CCS Registered Activity Monitors Checklist

This Checklist should be used as a basis for discussions that complement direct observations by the Monitor. The Checklist contains several prompts that highlight specific areas the Monitor may take into consideration when reviewing the conformance with the Code of Considerate Practice. The prompts shown are not exhaustive and other items may be considered. Note, **Bold** prompts must be addressed by the Registered Activity.

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 considering 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.

Compliance with occupation safety legislative requirements is outside of the scope of the Code of Considerate Practice and the Scheme's monitoring process.

Definitions

CCS: the Considerate Constructors Scheme

Community: those who are potentially impacted by the registered activities construction, it may include residents, other workers, building users, passers-by, businesses, schools etc.

Communication: includes all written, spoken, and electronic channels, where there is a communication requirement below the Registered Activity should consider notice boards, newsletters, flyers, social media, and email as communications channels

CSR: Corporate Social Responsibility, policy, plans, and performance relating to an organisations impact on the environment and communities, helping a company be socially accountable to itself, its stakeholders, and the public

EDI/FIR: Equality, Diversity, Inclusion / Fairness, Inclusion, Respect

Embodied or Capital Carbon: total carbon emissions generated in the project, includes Scope 3 supply carbon emissions but excludes built environment operating carbon

Public voice: third party communications made to the Scheme regarding registered activities operations, these maybe accolades and/or complaints

Registered Activity: the site, sub-contractor, main contractor, or supplier registered with the Scheme subject to monitoring

TCO$_2$eq: a measure of the total carbon emissions generated by the constructor delivering the project (Scope 1 direct activities and Scope 2 supplied energy emissions) - excludes Scope 3 emissions the supply chain and commenting)

Training: any process to ensure/improving the competency of the workforce, includes formal training (including induction), toolbox talks, safety alerts. lessons learned, etc.

Workforce: includes all workers directly involved in the registered activities project, including any contracted/sub-contracted work or labour

Respect the Community	
Constructors must manage their impact on their neighbours and the public to support a positive experience	

CCS1.1.1	**How has the Registered Activity engaged with the impacted community to understand and address concerns prior to the start of site activity?**
	Guidance & Prompts
	The Registered Activity will identify the community who are potentially impacted by the planned activities and meet with them prior to the start of site activity to discuss plans, including potentially disruptive activity, and listen to and collate community concerns. Sub-contractors and suppliers should be made aware of these concerns and relevant controls put in place (and registered CCS sub-contractors/suppliers should be asking the main contractor for relevant information and controls)
	Prompts (required prompts marked with a *)
	• Identify potential impacted communities and provide pre-start information/community meetings • **Company and out of hours contact information provided** * • Reasonable working hours considering local environment/community, including local authority requirements • Communication of any expected disruptive works

CCS1.1.2	**How does the Registered Activity ensure that impacts on the community from construction activity are minimised?**
	Guidance & Prompts
	The Registered Activity will train/inform those working at or for the site, including visitors, of the relevant community concerns and controls, including consideration for disabled visitors and members of the public. The Registered Activity will provide updates regarding activities, including advanced notice of disruptive works to the community. Updates should be provided in the format agreed with the community (and Client) and may include notice boards, letter drops, social media, and/or in person meetings. CCS publicity material and FreePhone number to be visible to the public.
	Prompts (required prompts marked with a *)
	• **Displays CCS registration poster/certificate and banners** * • Regular updates of progress, advance notice of disruptive works • Visitor access and facilities, including disability/special needs • **Induction training and ongoing tool box talks on impact to communities, controls and expected behaviours for workforce (includes all contractors and sub-contractors)** *

CCS1.1.3	**How are compliments, comments and complaints sought, recorded and proactively managed?**
	Guidance & Prompts
	The Registered Activity must maintain a log of all stakeholder communications (the impacted community), including comments, compliments, and complaints. The log must be available to the community, Clients, and CCS to view. Complaints, however received, must be proactively managed in a reasonable timescale. A periodic review of all communications must be undertaken to identify adverse trends and appropriate preventative actions implemented where possible to minimise reoccurrence. Surveys of the impacted community must be undertaken to obtain feedback on the site's performance and results acted upon. Note that community surveys are required biannually for Partners.
	Prompts (required prompts marked with a *)
	• **Maintain a log/register/list of client and 3rd party feedback/comments/complaints** * • Prompt and authentic responses to stakeholder/client comments (compliments and concerns) • Reviews and lessons learned, use of CCS public voice reports, client feedback • Impacted community surveys, social media posts/polls etc

CCS1.1	**The Registered Activity is ensuring courteous and respectful language and behaviour in and around the construction activity**
	Guidance & Prompts
	The Registered Activity must have identified potentially impacted communities, undertaken two-way conversations to highlight disruptive works and other concerns, maintained regular communications. Stakeholder communications must be logged and log freely available, and all concerns must be promptly and proactively addressed.

CCS1.2.1	**How is the Registered Activity keeping the perimeter safe and secure, and surrounding areas clean, tidy and free of litter, mud and dust; to protect the community and passers-by?**

		Respect the Community Constructors must manage their impact on their neighbours and the public to support a positive experience

		Guidance & Prompts The Registered Activity perimeter must be safe and secure preventing un-authorised access both day and night. The perimeter and area surrounding the site must be clean and tidy and free from graffiti, bills and construction related rubbish, mud, dust, etc. as far as reasonably practicable. Footpaths and access must be in good safe condition, with access maintained for those with disabilities. The perimeter must be free from site related tripping hazards and dropped objects. If appropriate viewing windows will be installed in hoardings. Sub-contractors and suppliers to assist in keeping the perimeter safe and tidy. **Prompts** (required prompts marked with a *) • **Controlled access for workforce, deliveries, visitors, preventing unauthorised access (including out of hours)** * • Periodic inspection and clean-up of boundaries, roads, paths, and surrounding areas • Maintenance of hoardings and fences, including cleaning and weed control • **Falling object and trip hazard prevention, adequate lighting** *
CCS1.2.2		**How is the Registered Activity ensuring that it maintains organised, clean and tidy operations, including storage of materials and management of waste?**
		Guidance & Prompts The Registered Activity inside the perimeter with be well organised and tidy to ensure efficient operations and present a positive image of the works. There will be secure and appropriately controlled storage for construction materials, plant, and waste. Where possible smoking areas shall be provided inside the perimeter. The workforce and visitors shall be appropriately trained in site rules and operation and signage will be placed in appropriately to maintain a tidy site. Periodic inspection of the site shall be undertaken, and corrective actions identified and implemented. Sub-contractors and suppliers to assist with maintaining a tidy site by following requirements/instructions. **Prompts** (required prompts marked with a *) • Appropriate workforce appearance and dress code so as not to cause offence to the public, designated smoking, and vaping areas • Designated storage locations (by material type), placement of waste, organised waste management compound/area • **Signage, communication, and/or training of requirements** * • **Inspection of work areas and corrective action to address findings** *
CCS1.2.3		**How is the Registered Activity identifying and reducing the effects of nuisance, disturbance and intrusion on potentially impacted communities?**
		Guidance & Prompts The Registered Activity must identify all potentially disturbing, nuisance and/or intrusive activities and reduce the effects of these through effective controls (these controls must be communicated to the community as per items 1.1.1 & 1.1.2). All complaints relating to disturbing, nuisance and/or intrusive activities must be promptly dealt with in accordance with 1.1.3. CLOCS/FORS is considered a best practice, though Registered Activities may choose to develop and deploy their own processes, these must be at least equivalent with CLOCS/FORS in appropriate areas. **Prompts** (required prompts marked with a *) • Planning of traffic routes and timing for deliveries, cycle and pedestrian safety, CLOCS/FORS • **Parking facilities/arrangements, communication to the workforce** * • **Methods employed to reduce dust, pollution, noise and vibration (including workforce training)** * • **Positioning of equipment, lighting and CCTV, and other privacy issues (height of construction and seeing into properties), not to cause a nuisance to communities** *
CCS1.2		**The Registered Activity providing a safe environment, preventing unnecessary disturbance, and reducing nuisance for the community from their activities**
		Guidance & Prompts The Registered Activity must have implemented processes to ensure that the site and surrounding area is maintained in a safe and tidy manner minimising disturbance and inconvenience to the community, while keeping them safe.
CCS1.3.1		**How is the Registered Activity ensuring that all those potentially impacted by construction activity are treated with consideration, courtesy and respect?**

Respect the Community
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	Guidance & Prompts The Registered Activity needs to identify and document community needs and ensure these are communicated to the workforce through induction and toolbox talks. Construction sites are expected to use all communication channels to effectively communicate with the impacted community to ensure that it maintains an open relationship. Leaders should plan and make routine observations on behaviours to ensure a proactive culture is maintained regarding respect. Sub-contractors and suppliers need to ensure that they are briefed on respect and registered activity's specific requirements. **Prompts** (required prompts marked with a *) **Ongoing community consultation to understand concerns and identify desired actions/benefits (what the community wants)** * - Regular community communications (noticeboard, social media, newsletters and community meetings) - Key community concerns included in workforce induction and training - Leadership observations of behaviours and corrective action where necessary (proactive culture)
CCS1.3.2	**How is the Registered Activity promoting construction positively within the local community, including promoting local employment?**
	Guidance & Prompts The Registered Activity must document a plan to promote construction positively. This includes promoting construction careers (including attracting diverse talent), employing local people (including apprentices) representative of the communities in which they operate. Registered Activity must track and maintain records of performance against their plan. This section applies equally to all registered activity types. Plans and activities need to be appropriate to the size of the organisation/project. **Prompts** (required prompts marked with a *) **A defined plan identifying how the site is promoting construction positively** * - Promoting construction as a career choice including activities in schools/colleges/employability forums, ensuring that equality and diversity is addressed - Local employment (including apprentices) prioritised and representative of the community, products sourced locally **Tracking and recording of local contribution achieved** *
CCS1.3.3	**How is the Registered Activity supporting positive impact within the local community?**
	Guidance & Prompts The Registered Activity must document its plans for community engagement (these may/should include items from 1.3.1 and 1.3.2 above) and be aligned and/or included as part of their CSR Policy Plan (either organisation wide or local). In their planning, the Registered Activity should consider and include support for local charities, with particular focus on those that engage the community to enrich the local community. Delivery of plans and achievements is to be recorded and communicated (see 1.3.1 above). Suppliers should consider activities local to their depots. Plans/activities need to be appropriate to the size of the organisation/project. **Prompts** (required prompts marked with a *) **Documented activities and targets for community engagement (in accordance with declared CSR policy/plans)** * - Engagement/support for local charities and community facilities - Community engagement in neighbourhood enrichment, landscaping, natural habitat improvement (net gain) **Progress and achievement against plan is recorded, reported and communicated** *
CCS1.3	**The Registered Activity is proactively maintaining effective engagement with the community to deliver meaningful positive impacts**
	Guidance & Prompts The Registered Activity must have a plan to drive positive community impact that must engage the community. Progress and achievements must be recorded and communicated (credit maybe given at first visits for 1.3.3 if its too early to demonstrate progress).
Community summary	**Section summary**

Care for the Environment
Constructors must minimise their impact and enhance the natural environment

CCS2.1.1	**How does the Registered Activity identify and manage environmental concerns?**

Care for the Environment
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	Guidance & Prompts
	Credit given for ISO 14001 or CAS Site Assessed certification Where credit is not sought, the Registered Activity must have a documented environmental management plan or management system, including KPIs related to environmental performance.The environmental plan/management system with be proportionate to the size of the organisation/project and related environmental risks.
	Prompts (required prompts marked with a *)
	• **Documented environmental and/or sustainability policy, risk and impact identification and management plan** * • Reporting actual vs target performance, and corrective actions • Emergency preparedness, investigation for environmental events • Specialist input, including local consultation
CCS2.1.2	**How is the Registered Activity communicating environmental plans, controls and performance to the workforce, community and general public?**
	Guidance & Prompts
	Credit given for ISO 14001 or CAS Site Assessed certification To obtain credit in this question the Registered Activity must be able to demonstrate community communication and consultation with local communities on environmental matters. Where credit is not sought the registered activity must train the workforce with regards to their environmental impacts/concerns and associated controls. They must also ensure that plans to minimise and/or mitigate environmental concerns, and its performance against these plans, are periodically communicated to the community and general public. Local action groups should also be consulted with and encouraged to engage with action plans. The scale of plans and commitments must be consistent with the environmental concerns identified (and not necessarily the project value).
	Prompts (required prompts marked with a *)
	• **Induction and training for the workforce includes identified environmental issues specific to registered activity** * • Communication, newsletter, notice board, social media • Local groups, consultation, involvement • Promoting achievements, environmental champion, education
CCS2.1.3	**How is the Registered Activity protecting the landscape and watercourses?**
	Guidance & Prompts
	Credit given for ISO 14001 or CAS Site Assessed certification . To obtain the credit for this question the Registered Activity must include items relevant to the site/project for Site Registrations. Where credit is not sought, the registered activity must identify the potentially impacted flora, fauna, and natural resources, and create appropriate plans for their protection and not to unnecessarily and/or illegally disturb them. The site must pay particular attention to waste minimisation and management (including reduction of single use plastic, and management of windblown materials), and ensure prevention of surface water runoff and spills (including secondary containment for liquids). The scale of plans and commitments must be consistent with the environmental concerns identified (and not necessarily the project value).
	Prompts (required prompts marked with a *)
	• Identification of flora, fauna, and natural resources • Plans to prevent pollution and/or protect the local environment • **Waste management and reduced use of single use plastic (particularly packaging), and windblown material** * • **Secondary containment/spill prevention for liquids and prevention of surface water run-off** *
CCS2.1	**The Registered Activity is prioritising environmental issues to protect the natural environment and minimise negative impacts.**
	Guidance & Prompts
	An effective ISO 14001 or CAS Site Assured certification will demonstrate conformance. However, Monitor must establish conformance locally for the questions 2.1.2 and 2.1.3 as per the notes above.
CCS2.2.1	**How is the Registered Activity planning to reduce its carbon footprint, including measurement, recording and publication of performance**

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	Guidance & Prompts
	The Registered Activity must have a commitment to reducing its carbon footprint at least at the site (and for larger main contractors, sub-contractors and suppliers have an organisational goal to Net Zero). To accompany and support their commitment there must be appropriate workplace training around carbon reduction. The Registered Activity must be able to demonstrate proactive measures to reduce, and reuse to prevent un-necessary carbon, and as a last resort offsetting. Targets must be published and performance against these targets measured (note that measurement and publication includes items in 2.2.2 and 2.2.3).
	Prompts (required prompts marked with a *)
	• **Registered Activity (or organisation wide) commitment to carbon reduction and NetZero** * • **Training for workforce on climate change, carbon reduction needs in construction and conserve of energy and resources** * • Positive and proactive choices regarding energy use, biofuels, green/renewable energy, electric vehicles, reuse/refurbishment in preference to replace (circular economy), offsetting as a last resort (operational carbon) • **Measurement and publication of targets and performance** *
CCS2.2.2	**How is the Registered Activity optimising the use of resources, energy and waste?**
	Guidance & Prompts
	The Registered Activity must at least have considered the use of lower energy equipment, with smaller organisations using low energy light fittings and switching off equipment when not in use. Larger Registered Activities will be expected to have introduced alternative fuels/plant to reduce energy use. Other programmes to reduce resource usage must also be demonstrable, for example water saving/harvesting, materials management etc. Inspection and monitoring of usage must be in place on larger Registered Activities, along with corrective action to address and minimise wastage. Smaller Registered Activities must be able to demonstrate an awareness of their energy/resource usage and have observable plans and processes in place to manage/minimise use, and for subcontractor, main contractor and supplier registrations be demonstrably working towards Inspection and monitoring within 2022.
	Prompts (required prompts marked with a *)
	• **Plant and equipment with high energy efficiency proactively selected and used, switched off when not in use** * • Water saving measures and rainwater harvesting/use on site • Materials management, not over ordering of materials • Inspection, monitoring and recording of resource usage, and corrective action addressing waste
CCS2.2.3	**How is the Registered Activity ensuring supply chain involvement in the reduction of carbon?**
	Guidance & Prompts
	To the extent possible Registered Activities must have a clear supply chain policy that makes a positive selection of suppliers with carbon reduction plans, this may include plans to introduce low emissions fleet, low energy lighting/heating etc. Where possible Registered Activity should procure lower embodied carbon materials, and/or seek to influence the client's/developer's choices for lower embodied carbon materials. Larger Registered Activities are expected to be actively involved in influencing the client's choices relating to carbon reduction and be investigating and utilising off site prefabrication where and to the extent this reduces operating carbon.
	Prompts (required prompts marked with a *)
	• **Assessment and approval of supply chain relating to carbon (positive selection of suppliers with carbon reduction plan)** * • Positive selection of suppliers with deployment and use of low emissions delivery methods • Selection and use of construction materials with lower embodied carbon content • Off-site construction, prefabrication, modern methods of construction
CCS2.2	**The Registered Activity is optimising the use of resources, including minimising carbon throughout the value chain.**
	Guidance & Prompts
	The Registered Activity must have a policy in place to reduce carbon and be training the workforce about its policy and effective resource use/carbon reduction. Larger Registered Activity must be working actively with suppliers and clients to reduce carbon content, smaller Registered Activities must understand and seek to reduce carbon within their control.
CCS2.3.1	**How is the Registered Activity identifying, assessing and planning to maintain or improve the natural environment locally?**

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	Guidance & Prompts
	The Registered Activity must understand the potential impacts on the natural environment and document a plan that protects and preferably improves the natural environment to deliver social value for the community. This may include the removal of invasive species and/or hard landscaping to create habitats and social spaces that improve general community wellbeing. For supplier, sub-contractor and main contractor registrations consideration should be given to the environment they create around their depots and offices, and the enhancements that can be made to deliver social value.
	Prompts (required prompts marked with a *) • Use of defined method/process/specialists to identify potential natural environment detriment (e.g. Defra Tool see Ecosystems Knowledge Network) • **Defined plan to protect and/or enhance the natural environment** * • Protection of existing natural habitat and removal of invasive species • Encouragement for the natural environment through planned planting and hard engineering (bug homes, wildlife highways)
CCS2.3.2	**How is the Registered Activity delivering its plans relating to the natural environment?**
	Guidance & Prompts
	The Registered Activity must communicate its plans and processes to its workforce to ensure that impacts are understood, recognised, and addressed. Delivery of plans and the must be recorded, larger Registered Activities should also be recording and publicising the social value delivered through the achievement of plans. Where possible the local community should be involved in the identification of concerns and needs, the development of the plan and engaged in its delivery to drive local ownership and shared value.
	Prompts (required prompts marked with a *) • **Workforce training to understand plans and protect the natural environment** * • **On-going recording and evaluation of performance against plan** * • Engagement from the community (such as community action days) in delivery of the plan • Regular communications on activity driving engagement from both the workforce and community
CCS2.3.3	**How is the Registered Activity proactively promoting improvements realised for the natural environment?**
	Guidance & Prompts
	The Registered Activity must ensure that leaders are engaged in monitoring, reviewing and communicating the plan and delivery of benefits. Project and/or plans for delivering improved natural environment gains must subject to a post completion review that clearly identified the benefits realised against the initial plan. Where appropriate these may be publicised through wider media engagement.
	Prompts (required prompts marked with a *) • **Monitoring and routine local leadership updates regarding plan delivery and benefits** * • Community notice boards and communications • Wider media engagement (local papers, radio or TV) • Post completion impact report
CCS2.3	**The Registered Activity is engaging with the community to improve the local environment in a meaningful way**
	Guidance & Prompts
	All Registered Activities must have a plan to maintain and/or improve the natural environment that, as appropriate involves the community. The scale should be appropriate the potential impacts and the Registered Activities resources. Plans must subject to routine monitoring of delivery and benefits achieved by leadership and plans must be in place to report on the impact post completion.
Environment summary	**Section summary**

Value their Workforce	
Constructors must create a supportive, inclusive, and healthy workplace	

CCS3.1.1	**How is the Registered Activity ensuring the competency and legitimacy of the workforce?**

Value their Workforce Constructors must create a supportive, inclusive, and healthy workplace	

	Guidance & Prompts Registered Activity must have a documented competency matrix for the workforce, including the verification of workforce conformance prior to starting work. Larger Registered Activities must include a programme to support disadvantaged and minority groups in the workplace. Right to work vetting must be in place for employed workforce and for all sub-contractors there must be a verification and assurance process in place. Modern Slavery training must be provided to the workforce and a 'whistle blower/speak-up' process available to report concerns. **Prompts** (required prompts marked with a *) • **Defined qualifications/skill levels for contractor/subcontractor, SSIP/CAS Core Criteria Certification, including pre-start confirmation** * • **Workforce vetting and right to work checks (including a process for contracted workforce)** * • **Modern slavery training and observation for indicators and investigation** * • Support for disadvantaged and minority groups, hidden disabilities, English not their first language, literacy and numeracy
CCS3.1.2	**How is the Registered Activity planning and delivering learning and development to encourage construction as a career choice, improving representation from poorly represented groups?**
	Guidance & Prompts Registered Activity must have completed a training needs analysis and have training plans in place for their employed workforce and verify that sub-contractors have appropriate plans in place for their employees. To encourage workforce participation in the Scheme's expectations there must be an employee recognition process in place (this may be an existing process that includes the Scheme's expectations). The Registered Activity must have an outreach programme in place to support careers in construction, this will be appropriate to the scale and resources available. **Prompts** (required prompts marked with a *) • **Training needs analysis, training plans, workforce development plans and periodic review of training completion and effectiveness of training** * • Learning plans and training available (e-Learning for both competency and personal development) • Support for careers advice and career planning at local schools, colleges, and support groups • Workforce recognition programmes
CCS3.1.3	**How is the Registered Activity ensuring the workforce is treated fairly and with respect?**
	Guidance & Prompts The Registered Activity must have a documented EDI/FIR policy, with training and a clear commitment from the workforce, supported be effective periodic leadership communications and actions. The Registered Activity must have in place, and communicate to the workforce, a confidential concern reporting process with appropriate investigation and follow-up of reported concerns. Good practices and support for interest groups must be recognised. **Prompts** (required prompts marked with a *) • **EDI/FIR training, engagement and commitment from the workforce, supported by management, and proactive communications/posters/social media** * • Facilities designed to accommodate equality and diversity needs • **Support for confidential reporting of concerns, investigation, zero tolerance approach to harassment of any kind** * • Recognition of good practices, support for interest groups, consultation and feedback, performance reporting (incl. pay gap and living wage)
CCS3.1	**The Registered Activity is actively encouraging and supporting an inclusive and diverse workplace**
	Guidance & Prompts The Registered Activity must be able to demonstrate a clear policy and active involvement from leaders and the workforce, including a 'whistle blower/speak-up' process and recognition for good practices and support groups.
CCS3.2.1	**How is the Registered Activity assessing the needs of the workforce to drive an improvement in wellbeing?**

Value their Workforce Constructors must create a supportive, inclusive, and healthy workplace	

	Guidance & Prompts **Credit given for ISO 45001 or CAS Site Assessed certification.** For credit ensure that the Registered Activity actively supports healthy living advice (beyond posters), this maybe access to gyms, dependence cessation support and counselling services. **Prompts** (required prompts marked with a *) • **Health risk assessments and monitoring (including fatigue, stress, screening), random substance testing, workplace monitoring (noise, dust etc.)** * • **Healthy living advice (diet, sleep, exercise, substance dependence cessation), and support e.g. gym fees/discounts** * • Access to health practitioners and counselling services (including mental health, financial/debt management, gambling etc.) • Wellbeing events
CCS3.2.2	**How is the Registered Activity proactively addressing safety requirements for the workforce and visitors?**
	Guidance & Prompts **Credit given for ISO 45001 or CAS Site Assessed certification.** For credit ensure that there is appropriate performance monitoring, inspection and assurance in place and appropriate and timely incident investigation controls. **Prompts** (required prompts marked with a *) • **Risk assessments and controls available to workforce** * • Induction and training, tool box talks/daily briefings, hazard boards, safety signage • Emergency preparedness (first aid AEDs) • Monitoring, inspection and assurance, incident investigation
CCS3.2.3	**How is the Registered Activity embedding a culture of continuous improvement in health and safety performance?**
	Guidance & Prompts **Credit given for ISO 45001 or CAS Site Assessed certification.** For credit leaders must be proactive and positively engage in health and safety and risk ownership. There must be clear communication of learning from events and sharing of best practices. Leading Registered Activities will have processes to reward good practice and coach unsafe actions (not immediate dismissal). **Prompts** (required prompts marked with a *) • **Positive leadership and risk ownership from leaders, consultation on health and safety** * • **Sharing of safety alerts, lessons learned, best practices ('learning from events')** * • Near miss, unsafe condition reporting, with timely action • A culture of positive reinforcement for good safety practices and coaching for unsafe actions
CCS3.2	**The Registered Activity is proactively supporting safe working, mental and physical wellbeing at work**
	Guidance & Prompts **Credit given for ISO 45001 or CAS Site Assessed certification.** Credit is awarded for basic compliance with HSE requirements. Sustainable sites will have a culture of proactive leadership engagement rewarding good practices and learning from events both internal and external.
CCS3.3.1	**How is the Registered Activity ensuring suitable, hygienic and well maintained welfare facilities are provided?**
	Guidance & Prompts Registered Activity must have suitable hygiene facilities available for the workforce, these must be available at the premises, except for very short-term activities (where these would normally be customer supplied). As appropriate there should be provision for separate and accessible facilities. Cleaning and maintenance requirements for facilities must be defined and monitored to ensure good hygiene is maintained. **Prompts** (required prompts marked with a *) • Supply of drinking water • **Toilets/showers, number of, suitable/accessible separate facilities, sanitary bins** * • Cleaning and maintenance regime • Canteen and rest area (size and location), prevent congregating outside sites
CCS3.3.2	**How has the Registered Activity identified and assessed biological hazards, and are the hazards effectively managed?**

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	Guidance & Prompts
	The Registered Activity must have a detailed risk assessment for biological hazards. Controls, including PPE and training, must be clearly defined, and delivered to mitigate risks identified.
	Prompts (required prompts marked with a *)
	• **Identification and communication of biological hazards (viruses, bloodborne pathogens, biological hazards)** * • Controls and training to prevent exposure - PPE, social distancing, technology • Cleaning/decontamination regime • Pest control
CCS3.3.3	**How has the Registered Activity supported other workforce needs?**
	Guidance & Prompts
	The Registered Activity should define its flexible working and return to work policies to ensure that construction is an attractive working environment encouraging diversity in the workplace. Other programmes to attract a diverse workforce may include additional facilities including WiFi, recreation, laundry provision etc.
	Prompts (required prompts marked with a *)
	• Travelling to work and parking • **Return to work planning, flexible working** * • Specialist laundry/cleaning requirements • Rest and recreational facilities (including WiFi)
CCS3.3	**The Registered is providing workplaces that are well maintained, clean and secure from physical and biological hazards**
	Guidance & Prompts
	Registered Activity must ensure that welfare requirements are local, accessible, well maintained, and hygienic. A risk assessment and controls for all biological hazards must be in place. Registered Activities will achieve greater productivity and loyalty and a more diverse workforce where their facilities go beyond minimum requirements.
Workforce summary	**Section summary**