

WIOP Planning & Start-up Checklist

A Communication	Circle your score	Comments
<i>Understanding the needs of the occupants is essential when planning a project that will be conducted in their premises.</i>		
A1 Do you intend to participate in the Considerate Constructors scheme?	Yes 5 4 3 2 1 0 No	
A2 How much consultation with the occupants are you doing in the planning phase? Examples that might improve this rating are: <ul style="list-style-type: none"> ● Consultation with tenants' association or user groups ● Canvassing individual occupants face to face ● Distribution and evaluation of questionnaires. 	Rating 5 4 3 2 1 0	
A3 How effectively are the results of this consultation fed back into the project planning process?	Rating 5 4 3 2 1 0	
A4 Does your project planning process include a system for managing dialogue with occupants? Examples include: <ul style="list-style-type: none"> ● Information bulletins ● Notice boards ● Informative signs ● Complaints procedure. 	Rating 5 4 3 2 1 0	
A5 Does the planning phase consider the impact on the local community? Consider the following: <ul style="list-style-type: none"> ● The times the building is in use and how the work will affect the community, e.g. by scheduling work during school holidays in a school, or at the weekend for an office ● Accessibility ● Road traffic ● The duration of the project ● Materials recycling. 	Rating 5 4 3 2 1 0	
A6 How well is the timetable of works communicated to all the occupants? For example do you: <ul style="list-style-type: none"> ● Update the timetable frequently? ● Invite occupants to comment on the timetable? ● Incorporate the occupants' feedback into the timetable? ● Inform occupants of adjoining premises who are not directly affected? ● Update progress signs frequently? ● Have a tenant liaison officer? 	Rating 5 4 3 2 1 0	
<i>Total score</i>		
<i>Average score (divide total score by 6)</i>		

Key to the scoring system – circle a number in the score column

RATINGS	YES/NO
5 Excellent	5 Yes
4 Good	4
3 Satisfactory	3
2 Poor	2
1 Unacceptable	1
0 Not in place	0 No

B Diversity		Circle your score	Comments
B1 Does planning consider the diversity of the occupants? Consider: <ul style="list-style-type: none"> ● Cultural diversity ● The old and the young ● People with physical and learning disabilities ● Gender awareness. 	Yes 5 4 3 2 1 0 No		
B2 Does planning consider the training needs of the workforce in cultural diversity and gender awareness during site induction and briefing?	<i>Rating</i> 5 4 3 2 1 0		
B3 Does your company consider the religious and cultural sensibilities of occupants? For example: <ul style="list-style-type: none"> ● Allocating staff who can speak the language of occupants ● Programming work to avoid important religious festivals ● Respecting cultural norms that limit social contact between genders. 	<i>Rating</i> 5 4 3 2 1 0		
<i>Total score</i>			
<i>Average score (divide total score by 3)</i>			

Key to the scoring system – circle a number in the score column			
RATINGS		YES/NO	
5	Excellent	5	Yes
4	Good	4	
3	Satisfactory	3	
2	Poor	2	
1	Unacceptable	1	
0	Not in place	0	No

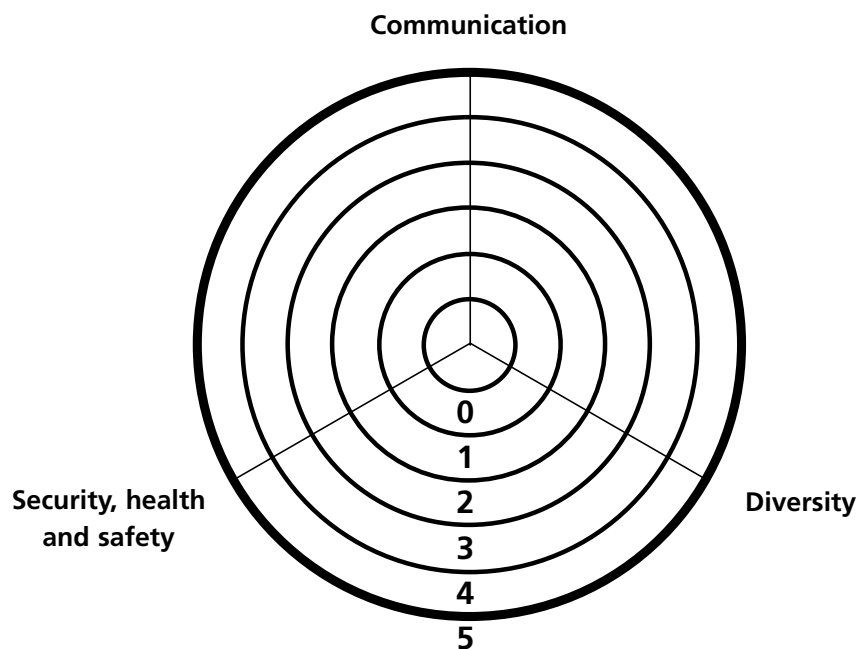
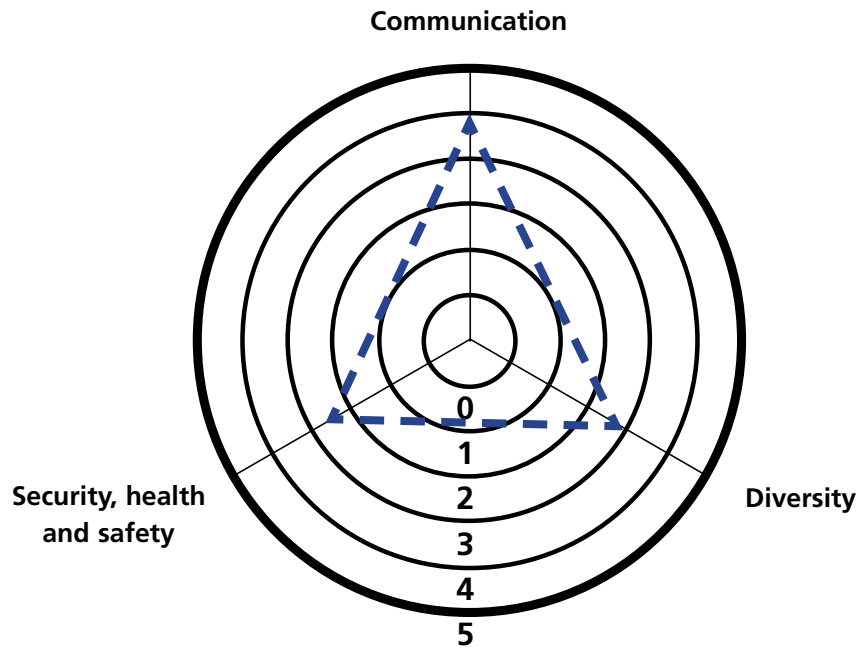
C Security, health & safety	Circle your score	Comments
<p>C1 Operatives should be identifiable for security reasons. How well is this achieved?</p> <p>The following are good practice:</p> <ul style="list-style-type: none"> ● Identifiable corporate clothing ● Photo ID cards (with phone number verification) ● Enlarged for the visually impaired ● Initial introduction of the operatives to the occupants by someone they know. 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>C2 How effective are the arrangements for keeping the health and safety plan up to date?</p> <p>Consider:</p> <ul style="list-style-type: none"> ● Is it modified in the light of changing circumstances? ● Is it communicated to the occupants? 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>C3 Does the Health and Safety plan take into consideration the special needs of the occupants?</p> <p>For example children in a school.</p>	<p>Yes 5 4 3 2 1 0 No</p>	
<p>C4 Is a risk assessment made in respect of the workforce's security and potentially confrontational occupants?</p> <p>The risk assessment should include consideration of the following:</p> <ul style="list-style-type: none"> ● Personal security training ● Carrying panic alarms ● Working in twos ● Management being aware of where operatives are working. 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>Total score</p>		
<p>Average score (divide total score by 4)</p>		

WIOP Planning and Startup Checklist – Radar Chart

This radar chart gives a clear picture of the firm's overall benchmark performance. To complete the radar chart, take the average benchmark score for each of the 3 performance indicators ('soft measures'), plot each result on the appropriate axis of the radar chart and join with a line.

Measurement: 0 = Not at all 5 = Fully

EXAMPLE



OUR RESULTS