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| **Project:** | **Date:** | **Your Name:** |
| **Business Unit:** | **Time:** | **Your Company:** |
| **At Wates we welcome your views on how we can continually improve health, wellbeing & safety plus create more inclusive team environments for all those working on, visiting or affected by our projects, as well as improve the quality of our product and reduce the impact we have on the environment.**  ***Guidance for Wates Leadership completing a VMR can be found in*** [***Del-515V VMR Guidance for Wates Leadership.***](https://watesgroup.sharepoint.com/teams/of/WPS%20and%20Supporting%20Docs/Del-515V%20VMR%20Guidance%20for%20Wates%20Leadership.docx)  **Please give us your recommendations to improve:** | | |

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| **Quality**   * Are the Project Quality Plan and required Trade Quality Plans approved, and have TQPs been briefed to the workforce? * Is the quality of work to the correct standard? * Are robust installation records, including photographs, being maintained? * Could we improve material storage and protection of completed work? * How could we reduce the risk of mistakes and potential defects? * Are the appropriate Delivering the Promise meetings planned and taking place? |
| Project team Quality response:    Completed by: Date: |
| **Health & Wellbeing**   * How could we eliminate or better control occupational health issues on site such as manual handling or fatigue? * Are Wates staff aware of the Employee Assistance Programme (We Care) and the Everymind at Work App and are sub-contractors aware of the Construction Industry Helpline? * Are staff having regular discussions with their teams/line manager about wellbeing? Are they aware of MyWellnessPlan? * Does the site reflect the *Wellbeing on Site* Visual Standard? * Are there female and accessible toilet facilities? Does the female toilet have sanitary products (Hey Girls)? * Are the team aware of / implementing the controls within Gov-120 Group Organisational Stress Risk Assessment? * How are the team embracing the flexible working principles? * Is there activity taking place on site to promote health and wellbeing and has this been recorded as an ‘Event’ on Ecoline? (e.g, Health checks / TCV volunteering days / Tea and talk sessions / lifestyle TBTs and campaigns delivered, healthy food options in canteen)? |

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| Project team Health & Wellbeing response:    Completed by: Date: |

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| **Safety**   * Think about the site appearance, about layout and security – what is your gut feeling, does it look and feel right? * How could we improve the control of current risks? * Have you considered your **Bold Commitments** and the particular risks for the type of project and this project environment, the time of the day and personnel involved? |

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| Project team Safety response:    Completed by: Date: |

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| **Environment**   * How could we improve our management of waste and what could we do to reduce waste further? * Are we fully utilising modern methods of construction? * Have we put in place effective carbon reduction measures? * What measures are we taking to improve biodiversity and reduce negative impacts on nature? * What pollution control measures have we implemented and have they been briefed to the workforce? * How often is the project reporting its sustainability performance? * When was the last time an environmental incident was logged? |

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| Project team Environment response:    Completed by: Date: |

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| **Inclusion:**   * Is the site prominently displaying the latest inclusion campaign posters in their meeting rooms and common areas? * Is their parity in roles assigned at site, for example are refreshments served by both men and women? * Are site teams aware of/and participating in inclusion learning opportunities, can they share any insights? * How could the site improve on creating inclusion environment for all working on the site? * How well is accessibility and associated signage managed on site and in offices? Is there wheelchair access/ramps and evacuation procedures in place for disabled/less able-bodied staff and visitors? * Are common areas suitably designed to enable a variety of relaxing activities, for example do they balance the need for a quiet space to allow colleagues to take a break with providing indoor sport facilities? |
| Project team Inclusion response:    Completed by: Date: |
| **General Data Protection**   * How could we eliminate or better control how personal information is being handled on site? * Are files that contain personal information (i.e. induction forms) being stored securely? * Are paper files being shredded or disposed of using confidential waste bins? Is a clear desk policy being observed? * When not in use, are computer screens being locked? * Are laptops, tablets and mobile phones being kept secure or locked away? |
| Project team Data Protection response:    Completed by: Date: |
| **We Look for a Better Way**   * Are there any areas where we should be exploring better ways? * What items would benefit from better ways? |

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| Project team response:    Completed by: Date: |

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| **Other Comments**   * How else can we improve? * Consider communications, relationships and co-ordination. * What is the team awareness and compliance with the Operating Framework? * Is the presentation and branding of cabins, offices, hoardings, posters, etc. acceptable? | | |
| **GREEN** | **AMBER** | **RED** |
| ***GREEN****: Good with zero or minor comments* | **Amber**: concerns requiring project team action | **Red**: Significant concern with standards |
| **Wates Project Leader Sign-off**  I am satisfied that the recommendations above have been adequately reviewed / actioned / communicated as appropriate | | |