

Scheme rules – Appendix N

Temporary works general awareness training course (TWGATC)



Site Safety Plus

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Course appendix N

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1. Introduction

This course is designed to provide training for those in temporary works but who are **not** undertaking the roles of either Temporary Works Co-ordinator (TWC) or Temporary Works Supervisor (TWS) as defined in BS 5975:2008 + A1:2011 (referred to hereafter as 'BS 5975').

The rationale for the Temporary Works General Awareness Training Course is to:

- raise awareness and impart knowledge of what constitutes temporary works, how they are used, their safety critical importance, common temporary works issues, and the temporary works management process
- raise awareness of the roles and responsibilities involved in the temporary works process
- set a common standard across the industry that can be accepted with confidence
- allow a transferable knowledge base between employers, thus avoiding unnecessary supplementary training.

2. Aims and objectives

2.1. Aims

To give delegates a general awareness and appreciation of temporary works, to understand:

- what is deemed temporary works
- how temporary works are used
- the role of safety in temporary works
- common issues associated with temporary works
- the management processes.

2.2. Objectives

At the end of the course delegates will be able to:

- understand what constitutes temporary works
- know how temporary works are used
- understand the importance of safety and how to overcome common issues
- understand the need for management processes.

3. Entry requirements

There are no formal entry requirements; however, the course assumes limited or no detailed previous knowledge of temporary works.

3.1. Target audience

The suggested target audience is listed below.

- Delegates who are not likely to be TWCs or TWSs in the near future (or at all) but may be involved in the temporary works process.
- Directors, contract managers, site foremen, estimators, planners, procurement, commercial managers, project leads.
- Health and safety professionals wishing to gain a better understanding of temporary works.
- Delegates undertaking a graduate development programme.
- Delegates not directly from civil engineering or building sectors who may use temporary works, e.g. mechanical and electrical contractors, local authority building maintenance, nuclear decommissioning, utility companies.
- Delegates who have come into the construction industry from other industries.
- Foreign contractors who may wish to learn from UK best practice.
- Permanent works designers involved in temporary works, other consulting or structural engineers.
- Principal designers and clients representatives.
- People from the training industry – University and College lecturers.
- Salespersons from equipment or plant suppliers.

4. Assessment

Assessment will be by multiple-choice questions at the end of the course. Delegates will also be expected to be interactive during the course.

Attendance **does not** confer competency as a Temporary Works Co-ordinator or Supervisor but is for the purposes of Continuing Professional Development (CPD).

5. Delegate numbers

The minimum number of delegates per course is 4. 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

This course is designed to be completed in one day. Delegates are required to attend the full day (7.5 hours) and to pass the end of course assessment to be eligible for certification.

7. Progression

If delegates are to perform the functions of Temporary Works Co-ordinator or Temporary Works Supervisor in the future then they should attend the Temporary Works Co-ordinator or Temporary Works Supervisor training courses.

8. Course publications and materials

This course, including its group work and exercises, is constructed around raising awareness of temporary works and BS 5975.

Delegates are **not required** to bring a copy of BS 5975 with them to the course.

The BS 5975 standard is itself based on the 1974 Interim and 1975 Final reports of the Advisory Committee on Falsework (the Bragg report).

For in-house courses it is expected that the trainer will tailor the course around the organisation's specialisations and temporary works procedures. There are many other publications that delegates may find useful as follow-up reading, although the specific documents which will be of most value to individual delegates will depend on their responsibilities and the nature of work in which they are involved.

8.1. Recommended supporting publications

The following is a non-exhaustive list which may form a useful starting point.

Legislation:

- Construction (Design and Management) Regulations 2015.

HSE Guidance:

- Safe erection, use and dismantling of falsework <http://www.hse.gov.uk/pubns/cis56.pdf>

General:

- *ICE Manual of Health and Safety in Construction*, Thomas Telford 2010.
- *The Management of Temporary Works in the Construction Industry*, SIM 02/2010/04.
- *Temporary Works: Principles of Design and Construction*, Thomas Telford 2010.
- *Competency of the TWC*, Temporary Works Forum.
- *Hoardings – A Guide to Good Practice*, Temporary Works Forum.
- CPA1402 – *Ground Conditions for Construction Plant*, Construction Plant Hire Association.

Concrete work:

- CSG 005 *A Guide to the Safe Use of Formwork and Falsework*, CONSTRUCT [and the Concrete Society].
- CA 030 *Formwork – A Guide to Good Practice*, 3rd Edition, Concrete Society.

Cranes:

- The BS 7171 suite of standards, British Standards Institution.

Façade Retention:

- C579 *Retention of Masonry Facades – Best Practice Guide*, CIRIA 2003, XA6P – June 2015.

Rail

- Safe by Design Guidance Note – Early Focus on Temporary Works & Buildability, Network Rail.

Scaffolds

- TG20:13, NASC.
- TG9:12, NASC.

Trenching

- R97 – *Trenching a Guide to Good Practice*, Construction Industry Research & Information Association.
- *Management of Shoring In Excavations*, Construction Plant Hire Association.

Working Platforms

- BRE 470 – *Working Platforms for Tracked Plant*, Building Research Establishment.

8.2. Case studies

The course will make use of case studies which will be developed by the trainer.

9. Notes to training providers

Training providers may make minor adjustments to the programme to meet delegate needs so long as the aims and objectives of the course are met.

The course notes requirements are:

- trainers will develop overview notes, case studies and exercises for the delegate to take away on completion
- notes will form a delegate pack to be issued on the day: these will be updated by the trainer as required to ensure they are contemporary.

Copies of any significant proposed programme changes must be submitted prior to course delivery.

All trainers must adhere to the course note requirements.

Trainers can obtain further useful information from the temporary works forum website <https://www.twforum.org.uk/> and proprietary equipment suppliers.

Distribution and format

Notes should be issued at the commencement of the course and be hard copy, unless delegates have been notified prior to the course that electronic measures, for example USB sticks, will be handed out instead. Trainers should be aware that the latter option will require all delegates to have tablets or laptops in order not to be disadvantaged.

If the course is in-house then it is expected that the trainer may insert company procedural examples and requirements into the notes, or an alternative method, as agreed with the client.

Interaction with delegates

It is expected that the course will involve a significant number of exercises and discussions which should be spread across the construction field as far as reasonable, specifically buildings and civil works, including above and below ground temporary works situations.

References for trainers

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

10. Suggested timetable

Time	Subject	Syllabus
10 minutes	1. Course administration	<ul style="list-style-type: none"> Registration and domestics in accordance with venue requirements. Introductions.
30 minutes	2. Function of module <ul style="list-style-type: none"> A brief overview of temporary works and their function. Why temporary works are important: safety critical and business critical. 	<ul style="list-style-type: none"> What are temporary works, what do they do, temporary conditions for permanent works, what can happen if things go wrong. Show wide range of examples of temporary works and their purposes. Stress that managing temporary works correctly helps control risks and can save time and money.
30 minutes	3. Background, legislation and relevant standards	<ul style="list-style-type: none"> Statute overrides contract. History behind why we have temporary works procedures (Bragg Report, BS 5975 and HSE guidance). BS 5975: 2008 + A1 2011. CDM 2015. Other relevant codes and guidance, BSEN12811, BSEN12812, TG20:13 etc.
30 minutes	4. Roles, responsibilities, competencies and training	<ul style="list-style-type: none"> Roles of client, contractors, principal designers, designers (permanent works and temporary works) DI, TWCs and TWSS. CITB training courses (TWCTC and TWSTC), HSE and TW Forum competency guidance.
40 minutes	5. When do temporary works need to be designed, and who is competent to carry out designs and design checking?	<ul style="list-style-type: none"> Classification temporary works according to risk and design check categories. What are “standard details” and when are they used? Design brief. Who can design temporary works and what competencies do they require? Who can check temporary works designs and what competencies do they require?

		<ul style="list-style-type: none"> Identifying interfaces and managing “incomplete” designs. Importance of managing on-site changes to schemes. Managing designs carried out by subcontractors and equipment suppliers. Using proprietary equipment. External approval (e.g. Network Rail).
20 minutes	6. Designers’ risk assessments and residual risks	<ul style="list-style-type: none"> What is a designers’ risk assessment, why do they need to be carried out, and what are residual risks?
30 minutes	7. Tutorial to identify temporary works and classify risk	<ul style="list-style-type: none"> Allow delegates to discuss what constitutes temporary works and risk category.
30 minutes	8. Update on latest industry guidance and sources of further information	<ul style="list-style-type: none"> SCOSS, TW Forum, CIRIA, Concrete Society www.temporaryworks.info, etc.
210 minutes	9. Specific examples of the use and management of temporary works relating to target audience	<ul style="list-style-type: none"> Trainer to tailor this section to suit target audience (see note below). Understanding specific uses of temporary works. Tutorials to identify specific risks and how to deal with them (i.e. what to look out for). Case studies of good and bad practice. Cost, programme and safety implications of specific items of temporary works.
15 minutes	10. Examination	
5 minutes	11. Course review/closure	
Total 7.5 hours (plus breaks)	End of course	

10.1. Note relating to section 9 in the suggested timetable

Some typical subjects that trainer could choose from to suit target audience:

- Site set-up, hoarding and public protection.
- Formwork, falsework and back-propping.
- Striking and curing, assessment of strength/stability.
- Trenching, excavations, testing pipelines, temporary haul roads.
- Sheet piling, piling gates, cofferdams and de-watering.
- Scaffolding, edge protection, access, loading out, work at height, mobile towers.
- Craneage, hoists, temporary works for lifting and working platforms for tracked plant.
- Demolition, crash decks, propping, shoring and structural alterations.
- Effect of temporary works on permanent works and integration of temporary works into permanent works.
- Other subjects to suit specific audience.

11. End of course examination rules

11.1. Exam details

The examination paper is compulsory and consists of 12 multiple-choice questions selected by CITB.

The examination is an open book examination.

The examination lasts for 15 minutes and must be completed within this time.

The examination pass mark is 75%.

11.2. Re-sits procedure

Where a delegate has achieved 58%–67% in the examination, the delegate may re-sit the multiple-choice examination on the same day or by attending another course (for the exam only): subsequent arrangements will be at the delegate's own expense.

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

The delegate must re-sit the examination within 90 days of the last day previously attended.

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.

Should the delegate fail the re-sit, they will need to attend the full course again.

12. Trainer requirements

In addition to the minimum trainer requirements in the Quality Assurance Requirements the trainers must have attended and achieved this course, and hold a current certificate, and meet the criteria below:

- Two letters of endorsement:
 - from a principal contractor or current member of Temporary Works Forum and / or
 - from a current member of a construction related professional body (associate / affiliate member or above)

The letters must endorse the trainer's ability to deliver a high level awareness course on temporary works.

- Attended and passed the Temporary Works Co-ordinator Training Course

As good practice, but **not mandatory**, trainers will also hold:

- NEBOSH National Certificate in Construction Safety and Health
- Level 4 or 5 NVQ Diploma in Occupational Health and Safety Practice (or SVQ equivalent)*
- A Health and Safety degree
- NEBOSH Diploma in Occupational Safety and Health Part 2
- NEBOSH Units A, B, C & D
- IOSH Level 6 Diploma in Safety Management (or equivalent)

**Note: The Level 5 NVQ/SVQ in Occupational Health and Safety has replaced the Level 4 within the Qualifications and Credit Framework. Holders of the Level 4 qualification with a valid certificate will be accepted.*

13. List of abbreviations

CDM	Construction (Design and Management) Regulations
CIRIA	Construction Industry Research and Information Association
CPD	Continuous Professional Development
DI	Designated Individual
HSE	Health and Safety Executive
ICE	Institution of Civil Engineers
NASC	National Access and Scaffolding Confederation
SCOSS	Standing Committee on Structural Safety
TW	Temporary Works
TWC	Temporary Works Co-ordinator
TWCTC	Temporary Works Co-ordinator Training Course
TWS	Temporary Works Supervisor
TWSTC	Temporary Works Supervisor Training Course