

Monitor's Site Report

January 2008

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ID:	31463	Visit no. for this registration	2 nd
Project name	TFL Palestra Building		
Contractor	ISG Interior Exterior Ltd		On site contact name
			Mr John Canny
Site description and location	Fit out of partially occupied building, extensive M&E works on roof and basement plant room, located in mixed commercial, retail and residential area.		
Observations	Score	Comments	
1. Considerate	5	Initial introductory letters sent out. Pedestrians not adversely affected & wheelchair users catered for. No street signage obscured. Cleared snow & put down salt for residents opposite site. Deliveries booked in, designated unloading area. Site is non-smoking with designated smoking area. Access signed, routes to site provided. Visitors sign in & are escorted or inducted as appropriate. Site news updates provided to neighbours. Pedestrian access for all provided.	
2. Environment	5	Company environmental policy in place, made site specific, applied effectively & implemented by env manager with site manager. SWMP in place. Main waste streams segregated on site, eg timber, packaging, metal, plastic, cans. Canteen waste disposed separately. Feedback on % recycled, currently 97%, with 92% average. Office waste recycled including batteries & ink cartridges. Site perimeter suitably maintained. Waste, noise, dust, energy, sustainability issues considered at set up & noted in induction. Trades sign sustainability charter, sustainability awards scheme, trade specific fact sheets developed. Plasterboard & cable off-cuts stored for future use. Visit & presentation by environmental specialist. Materials safely stored. Oil spill kit on site. Renewables to provide 50% of bldg energy. Grey water recycled. Low energy lighting fitted. Eco roof gardens.	
3. Cleanliness	4.5	The site maintained clean & tidy, access & adjacent areas swept as required. Site facilities cleaned by site labourer. Water available for dust suppression. All plant & materials kept on site, appropriately stored. Operatives encouraged to keep site clean. Areas around facilities & skips screened & maintained tidy. Work booths provided for dirty dusty activities, extract fans used. Site perimeter kept clear of site & other rubbish. Good local contacts appear to have ensured no graffiti.	
4. A Good Neighbour	5	Site is well presented giving a good impression, checked regularly. Working levels screened from neighbours. Occupants advised of any noisy work, any specific neighbour needs taken into account. Single line entry complaint procedure in place, names & contact details recorded. Site manager empowered to reimburse minor financial complaints. A number of thank you notes received by site with no complaints to date. Good level of communication maintained with neighbours, who are advised on relevant issues by newsletter & invited to mtgs at times to suit them. Site involved in Blackfriars Settlement activities, entered football team in competition & made donation, funded day out for elderly from site "fines". 24hr tel. number available. Site continues to be a positive influence by community involvement & inviting local youth to visit site & neighbouring projects.	
5. Respectful	4.5	Good standard of site facilities maintained. Logo'd hi-viz, Shirt, long trousers & appropriate PPE must be worn. Inductions are site specific, appropriate behaviour & abusive language addressed. Display of potentially offensive material not allowed. Toilets screened from public view. Radios & mp3s not allowed. Operatives encouraged to change on site, suitable change area provided, with secure lockers, showers & skin care system. Operatives encouraged to use mess area to eat. Visitor ppe provided. Female & access for all toilet available.	
6. Safe	5	Site manager keeps plan updated. Safe route to site office provided. Safe passage for pedestrians passing site. All accidents recorded, no reportable, 1No non-reportable, near misses recorded & reviewed. Appropriate procedures for temporary works outside site boundary. Battery charge point provided. Info on current hazards provided. Visit by protective eyewear manufacturer to advise on correct usage. Responsible behaviour rewarded with vouchers. Trades scored on safety. 70% operatives English not first language but adequate, Q&A check at induction. If operative's English inadequate must work with interpreter. Evacuation plan in place.	
7. Responsible	4.5	Site aware of local hospital A&E, info displayed. identified fire marshals & 4 day first aiders & kit on site. Sub contractors' must have first aiders. Operatives' skills, CSCS card (99% have, those without advised how to obtain card) & medical conditions recorded. Bldg has 24hr security. A number of local school groups have visited. Football kits donated to local youth team. Operatives have photo ID card. Company has Equal Opportunities policy.	
8. Accountable	5	Site management fully aware of CCS aims & ethos. External & internal CCS posters & banner kept well displayed. CC Scheme noted in induction, client & project team aware of aims of scheme. Regular toolbox talks & training continue, CSCS visit to site. CCS compliance encouraged, individual aspects of scheme discussed in Trades mtgs. CCS activities recorded in file. Company supports & encourages CCS activities. Company name displayed. Signage visible at night. Part of scheme to employ local labour.	
Total:	38.5	Summary and conclusions	
A pleasure to visit a site where the high standards set initially have been maintained and built upon, an excellent all round approach displayed to all aspects of the CCS code, the site is a credit to the scheme.			
Any photos taken	Yes		Date of visit
			4 February 2009
Monitor's name	Peter George BEng Dipem CEng MICE MCMI FRSH		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		