

Company Registration Checklist

Monitors' Checklist for registered companies (turnover £250k to £3.5M)



This Checklist should be used as a basis for discussions that complement direct observations by the Monitor. Questions highlighted in bold on the Checklist must be satisfactorily addressed in order for the company to achieve compliance and this indicates that a company has reached a standard beyond statutory requirements. Companies are not only assessed for compliance, but also to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the Checklist may result in a higher score.

The Checklist contains a number of prompts that highlight specific areas the Monitor may take into consideration when reviewing that question. The prompts shown are not exhaustive and inevitably other items will need to be considered.

Monitors will use their discretion when assessing whether questions or prompts are relevant, particularly when visiting subcontractors. Where they are not, they will not be considered when assessing performance or awarding a score. Monitors will decide whether a question has been adequately addressed taking into account the size, type and location of the company. Credit will not be given for activities that are planned but have yet to be carried out.

The safety of the working site is outside of the scope of the Code of Considerate Practice and the Scheme's monitoring process.

Company details

Scheme ID	Visit No.	Date
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Brief description of the company's activities, sector, the location and context of the office/work area being visited, any 'sensitive' matters, and other relevant circumstances.

Are there any constraints that restrict the company's ability to address certain areas of the Checklist?

Care about Appearance

Constructors should ensure sites appear professional and well managed

1.1 Does the external appearance of sites or work areas present a positive image?	<i>Initial impressions, signage, enclosures, entrance, obstructions, mud, debris, litter, graffiti</i>
1.2 Does the external appearance of any facilities, stored materials, vehicles, equipment and plant appear well organised, clean and tidy?	<i>Screening of facilities, remote compounds, supply chain, accommodation, company vehicles</i>
1.3 Does the appearance of the workforce project a positive impression?	<i>Onsite dress code, offsite appearance, smoking and vaping</i>
1.4 What actions are taken to keep perimeters and surrounding areas clean, tidy and free of litter, mud and dust?	<i>Inspection, public rubbish, surrounding roads/pavements, dust prevention</i>
1.5 What arrangements are in place to ensure that sites or work areas are organised, clean and tidy?	<i>Waste, vandalism, housekeeping, supervision, procedures, checklist</i>
1.6 How is all smoking and vaping managed to avoid a negative impact on the public?	<i>Guidance, discreet areas, ashtrays</i>
1.7 How are company values, corporate identity and a positive industry image promoted?	<i>Communications, guidance, branding, websites, social media, van signage/information, First Impressions standards</i>

Respect the Community

Constructors should give utmost consideration to their impact on neighbours and the public

2.1 Are all those affected by works identified, notified and kept informed and shown courtesy and respect?	<i>Pre-start information, updates, advance notice of disruptive works, company and out of hours contact information, complaints procedures, working hours, community liaison</i>
2.2 Are all reasonable efforts being made to minimise the impact of deliveries, parking and work on the public highway, cycleways and footpaths?	<i>Routes, timings, unloading, public diversions, utility works, traffic management arrangements</i>
2.3 Is the company actively promoting the benefits of registration with the Scheme?	<i>Workforce, inductions, toolbox talks, consultants, clients, supply chain, public, newsletters, Scheme posters and vehicle stickers</i>
2.4 How does the company minimise nuisance and ensure that all those affected are treated with consideration, courtesy and respect?	<i>Local and special needs, operative conduct and behaviour, noise, privacy, radios, phones, cameras, parking and obstruction</i>
2.5 How are compliments, comments and complaints sought, recorded and managed?	<i>Feedback, regular reviews</i>
2.6 What is being done to support and contribute to the local community including employment opportunities?	<i>Corporate Social Responsibility, schools/colleges, local shops, trade contractors, labour, suppliers</i>
2.7 What is being done to leave a positive and lasting impression of the industry?	<i>Charities/organisations, goodwill, legacy</i>

Protect the Environment

Constructors should protect and enhance the environment

3.1 Are environmental issues identified, communicated, managed and promoted?	<i>Environmental policy promoted, initial environmental assessment, workforce, supply chain</i>
3.2 Is waste avoided and the use of resources and energy minimised?	<i>Policy and plan, reducing, reusing and recycling</i>
3.3 Are all reasonable efforts being made to protect the existing ecology and minimise the impact of vibration and of air, light and noise pollution?	<i>Birds, trees, plants and wildlife, river, hazardous substance storage, spill control, working methods and equipment, programming, inspections</i>
3.4 How are environmental issues identified and managed?	<i>Management policy, training, investigation, specialist input, noise monitoring, lighting, dust, incident procedures, certifications, actual vs target</i>
3.5 How are environmental issues communicated and promoted?	<i>Newsletter, notice board, local groups, promoting achievements</i>
3.6 How is the company measuring and minimising its use of resources?	<i>Sustainable solutions, water/energy saving measures, harvesting rainwater, offsite construction, carbon footprint monitoring, energy efficient accommodation, signage, travel plans</i>
3.7 How is a positive contribution being made to the natural environment?	<i>Awareness, goodwill work, planting, local materials, improvements, post completion impact, plastics and packaging</i>

Care about Safety

Constructors should attain the highest levels of occupational health and safety performance

Note: The CCS Code of Considerate Practice expects constructors to have practices and approaches in place which demonstrate that they care about occupational health and safety for visitors and the workforce on site. In relation to the public, we expect constructors to have practices and approaches in place which demonstrate that they care about the public's safety around the site or in relation to the construction activity.

4.1 Are practices and approaches in place that care for the safety of the public, visitors and workforce?	<i>A&E/MIU, first aid, safety plan updated, inspections and reporting, risk information, PPE, protected and controlled access, signing in and out</i>
4.2 Have all risks to occupiers, neighbours and the public been considered and addressed?	<i>Site/work area/boundary/property security, scaffold protection, traffic management, child safety, escape routes, safety signage</i>
4.3 Does the company have initiatives in place for continuous occupational health and safety performance?	<i>Management, site specific induction, drugs and alcohol policy, RAMS review, workforce consultation and information, training, campaigns</i>
4.4 How is the safety of the public outside sites or work areas addressed and monitored?	<i>Falling debris, roads, footpaths and diversions, barriers, lighting</i>
4.5 How are emergencies, accidents and near misses managed, and what is done to learn from them?	<i>Emergency procedures, visible first aiders, drills, identification of near misses, recording, communicating, training</i>
4.6 What is done to ensure that the movement of vehicles and plant to and from the site is not a risk to vulnerable road users?	<i>Initiatives, cycle safety, CLOCS, speed limits, supervision, inspections, access/egress, FORS, vehicle enhancements, traffic marshal</i>
4.7 How does the company encourage continuous positive occupational health and safety performance?	<i>Attitudes, behaviour, incentives, drugs and alcohol testing, hazard board, daily briefing, driver and visitor information, language differences, visual/hearing impaired</i>

Value their Workforce

Constructors should provide a supportive and caring working environment

5.1 Does the company demonstrate a commitment to respect, fair treatment, encouragement and support?	<i>Equality, diversity and inclusion, bullying, harassment, inappropriate language, open door policy, recognition, feedback, training, personal development</i>
5.2 Does the company care for the health and wellbeing of the workforce?	<i>Occupational health risks assessed and addressed, emergency contact details, medical conditions, healthy lifestyle and mental health advice</i>
5.3 Are suitable, hygienic and well maintained welfare facilities provided within a reasonable distance of work areas?	<i>Changing, secure storage, drying, toilets, canteen, cleaning regime</i>
5.4 How does the company assess and monitor the legitimacy and competency of the workforce?	<i>CSCS, skills cards, illegal workers, spot checks, modern slavery</i>
5.5 What is the company doing to promote construction as a career of choice?	<i>Campaigns, careers advice, apprenticeships, placements</i>
5.6 How is the health and wellbeing of the workforce assessed and addressed?	<i>Worker fatigue, weather protection, stress, vaping, health screening, showers, lockers</i>
5.7 What is being done to help encourage more equality, diversity and inclusion within the company?	<i>Separate facilities, religious considerations, cultural needs, literacy and numeracy training</i>

Additional Information

Innovation

Please detail any measures implemented by this company that demonstrate innovation and original thinking.

Company-specific data

This information is used to capture key information and identify trends within the industry. These questions are for the annual office visit only.

How many operatives are employed by the company?	
Of these operatives, how many are women?	
Is there someone within the company who champions Equality, Diversity and Inclusivity?	Y / N / Don't know
How many branded vehicles are in use on the public highway?	
What percentage of the total company workforce holds a CSCS card?	%
How many companies within the supply chain are registered with the Scheme?	
Are there processes in place to ensure subcontractors (and subsequent subcontractors) are conducting 'right to work' checks?	Y / N
Are physical spot checks conducted to ensure minimum standards of 'right to work' checks are taking place within the supply chain?	Y / N
Is the company a CLOCS Champion?	Y / N / Don't know
Is this company operating to the requirements of the CLOCS Standard?	Y / N / Don't know
Has the company updated its profile on the Construction Map?	Y / N
Does this company have visible posters on display for the workforce to highlight the relevant Covid-19 Government App and/or Covid-19 Government QR code check-in (noting that one or both may exist depending on the information provided for England and each devolved UK nation and Ireland)?	Y / N

Please note that questions below refer to the **previous 12 months**

How many compliments have been received and recorded by the company?	
How many complaints have been received and recorded by the company?	
How many reportable accidents have there been?	
How many non-reportable accidents have there been?	
Have there been any fatalities on any of your sites?	Y / N
If so, were any construction related?	Y / N
How many schools, colleges or universities have visited the company or has the company visited?	
Approximately, how many students have been spoken to about the construction industry?	

Feedback

Does the company contact have any comments, questions or suggestions for the Scheme?

Notes

Does the administration office need to be informed of any changes to the company details or are there any product queries?