

EP 810 Considerate Constructors 2013: Helpful Hints

It is important that you fully read and understand the inspector's checklist. Prepare your answers to his questions in advance. The first thing they look for is ease of access on to the site. Is it adequately sign posted with a safe pedestrian route? And can they see the **CCS banners**. Read any previous reports carefully and make whatever improvements you can.

1. Appearance

- Signage is important. Display signs in different languages the inspectors like to see these. E.g. (site access only), translated to Hindi, Polish, Urdu and Arabic.
- State that you undertake litter picks to the local area
- Ensure the site is clean and tidy

2. Community

- Ensure neighbours are kept informed about the project and you have a record of letters sent
- Make provision for disabled pedestrians to contact site. A simple bell with a sign stating, push bell for assistance on entering site.
- Display a traffic plan on the office wall.
- Explain that you include the need for site cleanliness at the site inductions.
- Show evidence of a complaints procedure and how quickly the complaint are acted on. Refer to EP 530 Corrective and Preventive Action: Scope – bullet point No 1.
- Explain that delivery times are scheduled to miss important times around the site area. ie pick up and drop of around schools
- State that we have an out of hours number for emergencies and this is displayed – refer to EP XXX 01 Site Emergency Procedure.
- If you have had a complimentary letter or conversation with a neighbour show it to the inspector
- Explain that you have an open door policy for locals and residents to discuss the project of any concerns

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3. Environment

- Install a simple rain water harvesting system to a cabin. State that you use the water generated within the construction of the building
- Fit (turn off lights when not in use) signage by all light switches. These only need to be simple signs made on your computer
- Take a monthly meter reading of the electricity, gas and water services. Display this on the wall. you can then state that this is how we monitor our energy usage
- State that we have re used timber from other sites. ie plywood for hoardings. This shows that we recycle materials
- Ensure that you have spill kits and all fuel is stored correctly and in bunded tanks
- State that you try to source materials locally to reduce the carbon foot print
- State that you also try to source 25% local labour
- Ensure the Site Waste Management Plan and any recycling reports are available.

4. Safety

- Ensure safe and protected access to site office and route well sign posted
- Ensure fire plan is posted and that you show evidence of fire drills
- Explain BSG role.
- Ensure that the nearest hospital's details are posted in clear view for all to see
- Post a list of all first Aiders

5. Workforce

- Ensure adequate welfare provisions are provided. and that they are clean and screened from the public
- Place a simple daily cleaning sheet in the welfare facilities and make sure it is up to date.
- Fit a skin safety centre in welfare
- Fit a sun screen station in welfare
- Explain that we have a cover up policy, and that this is described at induction and the risks of sun exposure are explained
- Explain that tool box talks are given describing how the site effects the surrounding area and that we must minimise the inconvenience as much as possible.
- Explain that the CCS scheme is explained to all operatives at induction