

Monitor's Report – Site Visit

September 2011

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Company ID:	464	Visit ID:	2011
Company	Cabinco Ltd		
Company contact name	Mr Richard Fraser-Williams	Site contact name	Jonathan Jones/Paul Williams
Site location and description	New single storey timber framed building to accommodate 26 children-aged 2-5 yrs. Private pre-school. Former playground. Residential area-Hassocks, West Sussex.		
	Score	Comments	
1. Considerate	4.5	Paul hand delivered letters/material delivery schedule to all neighbours. Letter contained construction details/site duration/contact details. Weekly progress meetings with school owner. Access to site kept clear of obstruction at all times-monitored by Paul. Ops either park on site or outside disused garages with agreement of local council. Material delivered between 9.00a.m.-12.00p.m. to avoid children entering/leaving school. Address/route map/delivery instructions issued with orders. Designated area for smokers-'butt' bin-not in public view. Access road to site laid with metal plates to reduce mud entering highway. Access to site/accommodation suitable for people of all abilities.	
2. Environment	4.5	Environmental policy contained in site file-covered at induction together with specific issues-dust/noise/stream running along 1 side of site. WMP contained in site file-covered at induction. Waste into mixed skip. 95% waste diverted from landfill. Timber from sustainable sources. Stream protected by existing fencing. Secured container for storing hazardous substances in own compound with spill kit. All ops are directly employed-reside in South Wales-stay in accommodation in Hassocks during working week. Carbon footprint Co2 emissions reduced by ops travelling in 1 vehicle to site.	
3. Appearance	4.5	1 st impression: Site is clean/tidy/well maintained. Heras fencing on site frontage checked/maintained daily by Paul. Labourer litter picks perimeter on daily basis. Welfare facilities cleaned/maintained daily by Paul. Ops responsible for keeping work areas clean/tidy-checked daily by Paul. Site/welfare cleanliness covered at induction. Plant/materials stored tidily in own compound. 1 company vehicle cleaned/maintained weekly by Paul. Paul walks site daily to ensure professional image portrayed.	
4. A Good Neighbour	4.0	Working hours: 8.00a.m.-4.30p.m.Mon-Fri. No log for recording compliments/complaints. Paul has authority to resolve all issues. Neighbours who express interest in construction activity are verbally updated by Paul. Community involvement-assisted residents with removing fallen trees during recent windy weather. Goodwill gesture-materials to neighbours. Neighbours issued with satisfaction survey-results analysed for use on future projects.	
5. Respectful	4.5	Welfare facilities are adequate for size of project-screened from public view. 1 toilet suitable for M/F/people with disabilities usage-pegs in changing room. Dress code/cover up policy displayed-covered at induction together with shouting/abusive language/courtesy. Warning system in place for displaying offensive material-covered at induction. All ops issued with branded PPE/other workwear. Radios not allowed/mobiles when not working. Ops bring own food to site-breaks taken in canteen. Clean PPE available for visitors.	
6. Safety	4.0	Safety policy/site specific plan updated in accordance with construction activity-displayed-covered at induction-audited once during this 10 week project by H&S consultants. Paul's name/telephone number displayed at site entrance for public contact purposes. All works are segregated from residential neighbours. Accidents/near misses recorded on accident forms. Remedial procedure via H&S consultants-covered at induction. Ops briefed daily on site safety/potential risks. Toolbox talks/safety courses used to improve/promote safe working practices. Scaffold netted to protect neighbours privacy. Emergency evacuation procedure/fire plan displayed-covered at induction-tested. Emergency services not advised.	
7. Responsible	4.5	Details of nearest A&E hospital/route map displayed-covered at induction. Paul and all 8 ops are trained in 1 st aid. 1 st aid kit on site. Inductions are site/task specific –skills/medical conditions/CSCS cards recorded-register signed. Ops sign in/out daily. Visitors sign in/inducted/escorted/CSCS cards recorded. Occupational health advice via toolbox talks. Equal ops policy contained in site file-covered at induction. Out of hour's security-lock accommodation/gates. Apprentices recruited annually. Ops plant/equipment operating documentation contained in site file.	
8. Accountable	4.0	This was Paul/Jonathan's 1 st site visit by a CCS monitor. They both attended the office visit carried out by CCS monitor. CCS poster prominently displayed at site entrance-CCS sticker on company vehicle. Ops/consultants/client briefed on CCS criteria. Registration with CCS on contractor website. CCS activities recorded in own folder on site. Contractor contact information prominently displayed at site entrance/on company vehicle. Neighbours have not been advised of site registration with CCS/our criteria.	
Total (out of 40):	34.5	Summary and conclusions	
Contractor has incorporated the majority of CCS criteria into company policies/procedures. A well presented/professionally managed site. Good relationships with client/neighbours. A few highlighted areas to be taken into account on future projects.			
<i>This report does not count towards BREEAM or Code For Sustainable Homes</i>			
Monitor's name	Tony Harris		Date of visit
			11/01/2012

SIGNED:

Score per section	Score references	Score per section	Score references
1	Major non-compliance	4	High level beyond compliance
2	Minor non-compliance	5	Exceptional measures taken
3	Compliance		

AD Harris