

Considerate Constructors Scheme

Monitor's Site Report



Project name	Liverpool International Business Park				
Contractor name	Eric Wright Construction Ltd				
Onsite contact(s)	Steve Rawlinson/Joanna Tomlinson				
Site ID number	94039	Visit no.	1	Visit date	14/04/2016

Site description, context and location

This project comprises the construction of a 175,000ft² steel-framed industrial type building for Peel Developments on the Liverpool International Business Park, a short distance from the City Centre. The building will be clad but this project does not include its fitting out. External works comprising a service yard, car park, and landscaping will be constructed. Prior to the start of construction this was a brownfield site, and was the location of the old runway for Liverpool Airport. The site is in a quiet, isolated location of the Business Park: the River Mersey is close to the site boundary, and its neighbours are other business/industrial premises and the nearby, Grade I listed Speke Hall.

Checklist section	Category score		Score descriptor
1. Care about Appearance	8	/10	1 Gross Failure
2. Respect the Community	7	/10	2 Failure
3. Protect the Environment	7	/10	3 Major non compliance
4. Secure everyone's Safety	8	/10	4 Minor non compliance
5. Value their Workforce	7	/10	5 Compliance
Total score	37	/50	6 Good
			7 Very Good
			8 Excellent
			9 Exceptional
			10 Innovative

For more information on score descriptors, see 'Site Scoring Explained' or visit www.ccscheme.org.uk

Executive summary

The site boundary is formed by combination of white-painted timber hoarding and open mesh fencing which allows passers-by to view the work areas and presents a positive impression to the visitor. The site is maintained in an orderly manner with all materials tidily stored. Users of Twitter, Facebook and LinkedIn are able to find information about this project.

Monthly Newsletters are distributed to inform neighbours and the surrounding businesses of project progress, with specific activities being notified to the Client and details of them being placed on the Client's and the Park's websites. The team enjoys a good working relationship with the adjacent Sailing Club, and unwanted materials will be passed to them upon completion of the project.

The company's Environmental Policy is displayed, and the Environmental Advisor undertakes audits and uses TBTs to pass environment-related messages to the workforce. A landscaping scheme will be implemented later in the project, and the team will get involved in clean-up exercises on the nearby beach.

A company H&S Professional visits every two weeks to carry out inspections/audits which are aimed at 'coaching' the workforce and improve safety performance. RAMS are reviewed at weekly meetings, and daily safety briefings are given. The Contractor's orders recommend suppliers to follow the FORS/CLOCS initiatives.

The company demonstrates its commitment to the fair treatment of the entire workforce through a range of policies and procedures. The company holds a training matrix, with needs being identified and training provided as appropriate. There are numerous posters and pamphlets available which provide advice on men's health issues and the adoption of a healthier lifestyle.

It is clear that the team is striving to embrace the Code of Considerate Practice wherever possible, and I feel sure that the performance will be enhanced by the time of the next visit. Thanks to Steve and Joanna for the hospitality and time during the visit, and well done to all on site.

Innovative activities

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|----------------|--|
| 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.

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Monitor's Site Report - Detailed summary of findings



Project name	Liverpool International Business Park		
Site ID number	94039	Visit no.	1
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1. Care about Appearance	8	/10
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Construction of the steelwork is well advanced, and the site is bounded by white-painted timber hoarding and a sturdy 'permanent-type' of mesh fence which allows passers-by to view the work areas. This boundary treatment presents a positive impression to the visitor, but will be removed upon completion as fencing is not required for the finished project. The permanent highway entrance to the development has already been constructed, and the Contractor uses this as his site access. The foreman's duties include checking of the fencing and litter picking and, again, the external areas impart a positive impact: a checklist is used to monitor these activities. A sweeper is used on a call-on/call-off basis, and there was no evidence of mud on external roads. Full-time site security is provided and there have been no issues with graffiti or vandalism to date. The site is maintained in an orderly manner with all materials tidily stored, and off-site lay down areas have been agreed for the storage of materials. Office and welfare facilities for all team members, including the supply chain, are provided in a well-arranged compound and screening is not essential due to the remote location of the site. Shelters are provided for both 'traditional' and e-cigarette users and these are cleaned on a regular basis. Details of the appropriate dress code are given at Induction. An operative is given responsibility for tidiness both inside and outside the site, but the whole team participates in these activities. 'Site cleanliness' forms are used to control tidiness, **and the Site Manager would issue clean-up notices, but only as a last resort.** A significant amount of company branding can be seen on PPE and around the site, and the company's 'finger post' signs are a very useful guide for visitors. Users of Twitter, Facebook and LinkedIn are able to find information about this project.

2. Respect the Community	7	/10
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A pre-start meeting was held with the Client who took on the task of advising of the start of construction. Monthly Newsletters are used to inform neighbours and the surrounding businesses of project progress, and these contain contact details for the Site Manager. Specific activities are notified to the Client, and details are put on its and the Park's websites: none of the neighbours have advised of any specific sensitivities. A complaints procedure is in place and there have been none to date. The site's isolated location means that there are no problems with deliveries, and vehicles are able to unload without causing obstructions: the Client is informed of any large-scale deliveries. No utility works outside the site boundary are required. The team enjoys a good working relationship with the adjacent Sailing Club, and joint activities are reported as a KPI. Local labour and suppliers are used wherever possible, and a local sandwich van makes regular visits to the site. The CCS banner, boards and flags are prominently displayed and a Champion has been appointed. The site's registration is addressed at Induction, and is also discussed at the weekly Trades Coordination meeting. Parking is not allowed outside the site boundary, and adequate provision is made inside it. Radios and music players are not allowed in the work areas, and the use of mobile phones is carefully controlled. **The company's Quality team will arrange for Feedback Forms to be distributed in due course.** The team has made contact with four local schools, but no responses have been received yet. A local man has been employed as a gate-man and he has been provided with training to enhance his skill set. **Unwanted materials will be passed to the Sailing Club for its use at the end of the project.**

3. Protect the Environment	7	/10
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The company's Environmental Policy is displayed and its contents and obligations are addressed at Induction. An Environmental Hazard Identification exercise and investigations for unexploded ordnance were undertaken prior to the start of construction and no issues were encountered. The Environmental Advisor (EA) will undertake environmental audits and use TBTs to pass environment-related messages to the workforce. The Contractor has used silt busters, silt bags and straw bales in order to manage run-off from the site and to prevent silt pollution of the River Mersey. A SWMP is in place and waste targets have been set for the project: these targets are currently being achieved. Waste is segregated on site and an independent company transfers and processes the waste materials: regular feedback is provided which indicates that no waste has been taken to landfill. Recycling figures are displayed on site. Whilst the current work activities are not noisy, monitoring has been carried out to produce baseline noise figures. Spill kits are available on site and training in their correct use is given by the Sub-Contractors. The current works are not having an adverse impact upon the local ecology. The EA provides environmental awareness/management training, and produces quarterly bulletins to advise of the company's environmental activities/achievements and best practice: this information is displayed on site. The site is on a metered supply for water and uses a generator to provide electricity: meter readings and fuel usage are recorded and used in the calculation of the project's carbon footprint. It is the company norm to produce a Green Travel Plan, **and the EA will produce one for this project.** A landscaping scheme will be implemented later in the project, and the team will get involved in clean-up exercises on the nearby beach.

4. Secure everyone's Safety	8	/10
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A company H&S Professional visits every two weeks to carry out inspections/audits which are actually aimed at 'coaching' the workforce and encourage safety improvements and to enhance the safety culture/regime on site. Following these visits, Plans are updated on monthly basis. The location of the nearest A&E/hospital facilities is clearly displayed. All operatives and visitors are required to sign in out, and there are controlled/barriered walkways between the compound and the work areas with crossing points clearly marked. A Logistics Plan is in place **and this is being developed as construction progresses.** Site observations lead to the conclusion that there are no safety/security risks to neighbours or members of the public. The company issues SHEQ bulletins to advise of new initiatives and best practice, and TBTs are used to pass the messages to the workforce. RAMS are reviewed at weekly meetings, and daily safety briefings are given: a hazard board is displayed in the compound area. There is zero tolerance of drugs and alcohol on the project and random testing is undertaken. Emergency Procedures are in place and evacuation drills are carried out. A defibrillator is available, **and training in its correct use will be given.** There are three trained first aiders on site who are identified at Induction, by helmet stickers, and on the site organogram: two members of the Sub-Contractors' teams are trained first aiders. A site speed limit of 10mph is in operation, and signing advises of this. The Contractor's orders recommend following the FORS/CLOCS initiatives, and a parking area for bicycles is provided. Systems are in place to record accidents and near misses, with the Positive Intervention Scheme being used to report the occurrence of incidents, and 'rewards' being given to those making positive suggestions.

5. Value their Workforce	7	/10
<p>The company demonstrates its commitment to the fair treatment of the entire workforce through a range of policies and procedures which are displayed in the office and are highlighted during the Induction process. The Site Manager operates an open-door policy and encourages the provision of feedback, which can be given during the Trade Progress Coordination meeting. The company holds a training matrix with needs being identified through, for example, Personal Progression Plans and training is provided as appropriate. Sub-Contractors are involved in training for project specific activities. A doctor visits the company's office every two weeks to provide checks/assessments, and annual medicals are offered to the staff. Details of operatives' emergency contact details and CSCS accreditations, along with certification of all other skills and competencies are recorded at Induction with sensitive information being securely stored. It is possible to carry out spot checks in order to identify potential illegal workers. Adequately sized and well-equipped welfare facilities, including toilets, changing/drying areas and canteen are provided adjacent to the work areas. These are cleaned twice daily and were found to be in a satisfactory condition on the day the visit. Lockers and showers are provided and consideration will be given to the provision of towels. The company has internal KPI targets for the employment of trainees, and it is expected that two apprentices will join the team soon. There are numerous posters and pamphlets available which provide advice on men's health issues and the adoption of a healthier lifestyle: these posters also provide information on diversity and other issues. A rest/quiet room is available for those with specific religious or cultural needs, and a Wi-Fi service is available. The company encourages the use of the Best Practice Hub, and intends to post information from this project in the future.</p>		

Overall score	37	/50
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*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.*