



# Considerate Constructors Scheme

## Event Code of Considerate Practice

Construction industry-related events impact on the communities, environment, and the workforce, and therefore have a huge impact on the image of the construction industry.

This Code and the associated guidelines help ensure events have a positive impact on the image of the industry.

### Care about **Appearance**

Events should present a positive, professional image at all times

- The internal and external appearance of the venue should present a positive image at all times
- All staff should maintain a professional and appropriate appearance
- There should be systems and processes to ensure the cleanliness of the entire venue
- Websites and social media should be used appropriately to promote the event and its aims

### Respect the **Community**

Events should be a good neighbour and support the local community

- Steps should be taken to minimise the impact of event activities on those affected
- Events should be accessible and appropriately staffed
- Opportunities to support the local community should be explored
- Accreditations, awards and, where appropriate, registration with the Scheme should be promoted

### Protect the **Environment**

Events should minimise environmental impact

- Environmental policies should be in place to reduce the overall impact of the event
- Waste should be minimised and suitable disposal processes adhered to
- Suitable controls should be in place for dealing with dust, noise and hazardous substances
- The use of recycled, reused and sustainably sourced materials should be encouraged

### Secure everyone's **Safety**

Events should take appropriate steps to ensure the safety of all

- Appropriate safety systems should be in place, before, during and after the event
- All risks to staff, delegates and visitors should be considered and suitably addressed
- Arrangements should be in place for dealing with accidents and emergencies
- Deliveries, set up and strip down vehicles should be managed to consider vulnerable road users

### Value their **Workforce**

Events should care for and support all those working at the event

- Everyone should be treated fairly, equally and with respect at all times
- Events staff must be eligible to work in the UK and should be suitably qualified and trained
- Care should be taken for the health and wellbeing of all
- Appropriate welfare, rest and recreation facilities should be available



# Considerate Constructors Scheme

## Event Guidelines

Construction industry-related events impact on the communities, environment, and the workforce and therefore have a huge impact on the image of the construction industry. These guidelines help ensure events have a positive impact on the image of the industry by outlining the Scheme's expectations in relation to the Event Code of Considerate Practice.

The areas listed below are just a starting point and events organisers and exhibitors are expected to think beyond these expectations and behave in a considerate manner at all times when considering the five areas of the code.

<b>Care about Appearance</b>	
Does the internal appearance of the venue and all exhibitor areas present a positive image?	
Does the external appearance of the venue present a positive image?	
Do all event and exhibitor staff maintain a professional and appropriate appearance?	
Is there a process in place to check stands and staff for suitability before the event commences?	
Are regular inspections undertaken to ensure the cleanliness of the venue and associated facilities?	
Are refreshment and smoking areas for delegates and exhibitors appropriately signposted and managed?	
Are websites used appropriately to promote the event and its aims and values?	
Is social media used appropriately to promote the event and react to issues?	
<b>Respect the Community</b>	
Are members of the public and visitors shown courtesy and respect at all times?	
Have appropriate steps been taken to minimise the impact of event activities on members of the public, neighbours and the public highway?	
Is the event appropriately staffed, accessible and welcoming to all?	
Are all exhibitor stands appropriately staffed and accessible and welcoming to all?	
Have opportunities to contribute to and support the local community and economy been explored?	
Is Partnership with the Scheme promoted?	
Have steps been taken to ensure all exhibitors adopt the Scheme's standards?	
Is Scheme branding displayed as appropriate?	
<b>Protect the Environment</b>	
Are environmental policies and procedures in place to reduce the overall environmental impact of the event, including the impact of exhibitors and attendees?	
Are these policies and procedures actively monitored?	
Is waste minimised and are suitable disposal processes adhered to?	
Is energy use minimised where appropriate?	
Is energy efficiency promoted and encouraged?	
Are there suitable controls in place for dealing with dust, noise and hazardous substances?	
Is the use of recycled, reused and sustainably sourced materials encouraged for event stands and associated materials?	
<b>Secure everyone's Safety</b>	
Are appropriate safety systems in place including suitable safety training, relevant permits to work and risk assessments and method statements?	
Have all risks to exhibitors and delegates been considered and suitably addressed?	
Are arrangements in place for dealing with accidents and emergencies?	
Is accident and emergency information readily available to all including details of first aid arrangements?	
Are deliveries, set-up and strip-down vehicles and stand erection plant managed to consider vulnerable road users?	
<b>Value the Workforce</b>	
Is everyone treated fairly, equally and with respect at all times?	
Are all events staff eligible to work in the UK?	
Are all events staff suitably trained and, where appropriate, qualified?	
Is care for the health and wellbeing of all clearly demonstrated?	
Are appropriate welfare, rest and recreation facilities available nearby?	
Do all staff have breaks as needed?	