

Considerate Constructors Scheme

Monitor's Site Report



Project name	cTap				
Contractor name	Eric Wright Construction Ltd				
Onsite contact(s)	Graham Sullivan				
Site ID number	85447	Visit no.	1	Visit date	13/02/2015

Site description, context and location

The project lies on the Lancaster university campus in a central area and comprises a new build 3 storey reinforced concrete framed structure. The immediate area is occupied university buildings and student accommodation. The site offices and facilities are shared with a larger project for refurbishment works to the Faraday building adjacent

Checklist section	Category score		Score descriptor
1. Care about Appearance	8	/10	1 Gross Failure 2 Failure 3 Major non compliance 4 Minor non compliance 5 Compliance 6 Good 7 Very Good 8 Excellent 9 Exceptional 10 Innovative
2. Respect the Community	8	/10	
3. Protect the Environment	8	/10	
4. Secure everyone’s Safety	8	/10	
5. Value their Workforce	8	/10	
Total score	40	/50	
For more information on score descriptors, see ‘Site Scoring Explained’ or visit www.ccscheme.org.uk			

Executive summary

The company has operated a number of projects for this client and on this site. As a consequence the processes operated are well established and [practiced and those on this project reflect the experience gained over these projects. The appearance is very good with the standard corporate identity replaced by the client's preferred external display of information relating to the project. The site itself is well maintained and tidy with limited visual impact on neighbours. A key aspect of the site is that the compound and facilities are shared with a second project at the same location immediately adjacent to the ctap project. . Some contacts have been established with the neighbours on campus and these have been used to agree working practices and hours on site. Opportunities have been taken to develop the local supply chain. Environmental aspects have been identified and relate to direct impacts of construction activities. Environmental data generated is used on site and made available to the workforce to develop further good practice. The data presented has been identified from that collated for the combined 2 projects. In terms of site safety the neighbours are considered in terms of the traffic routes used to reach site from major routes in so much as sensitive areas such as the nursery and health centre are avoided. The workforce are well cared for with a good standard of facilities all maintained to a high standard however some facilities such as secure storage of personal belongings are such that the facilities available are not sufficient for all on site. A very good start has been made on site and a high level of compliance achieved

Innovative activities

1. Appearance	
2. Community	
3. Environment	
4. Safety	
5. Workforce	

While an innovative activity is required to achieve a score of 10 in any section, such activities will be recorded regardless of score. When recorded on a visit where a score of 10 has not been achieved, the activity may count towards achieving a 10 score on subsequent visits. An innovative activity will only count once towards a 10 score unless it is further developed and improved. See 'Site Scoring Explained' for further details.

Monitor name	David Richardson MCIOSB CMIHT MIAT
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Monitor's Site Report - Detailed summary of findings



Project name	cTap	Visit no.	1	Visit date	13/02/2015
Site ID number	85447				

1. Care about Appearance	8	/10
<p>The compound is enclosed in solid panel fencing which as typical of university projects is in neutral corporate colours, no graffiti noted. Various murals and pictorial displays of the project are in place. The office units are in reasonable decorative order in the company corporate colours. The entrance is signposted and there is an area defined for deliveries which as with many aspects of the project provides shared facilities for the 2 projects managed from this location. Parking is permitted within the university car parks in designated contractors areas, details are displayed in the site accommodation and at the site entrance; reductions in the cost of parking offsite may reduce the use of onsite visitors parking areas. Noted that some workforce were using vans as welfare. The workforce PPE appears to be in good order and all are required to wear Eric Wright branded PPE if their own is not in good order or appropriate to their own organisation; this is further numbered to aid traceability in the event of an issue. Housekeeping and maintaining a tidy site forms part of the site rules and induction. Smoking and toilet facilities are within the compound and are well shielded from students and adjacent buildings. The company has implemented a policy regarding vapour/e-cigarettes such that they are not permitted in open visible areas of the project. Site directions in place from the main road which passes the university grounds, the route around the campus is a one way system. Roads are clear from mud & debris & a sweeper is used as needed in addition to routine litter picks. A weekly/daily check is completed for the condition of the site boundary and the facilities on site. Fences are periodically cleaned. The site itself is tidy with materials storage and working areas segregated from the University with mostly solid panel fences and with viewing panels in place.</p>		
2. Respect the Community	8	/10
<p>Newsletters are distributed to neighbours and posted on relevant noticeboards and hoardings, not sure if this information is on the university website/intranet, limited use of social media, communications are reviewed by the university prior to distribution. The various University departments/buildings adjacent are also informed of progress and likely site activities. Contact details for site have been provided and each newsletter confirms CCS registration. There is limited other community activity on or off campus. The use of shared transport is encouraged at pre start meetings to reduce vehicle numbers also being local a number use public transport, or cycle. A cycle rack is available. There could be further development of green travel plans. Deliveries are timed to avoid the busy University times with instructions issued with orders and the University is advised of all significant deliveries. All vehicles are offloaded within the site. A holding area is available offsite for deliveries until vehicles can be accepted on site. Complaints log is available and is displayed, none to date, no compliments or positive feedback recorded. Visits by University departments to the site have taken place. University rules briefed to all contractors include no contact with students. Local/regional supply chain, majority of supply chain identified locally or within 30 miles of site. Working hours are typically 8.00 to 18.00 but these may be adjusted for University activities eg exams, a University programme is displayed and key University activities are known from liaison with the client. Limited hours agreed for noisy works during piling and for forthcoming power float works. CCS performance improvement is undertaken by sharing reports at management meetings and conducting training for managers, a company CCS champion has been appointed and senior management support was present at today's visit.</p>		
3. Protect the Environment	8	/10
<p>Site aspects and impacts identified as part of a detailed management system plan. Key issues are briefed at induction and further environmental toolbox talks are conducted. The site is trialling a proprietary concrete wash out process to minimise wash out water discharge. The daily hazard board identifies environmental as well as health and safety issues. Ecological surveys and ground investigation reports are available, apparently no significant issues noted this being a former developed site hence impacts relate to travel, noise and dust. The proximity of occupied buildings is a key issue and close liaison has taken place re activities and acceptable working times and practices. A fuelling area is defined with drip trays and spill kits. Energy data is recorded to calculate a carbon footprint for the site visitor and delivery mileages are included. There are measures to reduce resource usage eg percussion taps, general switch off policy, some travel plans including car sharing, PIRs are not present on all lighting and some of the accommodation units are not of high environmental performance. Details of environmental KPIs are displayed on noticeboards to encourage performance the data could also be displayed for public consumption. There are currently no sounding alarms or security lights on site. A SWMP is in place and there has been a planned reuse of materials excavated on site. Site noise and vibration monitoring conducted. Use of alternative energy sources or rainwater has not been implemented. The project is jointly with its neighbour making contributions to the local wildlife trust. The project is registered with BREEAM and is targeted with an excellent rating. The data for the 2 projects operated from this location are separated</p>		
4. Secure everyone's Safety	8	/10
<p>A construction phase plan is in place and managed by the project team. Inspections take place by the site team with at least 2 weekly visits by the company H&S department. Company near miss process in place and the outcomes of reports is displayed. Emergency plans are in place and briefed at induction all such plans and drills are co-ordinated with the University. The specific university process is followed in the event of an incident. An open door policy is in place and a safety surgery is operated on a weekly basis. The site boundary is secure with out of hours security currently lock and go with additionally the University full time security including CCTV in place. Accidents and incidents are reported, none to date. Daily briefings are given to all supervisors to cascade to the workforce, a daily hazard board is in place. Fire points and assembly point defined on site and drills/evacuations have taken place. Site toolbox talks take place on not less than a weekly basis based on site materials and company alerts. All vehicles moving on and offsite are guided by a banksman, there is a one way system around the university campus for delivery traffic. First aid personnel recorded and identified by green stickers/high viz ID also posters displayed in the site welfare. The route to the local A&E department is displayed with maps & postcode. Plant & pedestrian access segregated at each site location. The team are aware of the CLOCS initiative and are considering how it can be implemented including raising awareness in the local supply chain</p>		
5. Value their Workforce	8	/10
<p>The welfare is suitable for current site numbers & is maintained in good order being clean & tidy as noted elsewhere facilities are shared with the workforce form an adjacent project. The University has allowed use of facilities on campus if PPE is removed eg shops and cafes. Separate canteen and drying facilities, lockers and showers are provided; the number of lockers does not provide for the entire workforce. Male & female facilities are available, the female are locked and available on request. CSCS and similar cards recorded including delivery drivers including site visitors. There are no current apprentices or trainees however subcontract orders encourage contractors to engage in the employment of trainees; discussed shared apprentice schemes. Occupational health advice is provided via toolbox talks relating to site tasks, monitoring is available for direct employees only on a voluntary basis at head office discussed the construction information service. Alcohol and drugs policy displayed and briefed as part of the induction, random monitoring is in place. Medical conditions and prescription medication is recorded at induction consider further secure methods of retaining such information for the whole workforce. An excellent range of health and lifestyle advice is provided via a monthly topic and toolbox talk. Formal workforce consultation is in place to feedback at toolbox talks. Supply of PPE available on site including for visitors. The site pedestrian access is suitable for all however access to the accommodation is generally stepped; the project has in place arrangements for those unable to negotiate the steps for use of meeting facilities and welfare in adjacent facilities. A quiet room is available for those with specific religious or cultural needs</p>		
Overall score	40	/50

The contents of this report are a reflection of the meeting held between the Scheme's Monitor and the site representative, and the activities and initiatives witnessed at the time of the visit. When appropriate **bold italic** statements will indicate where improvements can be made.