidents have there been?

Have there been any fatalities on site?

and finally

Does the Site Manager have any comments, questions or suggestions for the Scheme?

Notes

