Site Registration Checklist

Monitors' Checklist for registered sites

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 site to achieve compliance and this indicates that a site has reached a standard beyond statutory requirements. Sites 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 the site 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.

Site details

Scheme ID		Visit No.		Date	

Brief description of the work, sector, site location and context, anything 'sensitive', type of contract and other relevant matters.
Are there any constraints that restrict the site'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 the site present a positive image of the industry?	*Initial impressions, signage, enclosures, entrance, obstructions, mud, debris, litter, graffiti*
1.2 Does the site appear well organised, clean and tidy?	*Tidiness, organisation*
1.3 Does the external appearance of all facilities, stored materials, vehicles and plant make a positive impression?	*Screening of facilities, remote compounds, organisation, layout and tidiness, supply chain, accommodation, vehicle and plant cleanliness*
1.4 Does the appearance of the workforce project a positive impression?	*Onsite dress code, offsite appearance, smoking and vaping, workforce congregating outside*
1.5 What actions are taken to keep the perimeter and surrounding areas clean, tidy and free of litter, mud and dust?	*Inspection, public rubbish, surrounding roads/pavements, dust prevention*
1.6 What arrangements are in place to ensure that the public and visitors see a site that is organised, clean and tidy?	*Site waste, viewing points, vandalism, waste bins*
1.7 How are compounds, waste and storage areas cleaned, managed and maintained?	*Supervision, procedures, checklist*
1.8 How does the site encourage the workforce to contribute to cleanliness and good housekeeping?	*Workforce awareness, involvement*
1.9 How is all smoking and vaping managed to avoid a negative impact on the public?	*Guidance, discreet areas, ashtrays*
1.10 How are company values, corporate identity and a positive industry image promoted?	*Communication, guidance, branding, signage, websites, social media, corporate badging, First Impressions standards*

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

2.1 Are all those affected by the work identified, notified and kept informed and shown courtesy and respect?	*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*
2.2 Are all reasonable efforts being made to minimise the impact of deliveries, parking and work on the public highway, cycleways and footpaths?	*Routes, timings, unloading, public diversions, utility works, traffic management arrangements*
2.3 Is the site contributing to and supporting the local community and businesses?	*Goodwill, community liaison, local shops, trade contractors, labour, suppliers*
2.4 Is the site actively promoting the benefits of the Scheme?	*Workforce, inductions, toolbox talks, consultants, clients, supply chain, public, newsletters, Scheme posters and banners*
2.5 How does the site ensure that all those affected, including visitors, are treated with consideration, courtesy and respect?	*Local and special needs, operative conduct and behaviour, induction and training, ramps, facilities for visitors, community notice board*
2.6 How is nuisance and intrusion minimised?	*Noise, privacy, outlook, site lighting, radios, phones, cameras, parking, parking controls and obstruction, dust*
2.7 How are compliments, comments and complaints sought, recorded and managed?	*Feedback, public surveys, regular reviews, prompt response, lessons learnt*
2.8 What is being done to support and contribute to the local community including promoting local employment?	*Corporate Social Responsibility action plan, schools/colleges, businesses, residents*
2.9 How do company directors, senior managers, clients, consultants and the supply chain assist the site in meeting the requirements of the Code?	*Scheme training and champions, CCS briefing and action plan, meeting agendas, management review*
2.10 What is being done to leave a positive and lasting impression of the industry on completion of the project?	*Co-operation, support, charities/organisations, legacy*

Protect the **Environment**
Constructors should protect and enhance the environment

3.1 Are environmental issues identified, communicated, managed and promoted?	*Environmental policy promoted, initial environmental assessment, site environmental plan, workforce, supply chain, site specific induction*
3.2 Is waste avoided and the use of resources and energy minimised?	*Policy, plan and management, reducing, reusing and recycling, sustainable solutions*
3.3 Are all reasonable efforts being made to minimise the impact of vibration and odours, and of air, light and noise pollution?	*Working methods and equipment, programming, monitoring, inspections*
3.4 Are all reasonable efforts being made to protect the existing ecology, the landscape and watercourses?	*Policy and plan, birds, plants, trees, wildlife, river, surface water, drainage, flooding, storage of hazardous materials, spill control, preventing silt pollution*
3.5 How are environmental issues identified and managed?	*Investigation, specialist input, management policy and planning, sustainability policy, prevention, RAMS, incident procedures and emergency preparedness training, monitoring and reporting, certifications, actual vs target*
3.6 How are environmental issues communicated and promoted to the workforce and the general public?	*Newsletter, notice board, local groups, consultation, involvement, promoting achievements, environmental champion, education*
3.7 How is the site measuring and minimising its use of natural resources including water?	*Sustainable sources, policy, implementation, water/energy saving measures, harvesting rainwater, offsite construction, prefabrication*
3.8 How is the site measuring and reporting its carbon footprint and what is being done to reduce it?	*Carbon management, reporting and offsetting, energy from renewable sources, energy and fuel use efficiency, energy efficient accommodation, sustainable procurement and travel plans*
3.9 How is vibration, and air, light and noise pollution managed to minimise impact?	*Campaigns, plant and machinery, idling vehicles, hybrid/electric plant*
3.10 How is a positive contribution being made to the natural environment?	*Awareness, goodwill work, planting, landscaping, biodiversity, local materials, improvements, post-completion impact, plastics and packaging*

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?	*A&E/UTC, first aid, safety plan updated, inspections and reporting, risk information, PPE, protected and controlled access, signing in and out*
4.2 Have all risks to neighbours and the public been considered and addressed?	*Child safety, pedestrian and cycle safety, site/boundary/property security, scaffold protection, traffic management, escape routes, safety signage, special needs*
4.3 Are initiatives in place for continuous health and safety improvements in the workplace?	*Workforce consultation and information, training, campaigns, occupational health risks assessed and addressed*
4.4 Does the site encourage attitudes and behaviours that enhance health and safety performance in the workplace?	*Management, supervision, site-specific induction, emergency contact details, medical conditions, medications, drugs and alcohol policy, RAMS review*
4.5 How is the safety of the public outside the site addressed and monitored?	*Falling debris, roads, footpaths and diversions, barriers, lighting, public concerns*
4.6 What arrangements are in place for dealing effectively with emergencies?	*Emergency procedures, visible first aiders, defibrillators, drills, injuries, visitor medical details*
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?	*Initiatives, cycle safety, CLOCS, speed limits, supervision, inspections, access/egress, FORS, vehicle enhancements, traffic marshal*
4.8 How are accidents, incidents and near misses recorded, and what is done to learn from them?	*Identification of near misses, recording, analysing, communicating, training*
4.9 How does the site provide current safety and risk information to operatives and visitors?	*Hazard board, daily briefing, driver and visitor information, language differences, visual/hearing impaired*
4.10 How does the site embed a culture of continuous positive health and safety performance?	*Attitudes, behaviour, incentives, controls, supply chain engagement, drugs and alcohol testing, worker fatigue, weather protection, occupational health screening, fit to work certification*

Value their **Workforce**

Constructors should provide a supportive and caring working environment

5.1 Does the site demonstrate a commitment to respect, fair treatment, encouragement and support?	*Equality, diversity and inclusion, bullying, harassment, inappropriate language, management attitudes, open door policy, recognition, feedback, consultation*
5.2 Are personal development needs identified and is training promoted?	*Training – employed, self-employed, trade contractors, supply chain*
5.3 Does the site care for the wellbeing of the workforce?	*Posters, healthy lifestyle and mental health advice, helplines, diet*
5.4 Are suitable, hygienic and well maintained welfare facilities provided within a reasonable distance of the work area?	*Changing, secure storage, drying, toilets, canteen, cleaning regime, separate facilities, sanitary bins*
5.5 How does the site assess and monitor the legitimacy and competency of the workforce?	*CSCS, skills cards, illegal workers, spot checks, modern slavery*
5.6 What is the site doing to support the company in promoting construction as a career of choice?	*Campaigns, careers advice, apprenticeships, placements, mentoring, disadvantaged groups, minority groups, Promoting Construction campaign*
5.7 How is the wellbeing of the workforce assessed and addressed?	*Stress, vaping, quit smoking, counselling services, mental health first aiders, wellbeing events, access to health practitioners*
5.8 What is being done to help encourage more equality, diversity and inclusion on site?	*Religious considerations, cultural needs, language differences, literacy and numeracy training*
5.9 What additional facilities are available for those working onsite?	*Showers, lockers, rest, multi-use room, recreation, Wi-Fi, laundering*
5.10 What is the site doing to support the company to improve its image and the overall image of the industry?	*Qualifications, e-learning, financial advice, contribution to Scheme's Best Practice Hub, rewards, benefits*

Additional Information

Innovation

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

Site-specific data

This information is used to capture key information and identify trends within the industry

What is the average number of operatives on this project?	
Of these, how many on average are women?	
Is there someone on site who champions Equality, Diversity and Inclusivity?	Y / N / Don't know
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 site operating to the requirements of the CLOCS Standard?	Y / N / Don't know
Has the site updated its profile on the Construction Map?	Y / N

Please note that questions below refer to data **since the project first commenced**

How many compliments have been received and recorded by the site?	
How many complaints have been received and recorded 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?	Y / N
If so, were any construction related?	Y / N
How many schools, colleges or universities have visited the site or has the site visited?	
Approximately, how many students have been spoken to about the construction industry?	

Feedback

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

Notes

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