

Scheme rules – Appendix H

Site management safety training scheme – Refresher



SMSTS-R
2019

Site Safety Plus

Site management **safety training scheme – Refresher (SMSTS-R)**

Appendix H

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1. Introduction

The *Site management safety training scheme – Refresher* (SMSTS-R) course is for delegates who have previously passed the full *Site management safety training scheme* (SMSTS) course or subsequent refresher course, and can provide proof of attendance.

It aims to bring health and safety knowledge up-to-date, as well as giving a thorough overview of the legislative changes and their impact in the workplace. The course includes a wide range of topics, many building on the previous five-day course programme.

2. Aims

The refresher course aims to:

- improve awareness of recent developments in construction, legislation and health, safety, welfare and environmental issues
- identify measures that will assist the practical implementation of responsibilities established by new legislation and new working practices.

3. Entry requirements

The refresher course is only for delegates who have previously passed the five-day SMSTS or subsequent refresher course, and hold a valid SMSTS certificate. Evidence must be provided to the training provider of their eligibility.

If a delegate cannot provide a copy of their certificate, the [online card checker](#) can be used to establish if a delegate currently holds a valid SMSTS certificate.

If an individual cannot be located on the system and no evidence of their certificate can be found, they will have to attend the full SMSTS course.

Failure to attend the refresher course prior to the expiry of an existing certificate will require delegates to re-enter the scheme by completing the full SMSTS course if they wish to remain in the scheme.

4. Assessment

Assessment will be by an exam paper at the end of the course.

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

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

The course will be delivered over two consecutive days.

CITB recognises that training providers may have to deliver this course as two separate non-consecutive days on occasion to meet client needs. However, every effort should be made to run the course by the preferred method. It is important that continuity of training is maintained on this short, intensive course.

Delegates are required to complete the full course (15 hours).

7. Course publications

<i>Construction site safety – The comprehensive guide (GE700)</i>	Mandatory
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8. Note to training providers

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

The trainer can discuss with delegates the format of the two days to ensure all training needs are met.

The exam paper number will be notified when the course booking is accepted by CITB.

9. Learning outcomes

Delegates taking the SMSTS refresher course should be briefed on the learning outcomes listed below.

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 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.

10. Scheme or work

A *Scheme of work* document will be made available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, publication chapters and support materials available

for the course. The trainer can use this document to help with lesson planning, if desired, but its use is not mandatory. Both the full course and the refresher share the same *Scheme of work*.

11. End of course exam rules

11.1. Exam details

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

The examination 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 SMSTS-R, and demonstrated both knowledge of the relevant statutory provisions and the application of management, in respect of health and safety issues.

The examination 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 for the last ten minutes of the exam.

11.2. Re-sits

Where a delegate has achieved 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 resitting 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-R 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-R course again before they are allowed to re-sit the exam.

12. Trainer requirements

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

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