

## Working Environment Checklist – On Site

Once established you should regularly review the working arrangements and accommodation facilities. Ensure that they continue to meet workforce needs and expectations, and that they are clean and serviceable. You should aim for a physical working environment that sets the best standards. Bear in mind that the working environment affects the public's impression of construction, which has a substantial impact on recruitment.

Key to use of scoring system – circle a number in the score column							
RATINGS		% OF WORKFORCE		AVAILABILITY		CLEANING REGIME	
5	Excellent	5	91-100%	5	Day 1 (always available)	5	Twice daily
4	Good	4	81-90%	4	Day 2 (sometimes unavailable)	4	Once daily
3	Satisfactory	3	71-80%	3	3-5 days (unavailable for 1-3 days consecutively)	3	4 times a week
2	Poor	2	61-70%	2	5-8 days (unavailable > 3 days consecutively)	2	3 times a week
1	Unacceptable	1	51-60%	1	9-14 days (often unavailable)	1	2 times a week
0	Not in place	0	0-50%	0	Over 14 days (never available)	0	Once a week or less

A Logistics	Circle your score	Comments
<p><i>This aspect covers how the workforce moves to, from and around the work place, and the impact of travel on neighbours. The aim is good management of logistics and creating a positive impression of construction work.</i></p>		
<p><b>A1 Are your signs adequate?</b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>● Clear, in good condition, understandable and provide accurate up to date information</li> <li>● Signs are in place throughout (e.g. noticeboards, etc.) to inform the workforce of key progress, milestones, safety and other issues.</li> </ul>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p><b>A2 Are transport arrangements for workers effective and sufficient?</b></p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p><b>A3 Is car parking adequate?</b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>● Sufficient off road parking is available for all staff</li> <li>● Ensures minimum impact on neighbours</li> <li>● Creates a good impression</li> <li>● Available from day one and thereafter.</li> </ul>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
	<p><i>Availability</i></p> <p>5 4 3 2 1 0</p>	
<p><b>A4 Is there adequate access?</b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>● Clear of health and safety hazards</li> <li>● Clearly signed for staff and visitors</li> <li>● Pedestrians and vehicles segregated.</li> </ul>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
	<p><i>Availability</i></p> <p>5 4 3 2 1 0</p>	
<p><b>A5 Is traffic segregated from pedestrians?</b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>● Continues to be effective</li> <li>● Sufficient and clearly marked.</li> </ul>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	

A Logistics (cont.)	Circle your score	Comments
A6 Do site logistics make minimal impact on the neighbourhood?	<i>Rating</i> 5 4 3 2 1 0	
<i>Total score for this section</i>		
<i>Average score for this section (divide total score by 8)</i>		

B Working environment, welfare and safety	Circle your score	Comments
<i>It is not possible to prescribe optimum standards for the physical, working environment. But there are certain minimum standards to which you need to adhere.</i>		
B1 Sufficient first aid kits are in place, clean, maintained and checked regularly.	<i>Cleaning Regime</i> 5 4 3 2 1 0	
	<i>Availability</i> 5 4 3 2 1 0	
B2 Heating, lighting, ventilation systems all work effectively.	<i>Rating</i> 5 4 3 2 1 0	
	<i>Availability</i> 5 4 3 2 1 0	
B3 Adequate protection from inclement weather is provided for entire workforce at all times.	<i>Rating</i> 5 4 3 2 1 0	
	<i>Availability</i> 5 4 3 2 1 0	
B4 Visual display units – all workstations have been assessed and risks reduced.	<i>Rating</i> 5 4 3 2 1 0	
	<i>Availability</i> 5 4 3 2 1 0	
B5 Clear working area policy is established and maintained.	<i>Rating</i> 5 4 3 2 1 0	
B6 Does the workforce have a clear environment to work in, free from obstacles and hazards?	<i>Rating</i> 5 4 3 2 1 0	
<i>Total score for this section</i>		
<i>Average score for this section (divide total score by 10)</i>		

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2 Poor	2 61-70%	2 5-8 days (unavailable > 3 days consecutively)	2 3 times a week		
1 Unacceptable	1 51-60%	1 9-14 days (often unavailable)	1 2 times a week		
0 Not in place	0 0-50%	0 Over 14 days (never available)	0 Once a week or less		

C Accommodation facilities	Circle your score	Comments
<p><i>The quality of accommodation is also important, including adequate heating, ventilation and even such basics as furniture. Would you like to work there? Do the conditions encourage others to do so? Are they an advertisement for you?</i></p>		
<p>C1 Are full facilities available from day one and thereafter?</p>	<p style="text-align: center;"><i>Availability</i> 5 4 3 2 1 0</p>	
<p>C2 Are the toilet and shower facilities available from day one and thereafter?</p>	<p style="text-align: center;"><i>Availability</i> 5 4 3 2 1 0</p>	
<p>C3 Do you have adequate accommodation facilities? Consider:</p> <ul style="list-style-type: none"> <li>● Free tea and coffee, microwave, vending machine, fridge, boiler, fire point, etc.</li> <li>● Provision of drinking water</li> <li>● Adequate furniture – have enough tables and chairs been provided for the size of the workforce involved?</li> <li>● Heating and ventilation is adequate and operational</li> <li>● Notice board</li> <li>● Hazard posters</li> <li>● No one is embarrassed by the condition of facilities and that everyone is provided with the same standards</li> </ul>	<p style="text-align: center;"><i>Rating</i> 5 4 3 2 1 0</p>	
	<p style="text-align: center;"><i>Availability</i> 5 4 3 2 1 0</p>	
	<p style="text-align: center;"><i>% of Workforce</i> 5 4 3 2 1 0</p>	
<p>C4 All facilities are cleaned regularly. This is effective and addresses minor maintenance matters.</p>	<p style="text-align: center;"><i>Cleaning Regime</i> 5 4 3 2 1 0</p>	
<p>C5 Enough good quality food is provided. Consider:</p> <ul style="list-style-type: none"> <li>● Organising a snack wagon</li> <li>● On-site self managed canteen</li> <li>● Proximity of cafe etc and potential for negotiated discounts.</li> </ul>	<p style="text-align: center;"><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C6 If a canteen is provided, is it available from day one?</p>	<p style="text-align: center;"><i>Availability</i> 5 4 3 2 1 0</p>	
<p>C7 Sufficient well-located toilet facilities are provided. These are:</p> <ul style="list-style-type: none"> <li>● Functional (working correctly, adequate lighting, ventilation, soap/towels)</li> <li>● Relocated as required to be close to the workforce (lost time)</li> <li>● Mains service supplied where possible.</li> </ul>	<p style="text-align: center;"><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C8 There are separate toilet facilities for men and women.</p>	<p style="text-align: center;"><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C9 Bad weather protection has been provided for on-site workers, such as a tarpaulin to protect them while working.</p>	<p style="text-align: center;"><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C10 A dry, designated smoking area is provided.</p>	<p style="text-align: center;"><i>Rating</i> 5 4 3 2 1 0</p>	
<p><i>Total score for this section</i></p>		
<p><i>Average score for this section (divide total score by 12)</i></p>		

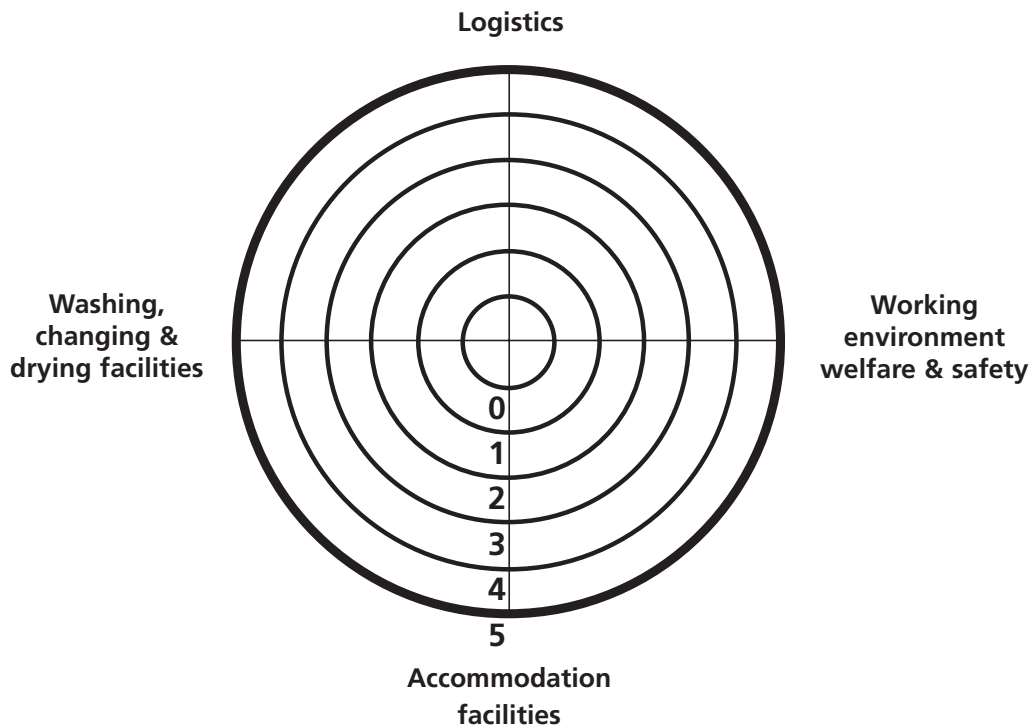
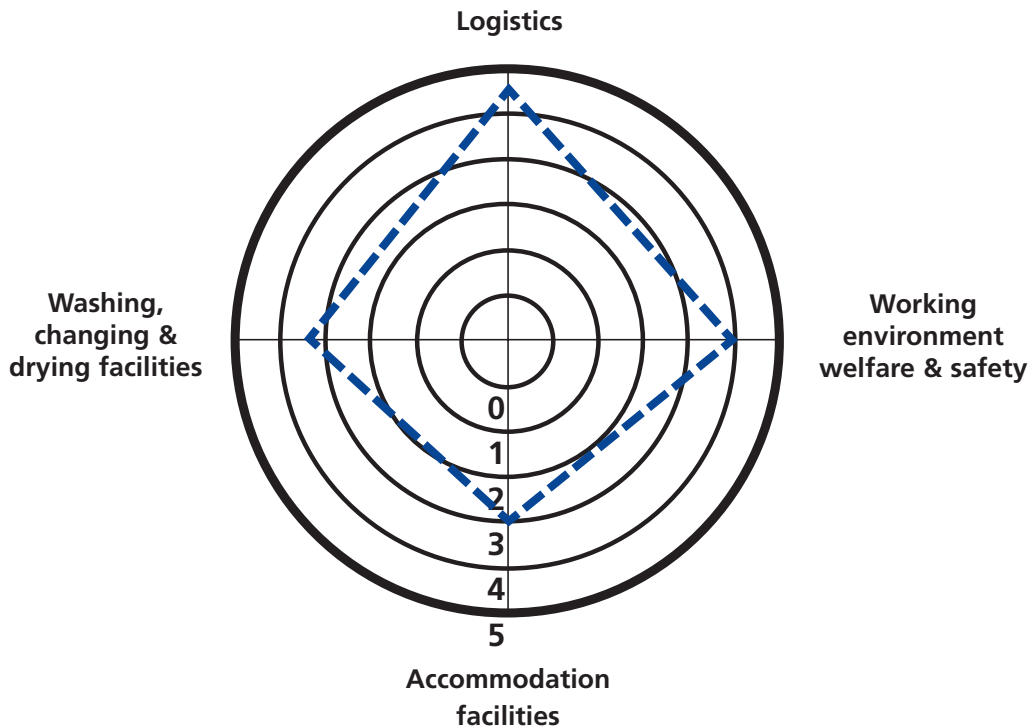
D Washing, changing and drying facilities	Circle your score	Comments
<p><i>Working in construction can be a dirty job. The provision of changing and drying facilities is essential for the comfort of workers. It will also benefit members of the public who may be sharing public transport with construction workers. It should be possible for everyone to arrive and leave in clean, dry clothes.</i></p> <p><i>Hygienic standards must be maintained. There should also be an adequate number of lockers and washbasins of the correct size. Facilities must be adequate for the number of people. Separate facilities are required for men and women. Special needs such as disabilities and cultural differences should be taken into account.</i></p>		
<p><b>D1</b> Hot and cold running water.</p>	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p> <p style="text-align: center;"><i>Availability</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p><b>D2</b> Personal lockers provided for all.</p>	<p style="text-align: center;"><i>% of Workforce</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p><b>D3</b> Changing rooms/ toilets /shower facilities. Consider heating, ventilation, seating, lighting, cleanliness.</p>	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p> <p style="text-align: center;"><i>Availability</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p><b>D4</b> Facilities are cleaned regularly. This is effective and addresses minor maintenance matters.</p>	<p style="text-align: center;"><i>Cleaning Regime</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p><b>D5</b> Separate facilities are provided for men and women.</p>	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p> <p style="text-align: center;"><i>Availability</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p><i>Total score for this section</i></p>		
<p><i>Average score for this section (divide total score by 8)</i></p>		

# Working Environment Checklist – On Site – 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 4 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