

Considerate Constructors Scheme

Company Registration Monitors' Checklist (turnover over £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.

Company ID number	Visit No.	Date
<i>Visit location</i>		
<i>Brief description of the company's activities, sector, their location and context, any 'sensitive' matters, and other relevant circumstances.</i>		
1. 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 of the industry?	<i>First impressions, signage, enclosures, entrance, obstructions, mud, debris, litter, graffiti</i>	
1.2 Do sites or work areas appear well organised, clean and tidy?	<i>Tidiness, organisation</i>	
1.3 Does the external appearance of any facilities, stored materials, vehicles, equipment and plant make a positive impression?	<i>Screening of facilities, remote compounds, company vehicles, organisation, layout and tidiness, supply chain, accommodation</i>	
1.4 Does the appearance of the workforce project a positive impression?	<i>Onsite dress code, offsite appearance, smoking</i>	
1.5 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>	
1.6 What arrangements are in place to ensure that the public and visitors see sites or work areas that are organised, clean and tidy?	<i>Waste, vandalism, waste bins</i>	
1.7 How are compounds, waste and storage areas cleaned, managed and maintained?	<i>Supervision, procedures, checklist</i>	
1.8 How does the company encourage the workforce to contribute to cleanliness and good housekeeping?	<i>Workforce awareness, involvement</i>	
1.9 How is all smoking managed to avoid a negative impact on the public?	<i>Guidance, discreet areas, ashtrays</i>	
1.10 How are company values, corporate identity and a positive industry image promoted?	<i>Communications, guidance, branding, work area signage, websites, social media, van signage/information, corporate badging</i>	

2. 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 contact information, 24/7 contact information/arrangements, 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</i>
2.3 Is the company contributing to and supporting the local community and businesses?	<i>Goodwill, community liaison, local shops, trade contractors, labour, suppliers</i>
2.4 Is the company actively working to create a positive impression by promoting the company's registration with the Scheme and displaying Scheme posters and vehicle stickers?	<i>Workforce and public, inductions, toolbox talks, newsletters</i>
2.5 How does the company ensure that all those affected, including visitors, are treated with consideration, courtesy and respect?	<i>Local and special needs, operative conduct and behaviour, induction and training, ramps, facilities for visitors</i>
2.6 How is nuisance and intrusion minimised?	<i>Noise, privacy, outlook, radios, phones, cameras, parking and obstruction</i>
2.7 How are compliments, comments and complaints sought, recorded and managed?	<i>Feedback, public surveys, regular reviews</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, creating opportunities, schools/colleges, businesses, residents</i>
2.9 How do company directors, senior managers, clients and consultants assist the company in meeting the requirements of the Code?	<i>Scheme champions, CCS briefing and action plan, meeting agendas, management review</i>
2.10 What is being done to leave a positive and lasting impression of the industry?	<i>Co-operation, support, charities/organisations, legacy, promoting benefits of registration with Scheme</i>
3. 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 and plan, reducing, reusing and recycling, sustainable solutions</i>
3.3 Are all reasonable efforts being made to minimise the impact of vibration and of air, light and noise pollution?	<i>Working methods and equipment, programming, monitoring</i>
3.4 Are all reasonable efforts being made to protect the existing ecology, the landscape and water courses?	<i>Birds, trees, plants and wildlife, river, hazardous substance storage, spill control</i>
3.5 How are environmental issues identified and managed?	<i>Management policy, training, investigation, specialist input, monitoring, incident procedures, certifications, actual vs target</i>
3.6 How are environmental issues communicated and promoted to the workforce and the general public?	<i>Newsletter, notice board, local groups, consultation, involvement, promoting achievements</i>
3.7 How is the company measuring and minimising its use of natural resources including water?	<i>Sustainable sources, policy, implementation, water/energy saving measures, harvesting rainwater, offsite construction, prefabrication</i>
3.8 How is the company measuring and reporting its carbon footprint and what is being done to reduce it?	<i>Carbon footprint reporting, report to company level, energy and fuel use minimised, energy efficient accommodation, signage, travel plans, green purchasing</i>
3.9 How is vibration, and air, light and noise pollution measured and managed to minimise impact?	<i>Noise monitoring, lighting, dust, fumes, working methods</i>

3.10 How is a positive contribution being made to the natural environment?	<i>Awareness, goodwill work, planting, landscaping, local materials, improvements, post completion impact, carbon offsetting</i>
4. Secure everyone's Safety Constructors should attain the highest levels of safety performance	
<i>Note that the Code addresses the safety systems in place. The safety of the working site is outside the Code and the monitoring process.</i>	
4.1 Are systems in place that care for the safety of the public, visitors and workforce?	<i>A&E, 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 Are initiatives in place to ensure continuous safety improvements?	<i>Workforce consultation and information, training, campaigns</i>
4.4 Does the company encourage attitudes and behaviours that enhance safety performance?	<i>Management, supervision, site specific induction, drugs and alcohol policy, RAMS review</i>
4.5 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>
4.6 What arrangements are in place for dealing effectively with emergencies?	<i>Emergency procedures, visible first aiders, defibrillators, drills, injuries, visitor medical details</i>
4.7 What is done to ensure that the movement of vehicles and plant is not a risk to pedestrians, cyclists and other road users?	<i>Initiatives, cycle safety, CLOCS, speed limits, supervision, inspections, access/egress, FORS, vehicle enhancements</i>
4.8 How are accidents, incidents and near misses recorded, and what is done to learn from them?	<i>Identification of near misses, recording, analysing, communicating, training</i>
4.9 How does the company provide current safety and risk information to operatives and visitors?	<i>Hazard board, daily briefing, driver and visitor information, language differences, visual/hearing impaired</i>
4.10 How does the company embed a culture of continuous positive safety performance?	<i>Attitudes, behaviour, incentives, controls, CSCS cards for visitors, supplier engagement, drugs and alcohol testing</i>
5. 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, 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 Does the company care for the health and wellbeing of the workforce?	<i>Occupational health risks assessed and addressed, posters, healthy lifestyle advice, emergency contact details, medical conditions, medications</i>
5.4 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>
5.5 How does the company assess and monitor the legitimacy and competency of the workforce?	<i>CSCS, skills cards, illegal workers, spot checks</i>
5.6 How does the company encourage new people into the industry?	<i>Campaigns, careers advice, apprenticeships, placements, disadvantaged groups</i>
5.7 How is the health and wellbeing of the workforce assessed and addressed?	<i>Worker fatigue, weather protection, mental health, stress, e-smoking, health screening</i>
5.8 How is the company providing for the needs of a diverse workforce?	<i>Separate facilities, religious considerations, cultural needs, literacy and numeracy training</i>
5.9 What additional facilities are available for those working onsite?	<i>Showers, lockers, rest, recreation, Wi-Fi, laundry</i>
5.10 What is the company doing to improve its image and the overall image of the industry?	<i>Qualifications, e-learning, financial advice, counselling services, contribution to Scheme Best Practice Hub, rewards, benefits</i>

Additional Information

Innovation

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.

Review of current position

How many operatives are employed by the company?		Of these operatives, how many are women?	
How many branded vehicles are in use on the public highway?		What percentage of the total company workforce holds CSCS cards?	%

Review of 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?			
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	

Feedback

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

Notes