

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.

Site details

Site ID	Visit No.	Date
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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?	<i>Initial impressions, signage, enclosures, entrance, obstructions, mud, debris, litter, graffiti</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</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 the perimeter 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 a site that is organised, clean and tidy?	<i>Site waste, viewing points, 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 site 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>Communication, guidance, branding, signage, websites, social media, corporate badging, First Impressions campaign</i>

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?	<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, 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 Is the site actively promoting the benefits of registration with the Scheme?	<i>Workforce, inductions, toolbox talks, consultants, clients, supply chain, public, newsletters, Scheme posters and banners</i>
2.5 How does the site 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, community notice board</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, consultants and the supply chain assist the site in meeting the requirements of the Code?	<i>Scheme champions, CCS briefing and action plan, meeting agendas, management review, promoting supply chain registration</i>
2.10 What is being done to leave a positive and lasting impression of the industry on completion of the project?	<i>Co-operation, support, charities/organisations, 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 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 watercourses?	<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 site 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 site 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 managed to minimise impact?	<i>Campaigns, mobile machinery, idling vehicles</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, plastics and packaging</i>

Secure everyone's **Safety**

Constructors should attain the highest levels of safety performance

Note: The Code addresses the safety systems in place. The safety of the working site is outside the scope of the Code and the Scheme's monitoring processes.

4.1 Are systems 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 neighbours and the public been considered and addressed?	<i>Site/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 site 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 the site 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 outside 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>
4.8 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 site 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 site embed a culture of continuous positive safety performance?	<i>Attitudes, behaviour, incentives, controls, supplier engagement, drugs and alcohol testing</i>

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?	<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 site care for the health and wellbeing of the workforce?	<i>Occupational health risks assessed and addressed, posters, healthy lifestyle and mental health advice, emergency contact details, medical conditions, medications</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</i>
5.5 How does the site assess and monitor the legitimacy and competency of the workforce?	<i>CSCS, skills cards, illegal workers, spot checks</i>
5.6 What is the site doing to help 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, stress, e-smoking, health screening</i>
5.8 How is the site providing for the needs of a diverse workforce?	<i>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 site doing to support the company to improve its image and the overall image of the industry?	<i>Qualifications, e-learning, financial advice, counselling services, contribution to Scheme's Best Practice Hub, rewards, benefits, Promoting Construction campaign</i>

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?	
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?	

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?	
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

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 project details or are there any product queries?