

Scheme rules – Appendix G

Site management safety training scheme



Site Safety Plus

Site management safety training scheme (SMSTS)

Appendix G

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1. Introduction

This five-day *Site management safety training scheme* (SMSTS) course is designed for site managers, agents and persons who are, or are about to be, responsible for planning, organising, monitoring, controlling and administering groups of staff within a construction environment.

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 SMSTS course is endorsed by Build UK as the standard training for all construction managers.

2. Aims

To help site managers to:

- manage health and safety on site in accordance with current legal provisions and within the context of their management role
- develop an understanding of responsibility and accountability for site health, safety and welfare
- 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 manager. Delegates must be competent in English at site management level.

4. Assessment

Assessment will be by an end of course exam paper, the completion of four core exercises and a trainer review, for which the delegate will need to gain a PASS in all elements of the review. The exam demonstrates to external bodies that the certificate is only awarded to successful delegates following both an assessment and exam. Delegates are expected to participate during the course.

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

The elements of the trainer review are as follows:

- **Exercises.** Overall, thinking about the delegate's performance in the group exercise, did they work well as part of the team? Areas to consider include:
 - 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.
- **Engagement.** Has the delegate actively engaged with the course and the group? For example:
 - actively listening
 - answering questions
 - giving suggestions

- **Core Exercises**, Completed as per the requirements of the assessment criteria for each of the four core exercises

4.2. Exam paper

The paper consists of 25 questions; 20 multiple choice questions and five short written questions. There are five safety critical questions in the exam paper that must be answered correctly in order to pass the exam. This exam paper must be taken at the end of the course.

4.3. Core exercises

The four core exercises are completed in order to assess the performance and interaction of each participant within the group. The construction site drawings, tasks and projects are designed to be used as reference material for the core exercises

The four core exercises comprise of the following.

- Exercise 1: Implementing health and safety legislation.
- Exercise 2: Manager and supervisor responsibilities.
- Exercise 3: Site briefing.
- Exercise 4: Site layout.

These exercises are detailed in Sections 8-11 within this document.

The four core exercises **must** be completed. However, other exercises and tests may also be used to supplement the course, at the discretion of the training provider.

Construction site safety (GE700) interactive checklists and forms can be utilised and completed during any of the four core exercises.

Recommended forms are:

- **GA01** Health and safety policy
- **GA03** Risk assessment (quantitative)
- **GA08** Method statement
- **GA23** Pre-construction information
- **GA24** Construction phase plan
- **GA25** Health and safety file.

It is the responsibility of the training provider to select appropriate construction site drawings, tasks and projects for the delegates attending the course and also to confirm which duty holder they, or their group, represent. It is important to ensure additional study material is seen in the context of the individual's day-to-day working environment.

5. 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.

6. Course duration and attendance

6.1. Duration

This is a five-day course. Delegates are required to complete the full course (37.5 hours) to be eligible for certification.

It is highly recommended that this course runs consecutively over five days to maintain continuity and flow. However, day release is an option, based on one or two days per week for up to a maximum of five weeks. Where courses are interrupted by Bank Holidays, this time period may be extended to seven weeks.

Should a training provider wish to deliver the course over half days or as an evening course, the required contact hours are 40 and 42 hours respectively. These extended hours take into account the stop-start nature of the delivery. Half-day courses will require attendance for a minimum of four hours and evening classes for a minimum of three and a half hours at any one time.

Only in extenuating circumstances should courses be run any differently to the above alternatives, and permission must be granted by CITB at the registration stage.

6.2. Attendance

Delegates are required to attend all sessions in accordance with the course programme (regardless of the delivery method undertaken) to achieve the necessary learning objectives to qualify for the certificate. If this is not possible, the delegate must enrol on a new course and retake the full five-day course.

However, if this is not possible due to extenuating circumstances (for example bereavement or certified illness), the delegate may enrol on a new course to complete the missing days, ensuring that they maintain the correct sequence of days, training and exercises. This must be authorised by CITB prior to confirmation with the delegate.

Extenuating circumstances do not include work-based issues (such as workload or holidays). This should be made clear to the delegates prior to booking places on the course.

Delegates unable to complete the course due to certified sickness or extenuating circumstances must complete the remainder of the course within 90 days of the last day of attendance.

Under no circumstances may a delegate be allowed to sit the compulsory exam unless all days have been attended. No delegate is allowed to attend more than two courses of split attendance.

Delegates will be charged an attendance fee, as shown in the scheme fees table on the website, for each course attended. The training provider may also have additional costs to be recovered from the delegate and these should be agreed in advance.

Where any doubt exists, the training provider should seek advice from CITB. However, the Scheme Rules will be strictly adhered to in these circumstances.

7. Course publications and materials

7.1. Publications

<i>Construction site management delegate workbook (XA6)</i>	Mandatory
<i>Construction site safety – The comprehensive guide (GE700)</i>	Mandatory

At the start of each course, training providers must provide each delegate with their own copy of these mandatory publications, which will be retained by the delegate upon completion of the course.

7.2. Supporting materials

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

8. Construction site drawings, tasks and projects

8.1. Construction site drawings

There are three drawings in total incorporating 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 for course and exercise delivery. They have been designed to offer basic information, sufficient for health and safety planning exercises.

Delegates should be encouraged to focus on this area (health and safety), as these are the core requirements for the course, exercises and assessment. Providers and trainers can introduce an element of flexibility by adding or removing a drawing, task or project features, but should retain a similar level of complexity.

8.2. Tasks

Tasks use simple scenarios and can be used at any point during course delivery (during exercise 1, 2 or 3, for example). 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. Delegates could be asked to produce a risk assessment and method statement for a task, and/or show set-up detail on a relevant drawing. Delegates could be asked to simply describe their proposed approach to a task or to an element of a task.

8.3. Projects

Projects use more complex scenarios and can be used at any point during course delivery (during exercise 1, 2, 3 or 4, for example). Projects would normally be used to describe and show full site set up, with justification for decisions.

8.4. 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.

Any task, project or combination can be used for core exercises 1, 2 or 3 during course delivery.

Note: Exercise 4 must be completed using a minimum of one project per group (relevant to the delegate group). Projects can be combined with tasks or other projects for larger groups. Each group must represent the principal contractor for Exercise 4.

9. Exercise 1: Implementing health and safety legislation

9.1. Aim

To enable delegates to develop ideas about how to define and implement the principles of health, safety and welfare, and how such principles affect the duty holders (client, principal contractor, principal designer, designers, contractors, self-employed, manufacturers and suppliers).

9.2. Learning objective

By participating in this exercise, delegates should be able to recognise and understand the general duties placed on duty holders under the Health and Safety at Work etc. Act 1974.

9.3. Exercise method

9.3.1. Briefing

Small groups should be formed. Each group should be designated as belonging to a specific category of duty holder under current legislation (for example, client, principal contractors, designers or self-employed). It is important that one group represents contractors.

9.3.2. Task 1

Each group should consider, and answer as fully as possible, the following questions concerning their category.

1. Define and describe the designated category of duty holder being represented.
2. Identify their general health and safety duties under the relevant legislation.
3. Establish where and with whom the responsibility lies for ensuring that those duties are carried out.

The trainer should check group answers and correct any faulty information or misunderstandings. Findings should be shared amongst the wider group at this stage to clarify the basic information which is needed to complete Task 2.

9.3.3. Task 2

1. Groups should re-form to develop their ideas on ways of measuring and controlling the health and safety performance of their category.
2. Careful analysis of the ideas contributed should be completed, to establish the measures that the group considers to be valid and realistic for the monitoring of health and safety performance.
3. Groups should then present their findings to the wider group. Further group-wide discussion should produce useful modifications for some groups to apply to their own proposals.

The trainer should then summarise the findings of all groups and discuss areas where difficulties or misunderstandings may have arisen and provide clarification.

It may be useful here for delegates to receive copies of the proposals of the other groups, to provide them with a record of the wider picture.

9.4. Information to be provided

- A project brief for each of the designated categories.
- A summary of the different duties (monitoring and control measures). (*See Task 2 (8.3.3) above.*)
- *Construction site safety – The comprehensive guide (GE700).*
- Course notes (*Construction site management delegate workbook (XA6), Section 4.2.*)

9.5. Assessment

This is a group exercise and assessment should be based on the delegates' accuracy and extent of understanding of the general duties involved, and the quality and feasibility of the monitoring methods proposed.

10. Exercise 2: Manager and supervisor responsibilities

10.1. Aim

To enable delegates to consider the general responsibilities of managers, supervisors and operatives on sites, and to develop these into specific responsibilities for given site conditions and operations.

10.2. Learning objective

Having completed the exercise, delegates should be able to understand and distinguish between the different levels of responsibility for health and safety on site, with particular reference to managers, supervisors and operatives.

10.3. Exercise method

10.3.1. Briefing

Small groups should be formed. The trainer should provide copies of a construction site drawing and a task or project and deal with any questions of interpretation.

10.3.2. Task

1. Working individually, delegates should prepare a list of the general health and safety responsibilities for managers, supervisors and operatives. Delegates should then discuss their thoughts with their group.
2. Groups should then write each duty holder's health and safety responsibilities for selected site operations, relating to the requirements of the task or project being used.
3. Groups should report back to the wider group.

10.4. Information to be provided

- A construction site drawing and a task or project.
- Supporting notes related to the chosen operations that will be used in Part 2 of the task.
- *Construction site safety – The comprehensive guide* (GE700).
- Course notes (*Construction site management delegate workbook* (XA6), Section 4.3).

10.5. Assessment

The group work is a means of developing and reinforcing learning. The assessment of the delegate should be assessed according to these central criteria, and to the extent to which they recognise and understand the general safety responsibilities at various organisational levels. Specific criteria should include:

- an adequate description of the health and safety responsibilities
- the extent of descriptions, including principal areas of concern, work equipment, labour and materials.

11. Exercise 3: Site briefing

11.1. Aim

To enable delegates to combine their knowledge and experience of construction sites with their skills in analysing and writing specific health and safety instructions for a construction operation on site.

11.2. Learning objective

Having completed this exercise, delegates should be able to understand the need to provide suitable information and instructions to help protect employees and others from hazards on site.

11.3. Exercise method

11.3.1. Briefing

Small groups should be formed. Groups should either be able to select for themselves, or be allocated, a construction process for which they must write health and safety instructions for the operatives to follow. The construction process may be taken from a real situation or based on any one of the construction site drawing tasks or projects. The trainer should assist delegates in selecting a suitable process for this exercise. To broaden learning generated by the exercise, no two groups should work on the same process.

11.3.2. Task

1. Working individually, delegates should write a set of instructions to enable operatives to perform the process safely. They should describe, and justify, the means of communication intended to convey the information, and include follow-up procedures to be used to ensure the instructions are acknowledged, understood and observed. Delegates should then discuss their thoughts with their group.
2. Groups should bring together all the contributions to enable each group to produce a master safety instruction for their process. This should include explanatory notes about the means of communication and the proposed follow-up processes.
3. Groups should then present their finished sets of instructions to the wider group.

In preparing their material for presentation, groups should ensure that the following have been produced.

- A sufficiently clear and detailed description of the chosen process, including the location of the process and its precise position on the site.
- Specific health and safety information and instructions for the chosen process.
- General safety instructions for the whole area (such as fences, barriers, gates, roadways, mobile plant, lay-down areas, noise, dust, fumes and PPE requirements).
- The exact means of communication to be used, indicating how, where and by whom the instructions will be conveyed to the operatives affected. The briefing plan should include all interfaces with other trades and affected parties. The use of additional publications or material provided by outside sources is acceptable.
- Details of the monitoring procedure that will ensure the instructions will be received, understood, accepted and observed.

11.4. Information to be provided

- An exercise brief for each candidate.
- Support material, such as drawings, and, in the case of a real situation, photographs, sketches or other material:
- *Construction site safety – The comprehensive guide* (GE700).
- Course notes (*Construction site management delegate workbook* (XA6), Section 4.4).

11.5. Assessment

This is an exercise in communicating health and safety information and instructions to those potentially at risk. The accurate choice of the information and instructions to be conveyed must be combined with effective use of the communication process itself.

Assessment is to be completed using at least the following criteria.

- Accuracy, suitability and adequacy of the content from a health and safety viewpoint, bearing in mind the nature of the process.
- Clarity, precision, accuracy, style, tone, and so on, of the written communication and its suitability for its intended readership.
- Evidence of the candidates' appreciation of the suitability of the chosen means of communication, and the reasons for rejecting other means.
- Effectiveness of the proposed monitoring procedures.

12. Exercise 4: Site layout

Note: This core exercise must be completed using a minimum of one project per group (as relevant to the delegate group). Projects can be combined with tasks or other projects for larger groups. Each group must represent the principal contractor for this exercise.

12.1. Aim

To enable delegates to use their knowledge, experience and planning skills to plan a construction site layout that will:

- provide a safe working environment where the risk of injury or health hazard has been eliminated or reduced as far as is reasonably practicable
- be organisationally sound
- be economical and efficient.

12.2. Learning objective

Having participated in this exercise, delegates should be better equipped to:

- recognise potentially hazardous situations that may exist or develop on site
- provide a better and more efficiently managed environment, as required by the general requirements of the Health and Safety at Work etc. Act 1974, and the specific requirements of the Construction (Design and Management) Regulations (CDM) and other relevant health and safety legislation
- employ forward planning as an essential means of contributing to site health and safety in an economical and environmentally acceptable way.

12.3. Exercise method

12.3.1. Briefing

Small groups should be formed. Groups should examine the documents and drawings provided, and raise any queries they have about the content or the tasks themselves.

12.3.2. Task

1. Each group must use a construction site drawing and project to prepare a proposal for a typical site set-up that would consider as many of the following issues as possible.
 - Location, size and details of welfare and first-aid provision.
 - Access to, from and around the site for workers, visitors and vehicles, including site parking.
 - The control, use and storage of mobile plant and vehicles on site.
 - The control and movement of the general public near the site.
 - The selection, control and use of plant and equipment, including scaffolding and hoists.
 - The delivery, handling, storage and transport of materials, including highly flammable liquids and liquefied petroleum gases, across, and to and from, the site.
 - Fire prevention, fire precautions and other emergency arrangements, including escape routes and assembly points.
 - The control of nuisance to neighbours (for example, noise, vibration, mud and dust).
 - The location, size and details of waste storage and disposal.
 - The appreciation and management of proximity hazards and local features.
 - The distribution, control and use of new and existing services.

2. Each group should provide a written statement outlining the legislative, organisational, economic and environmental reasons for the decisions taken.
3. Each group should then prepare a list of the potential health and safety hazards that are eliminated or controlled by their proposals.
4. Groups should present and explain their proposals to the wider group.
5. Delegates should analyse all presentations as a group to determine their effectiveness in meeting the aims and objectives of the exercise.

12.3.3. De-briefing

Each delegate should complete the questionnaire to assess the value of the exercise in meeting its objectives.

After analysing the completed questionnaires, the trainer should provide feedback about the results to the whole class (without identifying individual responses). This feedback session will enable the delegates to suggest ways of developing or changing the emphasis of significant aspects of the exercise.

12.4. Information to be provided

- A construction site drawing and project.
- *Construction site safety – The comprehensive guide* (GE700).
- Course notes (*Construction site management delegate workbook* (XA6), Section 4.5).

12.5. Assessment

The judgment as to whether the solution provided by the group is suitable from an economical and organisational view will only be possible in the case of obvious faults (for example, excessive movement of personnel and materials, lack of space for storage, and the movement of vehicles on, around and off the site).

The trainer should observe the groups at work and assess individual contributions in terms of interest, knowledge, understanding and ability to develop and apply basic knowledge of health and safety.

13. Learning outcomes

Delegates taking the SMSTS course should be able to achieve all of 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. The Health and Safety at Work etc. Act

Describe the legal duties of the employer, self-employed and, to a lesser extent, employee, to promote health and safety awareness and effective standards of safety management by every employer.

3. Construction (Design and Management) Regulations

Describe the CDM Regulations that cover the management of health, safety and welfare on construction projects. Identify what they are about, what they require, what needs to be done and by whom.

4. Health and safety policies

Describe the key principles of a health and safety policy and the organisation's arrangements for putting those policies in place. Describe the key benefits of the policy, what it should contain and how it should be used.

5. Risk assessments and method statements

Describe the importance of risk assessments in ensuring a reduction in workplace accidents. Identify the requirements of risk assessments and method statements to be suitable and proportionate to the site-specific risks, fully understood and appreciated by the workforce.

6. Induction and training

Describe the legal requirements for the provision of information and ensure it is tailored for the audience, understood by the audience and specific to the site. Meet the needs of employee training to maintain competence on site.

7. Effective communication

Describe the importance of good communication on site with all employees, particularly during site induction, and ensuring safety critical information is conveyed.

8. Leadership and worker engagement

Describe the principles of leadership and worker engagement to influence good working practices on site.

9. Inspection and audit

Describe the importance of accurately monitoring, measuring and reporting on health and safety within the workplace. Use reliable information to show health and safety risks are being managed.

10. Statutory forms, notices and registers

Identify the statutory and non- statutory forms, notices, signs and registers used within the construction industry and the keeping of records and other details.

11. Accident prevention, control, reporting and investigation

Describe why accidents happen, the human factors, trends, causes, impacts and preventative measures required, including reporting, and follow through. Identify the factors to consider when developing construction phase plans, safe systems of work, assessing risk, undertaking site inspections and daily health and safety management.

Module 2

1. Management of health

Describe the importance of sustaining good health in the workforce and how to plan and maintain suitable practices to prevent the high costs that work-related ill health causes.

2. Welfare facilities

Describe the importance of providing suitable welfare facilities and ensure they comply with the CDM Regulations.

3. Stress and mental health at work

Describe the importance of a positive approach to managing mental health issues and reducing the costs to industry.

4. Drugs and alcohol

Identify, manage and support individuals affected by drugs and alcohol and understand the legal framework that regulates it.

5. Control of substances hazardous to health

Describe the importance of protecting the workforce from exposure to hazardous substances.

6. Lead

Describe the implications of lead in buildings, its effect, management and control.

7. Asbestos

Describe the risks asbestos poses to health, and the legal requirements required to manage that risk.

8. Dust and fumes

Describe the risks posed by inhalation of airborne particles, how to minimise that risk and protect the workforce.

9. Noise

Describe the risks that excess noise can place on the employee and the surrounding area, and how to mitigate and manage that risk.

10. Vibration

Describe how exposure to vibration can have serious health risks. Describe how to assess and control the risk of vibration through control methods.

11. Manual handling

Describe how to reduce the risk of injury within the workforce, taking into account the task, environment and control measures.

Module 3

1. Site organisation

Describe the requirements to be considered when setting out a construction site.

2. Fire prevention and control and dangerous substances

Define correct fire planning and dangerous substance control, including safe handling and storage. Ensure procedures are in place to manage hazards and risks.

3. Electrical safety

Describe the dangers of working on or near to live electrical circuits. Ensure good working practices are in place.

4. Temporary works

Describe the requirement to manage temporary works and ensure they are planned, maintained and removed appropriately.

5. Plant and work equipment

Describe the importance of control and management of plant and equipment on site. Ensure effective planning, risk assessment, training and maintenance are undertaken.

6. Mobile plant and vehicles

Describe effective planning and control of mobile plant and vehicles. Describe the legal obligations of working with mobile plant on site.

7. Lifting operations and equipment

Describe the legal requirements for lifting operations, equipment and accessories and the steps required to ensure risks are mitigated, planning is undertaken (including selection of equipment) and the correct training and maintenance obligations are met safely and efficiently.

8. Mobile workforce and driver safety

Describe the legal framework and guidance that supports the management of health and safety for mobile, lone and out of hour's workers, and the potential risks and how to control them.

Module 4

1. Work at Height Regulations

Describe the risks surrounding working at height and the plans that must be in place to ensure safety.

2. Safe working at height

Describe the risks that exist from working at height (such as working platforms, scaffolds, ladders, flat and pitched roofs and any work being carried out near fragile materials, openings, holes and roof edges).

3. Common access equipment

Describe the health and safety requirements when selecting and using common forms of access equipment.

4. Scaffolding

Describe the key safety issues that relate to the use of scaffolds, how to manage scaffolding operations and how to assess suitability of erected scaffolds.

5. Fall arrest and suspension equipment

Describe the importance of fall arrest and suspension equipment.

6. Excavations

Describe the importance of planning excavations and a safe working practice considering all the elements of the excavation.

7. Underground and overhead services

Describe the risk factors of working with underground and overhead services, including how to plan the work and manage risk.

8. Confined spaces

Describe what a confined space is, how to risk assess it and how to work safely.

14. Scheme of work

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.**

15. End of course exam rules

15.1. Exam details

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

The exam pass mark is 80% (28 out of 35).

The paper consists of 20 multiple choice questions and five short written questions. There are five safety critical questions in each exam paper. **The delegate must get all five of these questions correct in order to pass the exam.** The multiple choice questions are worth one point each, whilst written questions can score between 1-3 marks.

The exam paper forms part of the overall assessment as to whether or not the delegate has successfully achieved the Construction Site Manager's Safety Certificate, and demonstrated both knowledge of the relevant statutory provisions and the application of management, in respect of health and safety issues.

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

Delegates are permitted to use the *Construction site safety – The comprehensive guide* (GE700) publication and the *Construction site management delegate workbook* (XA6) for the last ten minutes of the exam.

15.2. Re-sits

Where a delegate has achieved 70% in the core exercises and the trainer's review, and gained between 71%–77% (25, 26 or 27 out of 35) in the exam or has achieved the 80% pass rate but failed the safety critical questions, the delegate may re-sit the exam. This can either be on the same day or by re-sitting the exam by attending the final day of another course within a 90 day period (the delegate is not obliged to re-do the course).

The training provider must make the arrangements with the delegate and ensure that the same exam 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.

If a delegate fails the re-sit, they will need to take the full SMSTS course again.

When a delegate scores less than 69% (24 correct answers out of 35) in the final exam, the delegate must attend the full SMSTS course again before they are allowed to re-sit the exam.

16. Trainer requirements

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

Note: *the SMSTS certificate will be accepted for Achieving behavioural change (ABC), Health and safety awareness (HSA), Site supervision safety training scheme (SSSTS), and SSSTS and SMSTS refresher courses.*