

# Scheme rules – Appendix C

## Site supervision safety training scheme



## **Site Safety Plus**

### **Site supervision safety training scheme (SSSTS)**

#### **Appendix C**

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## 1. Introduction

This two-day *Site supervision safety training scheme* (SSSTS) course is designed for those who have, or are about to acquire, supervisory responsibilities.

The course covers all relevant legislation and other aspects which affect safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures, and adequate communication to sustain a health and safety culture among the workforce.

The SSSTS course is endorsed by Build UK and exceeds the standard set by CITB for construction supervisors training.

## 2. Aims

To help site supervisors to:

- supervise health and safety on site in accordance with current legal provisions and within the context of their role
- develop an understanding of responsibility and accountability for site health, safety and welfare of workers on site
- recognise that a safe site is efficient, economical, productive and environmentally friendly .

## 3. Entry requirements

Delegates should hold, or be about to hold, the role of a supervisor. Delegates must be competent in English at site supervisor level.

## 4. Delegate numbers

The minimum number of delegates per course is four. The maximum number of delegates per course is 20. These minimum and maximum delegate numbers are not subject to an appeal.

## 5. Course duration and attendance

This is a two-day course. Delegates are required to complete the full course (15 hours) to be eligible for certification.

Delegates must attend the days in order and, where not on consecutive days, must complete the course within two weeks. Delegates unable to attend both days due to extenuating circumstances (e.g. certificated sickness) will need to enrol onto a new course and, to maintain continuity of learning outcomes, must attend both days again.

Delegates who do not complete the two full days, pass the trainer review and pass the end of course examination will not be issued with a certificate.

## 6. Progression

A natural progression from this course would be to attend the *Site Management Safety Training Scheme* (SMSTS) course.

## 7. Course publications and materials

### Publications

<i>Construction site supervision</i> (GE706)	<b>Mandatory</b>
<i>Toolbox talks</i> (GT700)	<b>Mandatory</b>

### Supporting materials

Construction site drawings	<b>Mandatory</b>
Construction tasks and projects	<b>Mandatory</b>
Scheme of work	<b>Mandatory</b>
<i>What do you know?</i> practice paper	<b>Optional</b>
Safety signs	<b>Optional</b>
COSHH assessment template	<b>Optional</b>
Risk assessment template	<b>Optional</b>

- At the start of each course, training providers must provide each delegate with their own copy of the two mandatory publications (*Construction site supervision* and *Toolbox talks*) which will be retained by the delegate upon completion of the course.
- Training providers can access the supporting materials (other than the drawings) online at the CITB secure area.
- Where in-house toolbox talks are used, the content must be submitted to CITB for approval prior to course delivery.
- Homework between day one and day two is recommended for preparation for the toolbox talk and revision for the final examination.

## 8. Assessment

Assessment will be by an end of course examination and the trainer review. The delegate must pass the exam and pass all three elements of the trainer review. We suggest you share this information with the delegates at the beginning of the course.

The examination demonstrates to external bodies that the certificate is only awarded to successful delegates following both an assessment and examination. The trainer review demonstrates engagement, collaborative working and listening skills – key elements of becoming a supervisor.

Trainers may wish to start the course with a *What do you know?* question paper to establish delegate knowledge levels.

### 8.1. Examination

The paper consists of 25 questions: 22 multiple choice questions and three short written questions and

answers. There are four safety critical questions at the beginning of each paper that must be answered correctly. This exam paper must be taken at the end of the course. The examination paper number will be notified when the course booking is accepted by CITB.

## 8.2 Trainer Review

Delegates will need to pass **all** three elements of the trainer review to gain a pass. The three elements of the trainer review are as follows:

- Exercise – overall, thinking about the delegate’s performance in the group exercise, did they work well as part of the team? Areas to consider:
  - working collaboratively
  - making group decisions
  - listening to others’ points of view
  - sharing their point of view
  - working towards a common goal
  - actively inputting into the discussion.
  
- Has the delegate actively engaged with the course and the group? Such as:
  - active listening
  - answered questions
  - given suggestions
  - shared experiences etc.
  
- Has the learner completed the toolbox talk?

All three elements will be either a pass (yes) or fail (no) and all three elements will need to achieve a pass for the delegate to pass this element of the course. The trainer review **must** be completed before the end of course assessment. If a learner is assessed as failing the trainer review, then they are not permitted to sit the end of course assessment.

## 9. Construction site drawings and exercises

### 9.1. Construction site drawings

There are three construction site drawings in total, which incorporate different, multiple scenarios. Each drawing has a description/overview and associated tasks and projects.

The construction site drawings, tasks and projects offer a wide range of options to support course delivery.

They have been designed to offer basic information, sufficient for health and safety planning exercises. Trainers are to encourage delegates to focus on this area (health and safety planning), as these are the core requirements for the course and assessment. Providers and trainers can introduce an element of flexibility by adding or removing features of the drawing, task or project, but should retain a similar level of complexity.

### Tasks

Tasks use simple scenarios and can be used at any point during course delivery. The tasks have been provided as an additional resource. It is up to each individual provider and trainer to decide whether the tasks will be used, and how.

The tasks differ in complexity and are designed to be used for small exercises based on course delivery, at any point. Trainers can use any of the tasks, or elements of a task, throughout the course for the relevant drawing, with delegates being asked to simply describe their proposed approach to a task or an element.

### **Projects**

Projects use more complex scenarios and can also be used at any point during course delivery. Projects would normally be used to describe and show full site set up, with justification for decisions.

### **General use**

Task and project selection should be determined by group background(s) and size(s). Any task, project or combination can be used for any exercise during course delivery to meet the learning outcomes/assessment criteria of the area that is determined by the trainer.

## **9.2. Exercise**

The aim of the exercise is to enable delegates to understand the responsibilities of supervisors in relation to controlling site safety and managing risks on site.

### **9.3 Exercise method**

The trainers can either form delegate small groups or one large group to complete the exercise.

At least **one** construction site drawing is to be used in the exercise and one project relating to the drawing. During the exercise, delegates are to prepare a risk assessment, a method statement (or both) and/or provide complete 'set up' detail on a relevant drawing for the project.

Assessment will be made by observing the delegates' performance throughout the exercise and will form part of the trainer review for each delegate.

## **10. Toolbox talk**

### **10.1 Aim**

To encourage delegates to prepare and present a toolbox talk and build delegate confidence when presenting a toolbox talk on site.

Topics can be selected from the GT700 supporting publication (please see the *Scheme of work* for suggested areas for which the toolbox talks could support course delivery).

### **10.2 Task**

The delegate will need to prepare and deliver a five-minute toolbox talk presentation. The preparation of the toolbox talk will be done as part of homework after the end of day one, with the presentation taking place on day two.

Delegates should focus on messages which are relevant to their site, consider their target audience and decide on the key points to focus on.

The toolbox talk exercise will form part of the trainer review.

## 11. Learning outcomes

Delegates taking the SSSTS course should be able to achieve all the learning outcomes listed below by the end of the course.

### Module 1

#### 1. Health and safety law

Describe the purpose of health and safety legislation and the different legislative requirements that must be followed to ensure this is achieved.

#### 2. Construction (Design and Management) Regulations 2015 (CDM)

Explain how the CDM Regulations are used to support health and safety on site.

#### 3. Health and safety management systems

Describe how to develop, maintain and monitor a health and safety management system.

#### 4. Risk assessments and method statements

Write and use risk assessments and method statements to ensure a safe working environment.

#### 5. Statutory inspections and checks

Outline how to complete statutory inspections and checks for a construction site.

#### 6. Reporting accidents, injuries and ill health

Describe how to report accidents, injuries and ill health that may occur in the construction industry.

#### 7. Leadership and worker engagement

Explain how good leadership and worker engagement can aid with protecting the workforce.

### Module 2

#### 1. Health and welfare of the workforce

Explain how to protect the health and welfare of the workforce in the construction industry.

#### 2. First aid and emergency procedures

Explain how to manage first aid and emergency procedures for a construction site.

#### 3. Hazardous substances

Explain how to identify and handle hazardous substances associated with working on a construction site.

#### 4. Asbestos

Outline the risks to health posed by asbestos, and the basic legal requirements to manage those risks.

#### 5. Dust and fumes

Outline how to control exposure to dust and fumes (respiratory hazards) for workers on a construction site.

#### 6. Noise and vibration

Explain how to control exposure to noise and vibration for construction workers.

#### 7. Manual handling

Outline how to properly undertake manual handling activities when lifting loads.

## Module 3

### 1. Site set up and security

Identify factors to be considered when setting up a construction site.

### 2. Fire prevention and control

Identify the main fire hazard risks and identify basic requirements for fire safety on site.

### 3. Electricity

Identify the dangers of electricity and good working practices for working on, or near to, live electrical circuits and with electrical tools and equipment.

### 4. Plant and work equipment

State the importance of control and the management of plant, transport and work equipment on site.

### 5. Lifting operations and lifting equipment

Identify the basic requirements for safe lifting operations, equipment and accessories and the steps required to ensure safety.

## Module 4

### 1. Working at height

Describe the key principles for working safely at height.

### 2. Excavations

Outline the main hazards and control considerations for excavation work.

### 3. Underground and overhead services

Describe how to locate, identify and plan for work near underground and overhead services.

### 4. Confined spaces

Describe the main hazards and safety considerations for working in a confined space.

### 5. Temporary works

Describe the main duties of temporary works supervisors.

## Module 5

### 1. Environmental awareness

State your role in environmental awareness on site.

### 2. Pollution

State your role in preventing pollution.

### 3. Waste materials

Explain how environmental damage can occur from improper management of waste materials.

### 4. Nuisance

Explain your part in reducing nuisance, noise, dust and light.

A *Scheme of work* document is available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, publication chapters and support materials available for the course. **It is mandatory for the document to be used to assist with lesson planning so that all learning outcomes are met in the delivery of the course.**



## 12. End of course examination rules

### 12.1 Exam details

The examination paper is compulsory and consists of 25 questions, selected by CITB, covering all aspects of the course.

The examination pass mark is 80% (24 out of 30).

The paper consists of 22 multiple choice questions and three short written questions. There are four safety critical questions in each exam paper. **The delegate must answer all four of these questions correctly to pass the exam.** The multiple-choice questions are worth 1 point each, whereas written questions can score between 1-3 marks.

The exam paper forms part of the overall assessment of whether a delegate has successfully achieved a satisfactory level of understanding to be awarded the Site supervision safety training scheme (SSSTS) certificate.

The examination lasts for 30 minutes and must be completed within this time.

Delegates are permitted to use the *Construction site supervision* (GE706) publication for the last ten minutes of the examination period.

### 12.2 Re-sits procedure

Where a delegate has passed the trainer's review and gained between 70%–77% (21, 22 or 23 out of 30) in the examination and passed the safety critical questions or has achieved the 80% pass mark but failed the safety critical questions, the delegate may re-sit the examination. This can either be on the same day or by re-sitting the exam by attending another course on the final day within a 90-day period (the delegate is not obliged to re-do the day's course).

The training provider must make the arrangements with the delegate and ensure that the same examination paper is not used twice.

A charge may be made to the delegate; however, this fee is left entirely to the discretion of the training provider. The training provider may also have additional costs to be recovered from the delegate and this should be agreed in advance.

Subsequent arrangements will be at the delegate's own expense.

Should a delegate fail the re-sit, they will be offered to take the SSSTS course again.

When a delegate scores less than 67% (20 correct answers out of 30) in the final examination, the delegate must attend the full SSSTS course again before they are allowed to re-sit the examination.

## 13. Trainer requirements

Please refer to the [Quality Assurance document](#) that sets out the trainer requirements.

Please note: the SSSTS certificate will be accepted for trainer requirements if they also deliver the Health and Safety Awareness (HSA) course.