

# Considerate Constructors Scheme

## Monitor's Site Report



<b>Project name</b>	Khalsa Science Academy		
<b>Contractor name</b>	Eric Wright Construction Ltd		
<b>Onsite contact(s)</b>	Andrew Cook / Joanna Tomlinson		
<b>Site ID number</b>	96064	<b>Visit no.</b>	1
		<b>Visit date</b>	17/06/2016

### Site description, context and location

Demolition of part of the existing School and construction of a steel framed, science based Primary School in a residential suburb of Leeds. Access to site is off a busy dual carriageway and through the existing site's entrance; there is a multi-storey block of flats adjacent to site with many houses surrounding.

Checklist section	Category score		Score descriptor
1. Care about <b>Appearance</b>	8	/10	<b>1</b> Gross Failure <b>2</b> Failure <b>3</b> Major non compliance <b>4</b> Minor non compliance <b>5</b> Compliance <b>6</b> Good <b>7</b> Very Good <b>8</b> Excellent <b>9</b> Exceptional <b>10</b> Innovative
2. Respect the <b>Community</b>	8	/10	
3. Protect the <b>Environment</b>	8	/10	
4. Secure everyone's <b>Safety</b>	8	/10	
5. Value their <b>Workforce</b>	8	/10	
<b>Total score</b>	<b>40</b>	<b>/50</b>	

*For more information on score descriptors, see 'Site Scoring Explained' or visit [www.ccscheme.org.uk](http://www.ccscheme.org.uk)*

### Executive summary

The site compound is set up next to the works site and incorporates stacked ECO type cabins providing excellent spacious accommodation. A well thought out delivery entry system allows long vehicles to immediately drive on to site, thereby keeping the narrow estate roads clear, with a second gate ensuring that site procedures are complied with before going on to the unloading area. Newsletters are prepared monthly, which promote site's achievements to the neighbours and also to the public, via the Community Board on the perimeter. The site's carbon footprint is calculated in the normal manner with the resultant carbon equivalent reported to head office who have rethought the principle of carbon offsetting and will decide on an alternative in due course. Excellent Community engagement has been undertaken including undertaking work for the local Scouts; the local School and Community have attended a fun day and site have given a safety talk to the pupils. Excellent environmental awareness is also demonstrated by site. All areas are very clean, tidy and well organised and gives a positive image of the industry. Thanks to the site team for their input and even though I was not able to include all the detail discussed at the meeting the scores reflect the visit and discussions held on site. The site is readily compliant with the Code of Practice of the Scheme to an excellent standard.

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## Monitor's Site Report - Detailed summary of findings



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<b>1. Care about Appearance</b>	<b>8</b>	<b>/10</b>
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Entry to the site is through one of two entrances with a map forwarded to suppliers and visitors. Cars and vans use the site car park; deliveries use an entrance where a double set of double gates form an 'airlock type' holding area. A protected walkway leads to the compound containing offices and welfare facilities within stacked ECO type units finished in Company livery. A gate house controls entry. Visually appropriate and well-constructed Heras fencing is used around the perimeter and on site, a few metres inside of the existing paling boundary fencing; branded debris netting is extensively used on the latter. Vehicular and pedestrian metal access gates are incorporated. Flags and a large Community Board are on the perimeter. The compound and car park sit on existing concrete with a five man boot washing station, connected to the drainage system, in place which add to the overall cleanliness of site. Signage within the compound and around the site perimeter is excellent. The site is clean, tidy and very well organised and gives a positive image of the industry. Operatives' appearance is also excellent with a cover-up policy enforced; they are required to use the boot wash and take off PPE before going off site. All site and compound areas are litter picked, cleaned by operatives against a tick list and inspected daily; water suppression is used generally and on all disc cutting tools. All welfare facilities entrances are out of public view. Skips are used in a designated area. No graffiti or vandalism issues. Plant is clean, modern. Induction deals with required cleanliness and housekeeping. An out of sight smoking shelter is used with signage and butt bucket in place; a separate vaping area is also available. Company values handed down by Directors, passed on in the induction/TBT; **could be better promoted to the public**. Branding is used.

<b>2. Respect the Community</b>	<b>8</b>	<b>/10</b>
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An introductory letter was forwarded to all neighbours with all relevant phone numbers given along with details of the complaints procedure. Notification letters are also sent as required, newsletters and short term programmes are forwarded monthly. The nearby apartment block was visited. Contact details are publically displayed with the Company's Office and a 24/7 phone number given. Newsletters are also displayed on the Community Board. A questionnaire system is in place. A compliant complaints log is displayed; Andrew has the authority to resolve complaints. Operatives park on the site car park. Goodwill gestures include donating timber to neighbours and stoning up and undertaking other work to the local Scouts hut; a controlled crossing across both lanes of the dual carriageway will also be provided. Plant is clean and modern. Deliveries are time restricted with a map sent; they drive through the nominated gate into a holding area and, when formalities are complete, proceed through a second set of gates to the offloading area; turning areas are available. An open day has been held for the local School and Community with stalls in place, child size hi-vizes and helmets provided. Site has also gone into the local School to give a safety talk with a drawing competition held with vouchers given. A CSR policy/plan is in place; apprentice/placement policy is in place with one apprentice on site and ethnic placements arranged from a Leeds College. The local economy, labour, sub-contractors, suppliers, shops are supported. Framed Scheme posters are well displayed with the correct info in place, a banner is also well displayed. Site induction includes details of the Scheme which has been promoted to neighbours **but the benefits of registration could be better promoted**. Radios banned, mobiles managed. Company charities are supported.

<b>3. Protect the Environment</b>	<b>8</b>	<b>/10</b>
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The Company environ policy is displayed and plan is on site; surveys found no issues. No TPOs in place but trees are being protected with barriers and signage. Company has ISO 14001. SWMP is in place with mixed skips segregated on site and mixed skips by suppliers; monthly recycling figures displayed. Metered mains water/electricity used with ECO type cabins having full range of energy/water saving measures in place. Environ site specific induction given and targets are set/monitored for environmental improvement. A sustainability board informs of environ matters. Rainwater harvested; **water could be recycled**. Demolished hard materials have been crushed and re-used as 6F2. Topsoil and excavation spoil stock piled on site. A double bunded diesel tank is in place on drip tray; spill kits available, procedures are in place. Hazardous materials kept locked away. The site's carbon footprint is calculated monthly/displayed to operatives but the Company have reviewed the requirement for carbon offsetting **and will come up with an alternative method**. Steel prefabricated offsite. Noise monitoring and liaison kept with flats; power floating stopped at 9pm. Car sharing/cycling is encouraged. Goodwill gestures include reinstating damaged kerbs and verges.

<b>4. Secure everyone's Safety</b>	<b>8</b>	<b>/10</b>
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The Construction Phase Health & Safety plan is updated daily by site with regular internal/external audits carried out; RAMs are reviewed initially, upon changes and weekly by sub-contractors. Full 6 point PPE is available for operatives/visitors, who also sign in/out. A well signed, protected access to the Office is provided. A gate house/camera is provided. Monitored CCTV in place with movement sensors which assists child safety along with secure site enclosures, guard, double boundary fencing with drop down Heras skirtings and a safety talk to Pupils. Visitors inducted or escorted/CSCS cards recorded. Site TMP is displayed. Safety is checked regularly by Company HSO; SM holds regular meetings with the workforce and Company safety campaigns are in use. An emergency evacuation plan is in place/ displayed/ included in the induction with regular drills held. First aid equipment provided; First Aiders identifiable, call button of Fire Points. A defibrillator is available nearby; First aiders trained. Order forms 'recommend' FORS/CLOCS accreditation; **consideration could be given to making it a requirement along with Company operatives**. Hazard boards used. Nearest A&E dept. map displayed. Accident book/near miss procedures used with investigations by HSO. A safety incentive scheme is on site with breakfasts for good suggestion. A site based drugs/alcohol policy is in place with random testing given.

<b>5. Value their Workforce</b>	<b>8</b>	<b>/10</b>
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Company has all required Statutory policies and caters for the disabled. Company operatives are fully trained with a matrix in place including environ training. Apprentices are properly supervised. Literacy/numeracy is checked by induction, help given. Occ. Health advice is in place with annual screening given by a retained GP. Next of kin numbers, medical conditions and treatment are requested from operatives at induction, kept securely on site. **ICE helmet stickers could be used**. A skin care system is in place, included in the induction with creams and sun block provided. Welfare facilities are provided in the compound and includes male and female toilets, a well equipped canteen and changing/drying room with lockers and shower provided, cleaned by an operative against a tick list. Competency of operatives and legality to work is gauged visually and by possession of CSCS/skills cards checked on the CITB website. Ramps, changing rooms, cultural/religious needs addressed as required. A healthy lifestyle is encouraged by posters, t/b talks and advice. Health posters are in place. Company has apprenticeship, work experience and placement policies. An open door policy is operated. WiFi is available for operatives; operatives hours are checked, new PPE preferred to washing, counselling services are available. A 'You Said We Did' board is in place. Scheme Hub is supported by site and Company.

<b>Overall score</b>	<b>40</b>	<b>/50</b>
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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.*