



**SUSTAINABLE  
CONSTRUCTION  
GROUP**

**GUIDANCE  
FOR  
PROJECT SPONSORS  
AND  
PROJECT MANAGERS**

**GUIDANCE NOTE 5:**

**CONSIDERATE CONSTRUCTORS'  
SCHEME**

**June 2006 & Amended March 2009**



**Central Procurement Directorate**  
"Helping The Public Sector Deliver Better Public Services"

**Central Procurement Directorate**

## GUIDANCE NOTE 5: CONSIDERATE CONSTRUCTORS' SCHEME

The *Government Construction Client Group's Sustainability Action Plan* lists 10 themes for action. One of these themes is "respect for people and their local environment". The respect for people is at the heart of the social responsibility dimension of sustainable construction. The *Considerate Constructors' Scheme (CCS)* embodies the respect for people and their local environment in its code of practice. The use of the *Considerate Constructors Scheme* or similar is a mandatory requirement of the *Sustainability Action Plan*.

### 5.1 CONSIDERATE CONSTRUCTORS SCHEME

#### 5.1.1 The three main areas that the Scheme Code covers are:

- **The environment**  
Registered sites should do all they can to reduce any negative effect they have on the environment. They should work in an environmentally conscious, sustainable manner.
- **The workforce**  
Registered sites should provide clean, appropriate facilities for those who work on them. Facilities should be comparable to any other working environment.
- **The general public**  
Registered sites should do all they can to reduce any negative impact they may have on the area in which they are working. Sites should aim to leave a positive impression on those they affect.

#### 5.1.2 Code of Practice:

The Scheme's Code of Practice requires compliance with the following:

- **Considerate:** All work is to be carried out with positive consideration to the needs of traders and businesses, site personnel and visitors, and the general public. Special attention is to be given to the needs of those with sight, hearing and mobility difficulties.
- **Environment:** Noise from construction operations and all other sources is to be kept to a minimum at all times. Efforts should be made to select and use local resources wherever possible. Attention should be paid to waste management and the avoidance of pollution. Recycling and the use of recycled materials is encouraged.
- **Cleanliness:** The working site is to be kept clean and in good order at all times. Safety barriers, lights and warning signs are to be maintained in a clean and safe condition. Surplus materials and rubbish should not be allowed to accumulate on the site or spill over into the surroundings. Dirt and dust from construction operations should be kept to a minimum.
- **Good Neighbour:** General information regarding the Scheme should be provided for all neighbours affected by the work. Full and regular communication with neighbours, including adjacent traders and businesses, regarding programming and site activities should be maintained from pre-start to completion.

- **Respectful:** Respectable and safe standards of dress should be maintained at all times. Lewd or derogatory behaviour and language should not be tolerated under threat of severe disciplinary action. Pride in the management and appearance of the site and the surrounding environment is to be shown at all times. Operatives should be instructed in dealing with the general public.
- **Safe:** Construction operations and site vehicle movements are to be carried out with care and consideration for the safety of site personnel, visitors and the general public. No building activity should be a security risk to others.
- **Responsible:** Ensure that everyone associated with the site understands implements and complies with this code.
- **Accountable:** The *Considerate Constructors Scheme* poster is to be displayed where clearly visible to the general public. A site's contact details should be obvious to anyone affected by its activities.

### 5.1.3 COMPLAINTS

The scheme has a detailed complaints procedure. Complaints received the CCS from any source will be recorded giving name, telephone number, the nature of the complaint together with the site concerned.

Nature of complaint headings:

- Noise
- Abusive language
- Road conditions
- Dirt/Dust
- Other Safety
- Parking
- Inconsiderate

The site manager will be informed of the nature of the complaint and will be advised of the name and details of the complainant together with any suggested manner to deal with the complaint.

The complainant will be contacted by the CCS after approximately two days and asked if the complaint has been properly dealt with.

If the answer is satisfactory the complaint is taken off the active list.

If the answer is not satisfactory a further call is made to the site manager in order to resolve the complaint.

In the case of the company failing to deal with the problem effectively, and it is considered that there is a breach of the code, the CCS may decide to remove the site from the scheme.

### 5.1.4 MONITORING COMPLIANCE

All sites registered with the Scheme are monitored by an experienced industry professional to assess their performance against the eight Codes of Considerate practice shown in 5.1.1; a copy of the check list can be down loaded from the Considerate Constructors Scheme web site.

Compliance to the scheme is measured using the ranking shown below, a score of:

- 1 point in a section indicates a major non-compliance.
- 3 points in a section indicates satisfactory compliance.
- 5 points in a section indicates exceptional compliance.

Sites which are awarded one and a half points in any one section of the site Monitor's report will have a further Monitor Visit to review progress. Unsatisfactory compliance could result in a site being removed from the scheme.

### 5.1.5 BENEFITS OF THE SCHEME

The scheme provides an ideal framework to demonstrate a project's environmental good practice intentions, but does not replace the need for an *Environmental Management System*. Registering a site with the scheme gives the project additional points with environmental assessment methodologies such as *BREEAM (Building Research Establishment Environmental Assessment Method)* and *CEEQUAL (Civil Engineering Environmental Quality and Assessment Award Scheme)*.

## 5.2 ROLES AND RESPONSIBILITIES

### 5.2.1 Contacting Authorities and Centres of Procurement Expertise

- All single site construction contracts over £200k are expected to use the *Considerate Construction Scheme*.
- All term Contracts over £1 million per year which involve appreciable site works at different locations are expected to use the *Considerate Constructors Scheme*
- Each *Contracting Authority* and *Centre of Procurement Expertise* is to record the number of schemes that it has been applied to and the number of exceptions within the parameters set out in 5.2.
- Advise *Central Procurement Directorate Quality Standards Branch* when a site has been removed from the scheme, give details of the non-compliance issues and the main parties involved.

### 5.2.2 Project Managers

#### 5.2.2.1 At Pre-Contract Stage

In the tender documentation, include the following details:

#### **Considerate Constructors Scheme**

- Registration: Before starting work register the site and pay the appropriate fee.
- Contact Address:  
Considerate Constructors Scheme  
PO Box 75  
Ware  
Hertfordshire  
SG12 0YX  
Tel: 01920 485959  
Fax: 01920 485958

Website: [www.ccscheme.org.uk](http://www.ccscheme.org.uk)  
Email: [Enquiries@ccscheme.org.uk](mailto:Enquiries@ccscheme.org.uk)

- Standard: Comply with the Scheme's *Code of Considerate Practice*.
- Issue to the PM at the completion of the contract a copy of the Considerate Constructors Monitor's report which highlights the total score and sub-scores in each section.

Where an Excellent BREEAM rating score is aimed for, the tender documentation will include a requirement for the contractor to achieve certification AND a score greater than 3 in one or more sections. Where the total Considerate Constructors (CC) score achieved is between 24 to 31.5 inclusive, 1 BREEAM credit can be awarded. This is a minimum BREEAM standard to achieve for a project to be eligible for a BREEAM Excellent award.

Where the total CC score is between 32 and 35.5, 2 BREEAM credits can be awarded.

Where the total CC score is greater than  $\geq 36$ , 2 BREEAM credits + a possible Innovation could be awarded.

#### 5.2.2.2 Construction Stage

Advise *Central Procurement Directorate Quality Standards Branch* through local management when a site has been removed from the scheme and give details of the non-compliance issues.

Provide at the completion of the contract, the Considerate Constructors Monitor's report for the site to the BREEAM Assessor.

### 5.3 IMPLEMENTATION

The requirements contained within this *Guidance Note* and all subsequent amendments are to be implemented from 1<sup>st</sup> October 2006 and from the date of each amendment.

### 5.4 AMENDMENTS

#### MARCH 2009

- Additional requirement for detailed Considerate Constructors Monitor's report to be received and acted upon by PM particularly if a BREEAM Excellent rating target is set for the project.