

Considerate Constructors Scheme Checklist



Monitors' Checklist for registered activity

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 monitored activity to achieve compliance and this indicates that a standard beyond statutory requirements has been reached. Visits 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 only look at the activities of sites during the construction phase.

Monitors will use their discretion when assessing whether questions or prompts are relevant. 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 site. Credit will not be given for activities that are planned but have yet to be carried out.

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

Registration details

Scheme ID	Visit No.	Date
Brief description of the work, sector, location and context of the visited activity, anything 'sensitive', type of contract and other relevant matters.		
Are there any constraints that restrict the 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 the activity present a positive image of the industry?	<i>Initial impressions, signage, enclosures, graffiti, entrance, mud, debris, litter, obstructions</i>	
1.2 Does the site appear well organised, clean and tidy?	<i>Tidiness, organisation</i>	
1.3 Does the external appearance of all facilities, stored materials, vehicles and plant make a positive impression?	<i>Screening of facilities, remote compounds, organisation, layout and tidiness, supply chain, accommodation, vehicle and plant cleanliness</i>	
1.4 Does the appearance of the workforce project a positive impression?	<i>Onsite dress code, offsite appearance, smoking and vaping, workforce congregating outside</i>	
1.5 What actions are taken to keep the perimeter and surrounding areas clean, tidy and free of litter, mud and dust?	<i>Inspection</i>	<i>Surrounding roads and pavements</i>
	<i>Public rubbish</i>	<i>Dust prevention</i>
1.6 What arrangements are in place to ensure that the public and visitors see a site that is organised, clean and tidy?	<i>Site waste</i>	<i>Vandalism</i>
	<i>Viewing points</i>	<i>Waste bins</i>
1.7 How are compounds, waste and storage areas cleaned, managed and maintained?	<i>Supervision</i>	<i>Checklist</i>
	<i>Procedures</i>	
1.8 How is the workforce encouraged to contribute to cleanliness and good housekeeping?	<i>Workforce awareness</i>	<i>Involvement</i>
1.9 How is all smoking and vaping managed to avoid a negative impact on the public?	<i>Guidance</i>	<i>Ashtrays</i>
	<i>Discreet areas</i>	
1.10 How are company values, corporate identity and a positive industry image promoted?	<i>Communication, guidance</i>	<i>First Impressions Standards</i>
	<i>Branding, corporate badging, signage</i>	<i>Websites, social media</i>

Respect the Community

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

2.1 Are all those affected by work identified, notified and kept informed and shown courtesy and respect?	<i>Pre-start information, updates, advance notice of disruptive works, site, company and out of hours contact information, complaints procedures, sensitivity to neighbours, special needs, working hours</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 site contributing to and supporting the local community and businesses?	<i>Goodwill, community liaison, local shops, trade contractors, labour, suppliers</i>	
2.4 Are the benefits of registration with the Scheme actively promoted?	<i>Workforce, inductions, toolbox talks, consultants, clients, supply chain, public, newsletters, Scheme posters and banners</i>	
2.5 How is it ensured that all those affected, including visitors, are treated with consideration, courtesy and respect?	<i>Local and special needs</i>	<i>Visitor access and facilities</i>
	<i>Operative induction, training and behaviour</i>	<i>Communications, community notice board</i>
2.6 How is nuisance and intrusion minimised?	<i>Privacy, cameras, outlook</i>	<i>Parking, parking controls and obstruction.</i>
	<i>Noise, radios, phones, site lighting</i>	<i>Dust</i>
2.7 How are compliments, comments and complaints sought, recorded and managed?	<i>Prompt response</i>	<i>Feedback</i>
	<i>Reviews and lessons learned</i>	<i>Public surveys</i>
2.8 What is being done to support and contribute to the local community including promoting local employment?	<i>Corporate Social Responsibility action plan</i>	<i>Businesses</i>
	<i>Schools/colleges</i>	<i>Residents</i>
2.9 How do company directors, senior managers, clients, consultants and the supply chain assist the site in meeting the requirements of the Code?	<i>Scheme training and champions</i>	<i>Meeting agendas</i>
	<i>CCS briefing and action plan</i>	<i>Management review</i>
2.10 What is being done to leave a positive and lasting impression of the industry?	<i>Co-operation</i>	<i>Charities/organisations</i>
	<i>Support</i>	<i>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, site environmental plan, workforce, supply chain, site specific induction</i>	
3.2 Is waste avoided and the use of resources and energy minimised?	<i>Policy, plan and management, reducing, reusing and recycling, sustainable solutions</i>	
3.3 Are all reasonable efforts being made to minimise the impact of vibration and odours, and of air, light and noise pollution?	<i>Working methods and equipment, programming, monitoring, inspections</i>	
3.4 Are all reasonable efforts being made to protect the existing ecology, the landscape and watercourses?	<i>Policy and plan, birds, plants, trees, wildlife, river, surface water, drainage, flooding, storage of hazardous materials, spill control, preventing silt pollution</i>	
3.5 How are environmental issues identified and managed?	<i>Management policy and planning, sustainability policy</i>	<i>Monitoring and reporting, actual vs target, certifications</i>
	<i>Incident procedures, emergency preparedness, investigation</i>	<i>RAMS, prevention, training, specialist input</i>
3.6 How are environmental issues communicated and promoted to the workforce and the general public?	<i>Communication, newsletter, notice board</i>	<i>Promoting achievements, environmental champion, education</i>
	<i>Local groups, consultation, involvement</i>	

3.7 How is the use of natural resources including water measured and minimised?	<i>Policy, implementation, sustainable sources</i>	<i>Water/energy saving measures</i>
	<i>Offsite construction, prefabrication</i>	<i>Water re-use and harvesting</i>
3.8 How is carbon footprint measured and reported and what is being done to reduce it?	<i>Carbon management, reporting and offsetting</i>	<i>energy and fuel use efficiency including accommodation</i>
	<i>Energy from renewable sources</i>	<i>Sustainable procurement and travel plans</i>
3.9 How is vibration, and air, light and noise pollution managed to minimise impact?	<i>Campaigns</i>	<i>Idling vehicles</i>
	<i>Plant and machinery</i>	<i>Hybrid/electric plant</i>
3.10 How is a positive contribution being made to the natural environment?	<i>Awareness, local materials</i>	<i>Improvements, goodwill work, post-completion impact</i>
	<i>Planting, landscaping, biodiversity</i>	<i>Plastics and packaging</i>

Care about Safety

Constructors should attain the highest levels of health and safety performance in the workplace and care for public safety during work activities

Note: The CCS Code of Considerate Practice expects constructors to have practices and approaches in place which demonstrate that they care about health and safety for visitors and the workforce in the workplace. 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/UTC, 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 neighbours and the public been considered and addressed?	<i>Child safety, pedestrian and cycle safety, site/boundary/property security, scaffold protection, traffic management, escape routes, safety signage, special needs</i>	
4.3 Are initiatives in place for continuous health and safety improvements in the workplace?	<i>Workforce consultation and information, training, campaigns, occupational health risks assessed and addressed</i>	
4.4 Does the site encourage attitudes and behaviours that enhance health and safety performance in the workplace?	<i>Management, supervision, site-specific induction, emergency contact details, medical conditions, medications, drugs and alcohol policy, RAMS review</i>	
4.5 How is the safety of the public outside the site addressed and monitored?	<i>Falling debris</i>	<i>Lighting</i>
	<i>Barriers</i>	<i>Public concerns</i>
4.6 What arrangements are in place for dealing effectively with emergencies?	<i>Emergency procedures and drills, injuries</i>	<i>Visitor medical details</i>
	<i>Visible first aiders, defibrillators</i>	
4.7 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, CLOCS, cycle safety</i>	<i>Supervision, inspections</i>
	<i>Traffic marshal, speed limits, access/egress</i>	<i>Vehicle enhancements, FORS</i>
4.8 How are accidents, incidents and near misses recorded, and what is done to learn from them?	<i>Recording, analysing</i>	<i>Communicating, training</i>
	<i>Identification of near misses</i>	
4.9 How is current safety and risk information provided to operatives and visitors?	<i>Daily briefing, Hazard board</i>	<i>Visual/hearing impaired, language differences</i>
	<i>Driver and visitor information</i>	
4.10 How a culture of continuous positive health and safety performance embedded?	<i>Attitudes, behaviour, incentives, controls, supply chain engagement</i>	<i>Drugs and alcohol testing</i>
	<i>Weather protection, Worker fatigue</i>	<i>Occupational health screening, fit to work certification</i>

Value their Workforce

Constructors should provide a supportive and caring working environment

5.1 Is a commitment to respect, fair treatment, encouragement and support demonstrated?	<i>Equality, diversity and inclusion, bullying, harassment, inappropriate language, management attitudes, open door policy, recognition, feedback, consultation</i>	
5.2 Are personal development needs identified and is training promoted?	<i>Training – employed, self-employed, trade contractors, supply chain</i>	
5.3 Is the health and wellbeing of the workforce cared for?	<i>Posters, healthy lifestyle and mental health advice, helplines, diet</i>	
5.4 Are suitable, hygienic and well maintained welfare facilities provided within a reasonable distance of the work area?	<i>Changing, secure storage, drying, toilets, canteen, cleaning regime, separate facilities, sanitary bins</i>	
5.5 How is the legitimacy and competency of the workforce assessed and monitored?	<i>Skills cards, CSCS</i>	<i>Modern slavery</i>
	<i>Illegal worker vetting, spot checks</i>	
5.6 What is being done to support the company in promoting construction as a career of choice?	<i>Campaigns, careers advice</i>	<i>Disadvantaged groups, minority groups</i>
	<i>Apprenticeships, placements, mentoring</i>	<i>Promoting Construction campaign</i>
5.7 How is the wellbeing of the workforce assessed and addressed?	<i>Stress, mental health first aiders</i>	<i>Access to health practitioners, counselling services</i>
	<i>Wellbeing events, vaping, quit smoking</i>	
5.8 What is being done to help encourage more equality, diversity and inclusion?	<i>Cultural needs, religious considerations</i>	<i>Literacy and numeracy training</i>
	<i>Language differences</i>	
5.9 What additional facilities are available for those working onsite?	<i>Wi-Fi</i>	<i>Showers, lockers</i>
	<i>Rest, recreation, multi-use room</i>	<i>Laundrying</i>
5.10 What is being done to support the company to improve its image and the overall image of the industry?	<i>Qualifications, e-learning</i>	<i>Contribution to Scheme's Best Practice Hub</i>
	<i>Financial advice</i>	<i>Rewards, benefits</i>

Additional Information

Innovation

Please detail any measures implemented on the project that demonstrate innovation and original thinking.

Specific data

This information is used to capture key information and identify trends within the industry and should be used on site registration visits and company registration office visits.

How many operatives are employed?	
Of these, how many on average are women?	
Is there someone who champions Equality, Diversity and Inclusivity?	Y / N / Don't know
How many branded vehicles are in use on the public highway? <i>(only applicable to company registration)</i>	
What percentage of the current workforce holds a CSCS card?	%
How many companies within the supply chain on this project 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 activity operating to the requirements of the CLOCS Standard?	Y / N / Don't know
Has the profile on the Construction Map been updated?	Y / N

Please note that questions below refer to data **since the project commenced for sites, or previous 12 months for a company.**

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

Feedback

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

Notes

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