

SITE SAFETY PLUS

Scheme rules – Appendix I Director’s role for health and safety (DRHS)



Site Safety Plus

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Scheme rules – Appendix I

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1. Introduction

The *Directors' role for health and safety* (DRHS) is a one-day interactive course that has been designed for company directors and senior managers active in a health and safety strategic role in the built environment, with the aim of recognising directors' duties of care and the implications of non-compliance with health and safety legislation.

The course will provide a summary of how to promote a positive organisational culture for health and safety. Group exercises throughout the day will give delegates the opportunity to discuss their thoughts about health and safety and their responsibilities in an open forum.

The DRHS course is endorsed by Build UK as the standard training for all senior managers (as specified above) and company directors.

2. Aims

The course aims to help directors to:

- recognise the moral, economic and legal costs and implications of decisions made in the boardroom that may make their business liable
- understand the significance of strategic management of risks
- appreciate the range of consequences from failing to manage health and safety effectively
- understand the importance of competent duty holders, and the significance of their cooperation, communication and co-ordination of health and safety on projects
- recognise the need to appoint competent health and safety assistance, and the limitations of such an appointment, and
- identify the basic tools to introduce a proactive health and safety culture into an organisation, and the benefits of this approach.

3. Entry requirements

This course has been developed for directors and senior managers active in a health and safety strategic role in the built environment from any organisational size in construction, civil engineering or allied trades, and therefore this should be considered before enrolling delegates on to this course.

Examples of relevant roles (not exhaustive) are:

- Financial/Operations director
- Senior quantity surveyor (QS)
- Private QS
- Principal designer
- Senior/principal engineer
- Company secretary
- Contracts manager
- Senior project manager
- Non-executive director

Delegates must be able to demonstrate the following:

EITHER that they have previously completed a CITB Director's Role for Health and Safety course

OR have a working knowledge of the following health and safety legislation with the anticipation that course content and the end-of-course assessment will require delegates to consider these legislations in context with a director's role and responsibility:

- Health and Safety at Work etc. Act 1974
- Employers' Liability (Compulsory Insurance) Act 1969
- Construction (Design and Management) Regulations (CDM) 2015
- Management of Health and Safety at Work Regulations 1999.

To further support delegates, CITB has created a DRHS eLearning, which provides the content for [learning outcomes](#) one and two. These learning outcomes may only be reflected on by the trainer in the trainer-led sessions, and delegates will need to be confident to refer to this knowledge in class discussions and course exercises.

The interactive course takes approximately 1.5 hours to complete, but you don't have to do it all at once. You can close the eLearning at any time and, on your return, pick up where you left off. Your progress will be saved automatically. We recommend that you sit the course in 30-minute chunks.

The pre-course eLearning is accessed via <http://ecourses.citb.co.uk>.

Training centres are highly recommended to include the above section of the appendix on any course marketing material and joining instructions, so that prospective delegates (and their employers) can make an informed choice on whether they have suitable knowledge and experience to successfully complete the course.

Delegates should hold, or be about to hold, the role of director or strategic senior role. Delegates must be competent in English at senior management level.

4. Delegate numbers and delivery

The mandatory minimum number of delegates per course is four and the mandatory maximum delegate per course is 12. For remote delivery the mandatory minimum number per course is four and the mandatory maximum is 12. Should numbers drop below the mandatory minimum numbers once the course has commenced, the course may continue. To preserve learner participation, it is **mandatory** that the course is delivered to a minimum of three delegates. Please refer to the QA requirements for further information

CITB permits the DHRS course to be delivered remotely via your chosen video technology. The training must follow the same curriculum as the classroom course and deliver the same standard of training, meeting all Scheme Rules.

The facility to monitor the delivery of any remote training must be made available to our Quality Assurance team for every remote course being delivered. The SSP Quality Assurance team **must** be invited to attend every remote course being delivered, by completing the course notification form.

5. Course duration and attendance

For classroom and remote delivery, this is a one-day course. Delegates must attend the full course, lasting a minimum of seven hours and 30 minutes (which includes course delivery and examination but **not** an examination re-sit), to be eligible for certification. This does **not** include breaks. We also recommend the pre-course eLearning (maximum expected completion time 1.5 hours), Please refer to page 4 of the *Principal Scheme Rules* for further information on course duration.

Remote delivery courses may be split into two sessions. These split sessions must be completed over two consecutive days.

For certification purposes, and to avoid any ambiguity, the full course must be attended. If a delegate does not

complete the course due to extenuating circumstances, they must restart the course in full. For example, if a learner becomes ill and does not complete the full day, they must start the course again in full.

In cases of certified illness, bereavement, or other qualifying extenuating circumstances where more than 30 days are required to complete the course, delegates should refer to Section 94 of the QA Requirements. This section allows an extension of 90 days for certified illness. Delegates must provide evidence for any extenuating circumstances as outlined in the QA Requirements. To be awarded certification, delegates must complete the full course, pass the trainer review (where applicable), and pass the end of course assessment.

6. Course publications and materials

6.1. Publications

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

<i>Construction site safety – The comprehensive guide, A: Legal and management (GE700A⁶)</i>	Mandatory
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6.2. Supporting materials

Scheme of work	Mandatory
Trainer reference	Mandatory
Course exercises handout	Mandatory
<i>What do you know?</i> papers	Optional
<p><i>Please note: the course exercises are mandatory, but the following handouts and templates provided by CITB to facilitate and expedite their delivery are highly recommended, but optional.</i></p> <ul style="list-style-type: none"> Course exercise 1. Delegate question handout Course exercise 1. Health and safety policy Course exercise 2.A. Risk profile delegate template Course exercise 2.B. Arrangements delegate template Case study one and further questions Course exercise 3. Delegate question handout Course exercise 3. Enforcement notice template and examples Course exercise 3. Action plan template Case study two and further questions 	Optional
Skills and training matrix template	Optional
HSE <i>Managing for health and safety</i> (HSG65)	Optional
HSE <i>Plan, Do, Check, Act – An introduction to managing for health and safety</i> (INDG275)	Optional
HSE <i>Leading health and safety at work</i> (INDG417)	Optional
<i>The cost of accidents</i> , DVD produced by Brand, SGB & Hünnebeck	Optional
<i>In the real world</i> , DVD produced by Brand, SGB & Hünnebeck	Optional
Lesson plan template (blank)	Optional

- A Scheme of work document is available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, reference 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.**
- CITB supporting materials, **including** a (blank) lesson plan template, are available on the CITB secure area.
- The HSE supporting materials are available from the Health and Safety Executive (HSE) website as downloads. Copies may be purchased directly from the HSE.
- The HSE has an informative [section for leadership on their website](#), and this is a useful tool to help deliver some of the areas within this course.
- The two supporting DVDs were produced by Brand, SGB & Hünnebeck, and are available to purchase from the [Construction Industry Publications](#) website.
- Training providers can also use additional support materials to meet the delegates' needs – those included in the *Trainer reference* or their own – provided that the aims and learning outcomes of the course are met.

7. Course exercises

The three **mandatory** course exercises centred on Plan-Do-Check-Act are designed to support the delivery of all learning outcomes with particular focus on learning outcomes 3 to 6, though the delegate questions and trainer prompts enable a wider consideration of the scheme of work as a whole. The exercises encourage a highly facilitated style with the aim of maximising delegate interaction and peer-to-peer learning.

The Trainer reference fully describes how they should be approached and outlines the optional support material (see Support material section above) available to realise their completion effectively and efficiently. It provides information on their delivery, as well as outlining the flexibility available to meet the delegates' needs.

It is permitted for the trainer to choose a suitable technology that allows for the exercises to be completed in full, providing the following criteria is met.

- The delegates can be separated into groups and interact with each other.
- The delegates have access to the support materials required to complete each exercise.
- The criteria from the Trainer Reference are fully adhered to.
- The trainer must keep a record of the delegates' work for audit purposes.

7.1. Case studies and further questions

Two case studies are provided which directly support Course exercises 2 and 3; these are optional but highly recommended as the scenarios and content are the basis for part B of the end-of-course assessment. Incorporating them in the course exercises will give delegates an opportunity to consider and practise context-specific answers that may be advantageous.

The handouts that accompany these case studies also include further questions which may be used at any time to stimulate professional discussions.

8. Learning outcomes

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

1. Leadership and worker engagement

Explain how good leadership and worker engagement can aid with protecting the workers and continually improve organisation risk management.

2. 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.

3. **Plan, Do, Check, Act**

Explain how to effectively plan for health and safety within an organisation.

4. **Plan, Do, Check, Act**

Explain how to implement a health and safety plan, including the key actions for leaders, managers and workers in an organisation.

5. **Plan, Do, Check, Act**

Explain how to monitor the effectiveness of health and safety arrangements and measure performance in an organisation.

6. **Plan, Do, Check, Act**

Explain how to review health and safety performance to ensure high standards are maintained and continually improved.

9. **Assessment**

Successful completion of the course requires delegates to:

- Complete all three mandatory course exercises
- Complete a personal review
- Pass the trainer review
- Pass the two-part examination paper.

9.1 **Trainer review**

The trainer review provides a pass or fail based on the delegate's completed personal review and observations of the delegate's performance in the course exercises and engagement in the course overall. Further details are provided in the Trainer reference.

The trainer review **must** be completed before the end-of-course examination. If a delegate is assessed as failing the trainer review, then they are not permitted to sit the end-of-course examination.

Trainer feedback to the delegate's personal review may be provided at the same time as the end of course assessment (i.e. within 48 hours of the end of course). Copies of the delegate personal review should be retained in accordance with course records for audit purposes.

9.2 **Examination paper**

The paper is in two parts, selected by CITB, which cover all aspects of the course:

- Part A: Ten general questions based on the course
- Part B: Ten questions associated with a case study.

Questions in each part will be one of three formats:

- Multiple choice questions worth 1 mark
- Multiple response questions worth 2 marks
- Short written answers worth 1 to 3 marks.

Whole-number marks are available for answers to questions worth more than one mark (e.g. one or two points awarded for a partial answer to a question that is worth a maximum of three if completely correct).

This examination paper must be taken at the end of the course.

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

The examination paper forms part of the overall assessment as to whether the delegate has successfully achieved the Director's Role for Health and Safety Certificate and demonstrated knowledge of health and safety management responsibilities and liabilities.

The examination lasts for 35 minutes and must be completed within this time under examination conditions.

Delegates are permitted to use *Book A – Legal and management: Construction site safety – The comprehensive guide* (GE700A^s) for the last 15 minutes of the examination period.

Trainers must provide results within 48 hours of the end of course. This extra time is to enable trainers the time to consider the more subjective questions alongside the guidance and support provided in the training marking grids to ensure marking is fair and consistent.

An alternative exam method is in place for any DHRS course that is delivered remotely. Due to the nature of the examination questions, it is compulsory to use an online examination tool. ClassMarker or Microsoft Forms are recommended by CITB for online assessment. Any other examination solution must be referred to CITB for approval prior to use, or examinations will be invalid. In these circumstances, please contact quality.assurance@citb.co.uk.

During the examination, the trainer may invigilate a maximum of six delegates. If a course is delivered with more than six delegates, either two examination sessions must be conducted, or two invigilators must assess one examination. Each delegate must be visible via the video at all times.

Exam material retention should be kept as outlined in the QA requirements document.

All other exam conditions apply as stipulated in the Scheme Rules.

9.3 Re-sits procedure

A delegate may re-sit the examination **one** further time if they achieve all the following:

- passed the trainer's review and completed the personal review
- Complete all three mandatory course exercises
- gained at least 70% (21 out of 30 marks) in the examination.

If a delegate fails the initial course examination, a re-sit may be offered on the same day, provided the delegate agrees and is given adequate time to prepare. If the delegate does not agree to re-sit the examination on the same day and requires additional preparation time, they may attend the final day of another course for the examination period, or attend a standalone course, within a 30-day period. The delegate is **not** required to re-do the whole course.

The re-sit may be conducted either face-to-face or in a remote setting.

If a delegate fails the re-sit by not achieving 80% (24/30 marks) or more in the examination, they must take the DHRS course again to re-take the examination.

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 recover additional costs from the delegate, which should be agreed in advance. Subsequent arrangements will be at the delegate's own expense.

10. Trainer requirements

Please refer to the Quality Assurance Requirements that sets out the trainer requirements.

Trainers applying for approval must have completed the pre-course eLearn as this will inform them about the minimum knowledge they may expect of delegates upon arrival at the trainer-led course and enable them to identify what further information needs to be covered in the trainer led part of the course.

CITB highly recommends that all trainers are aware of, and familiar with, all support materials available to a course (such as the eLearning).