

SITE SAFETY PLUS

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



**DRHS
2019**

Site Safety Plus

Director's role for health and safety (DRHS)

Course appendix I

1.	Introduction	3
2.	Aims	3
3.	Entry requirements	3
4.	Delegate numbers	3
5.	Course duration and attendance	3
6.	Course publications and materials	4
7.	Assessment	4
8.	Exercise	5
9.	Learning outcomes	6
10.	End of course examination rules	6
11.	Trainer requirements	7

1. Introduction

This one-day interactive course has been designed for company directors and senior managers, with the aim of recognising the human and financial implications of non-compliance of health and safety legislation.

The course will provide a summary of how to promote a positive organisational culture for health and safety. Workshop 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 day concludes with delegates preparing an action plan for use when they return to the workplace. This will include a skills matrix to utilise within their organisations.

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

2. Aims

To help the director to gain knowledge and understanding in:

- moral, economic and legal costs and implications of making decisions
- strategic management of risks
- consequences of failed health and safety management
- importance of competent duty holders, and cooperating, communicating and coordinating health and safety on projects
- appointment of competent health and safety assistance
- tools to introduce a proactive health and safety culture into an organisation.

3. Entry requirements

This course has been developed for directors and senior managers of any organisational size in construction, civil engineering or allied trades, and therefore this should be considered before enrolling delegates on to this course. Delegates must be competent in English at senior management level.

4. Delegate numbers

The minimum number of delegates per course is three. The maximum number of delegates per course is 12. These minimum and maximum delegate numbers are not subject to an appeal.

5. Course duration and attendance

This is a one-day classroom-based course. Delegates are required to complete the full course (7.5 hours) to be eligible for certification.

6. Course publications and materials

Publication

Book A – Legal and management: <i>Construction site safety – The complete guide</i> (GE700)	Mandatory
---	------------------

Supporting materials

HSE HSG65 – Managing for health and safety	Optional
HSE INDG275 – Plan, Do, Check, Act – An introduction to managing for health and safety	Optional
HSE INDG417 – Leading health and safety at work	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

- At the start of each course, training providers must provide each delegate with their own copy of the mandatory publication which will be retained by the delegate upon completion of the course.
- Training providers can access any supporting materials online at the CITB secure area.
- The 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 and Hünnebeck, and are available to purchase from the [Construction Industry Publications](#) website.

7. Assessment

Assessment will be by an exam paper and a trainer review. The examination demonstrates to external bodies that the certificate is only awarded to successful delegates following both an assessment and examination.

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

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

Delegates will need to pass **all** elements of the trainer review to gain a pass. The 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:
 - Accuracy, suitability and adequacy of the analysis of evidence and proposed corrective actions, bearing in mind the site scenario in both parts of the exercise.
 - Clear indication of responsibilities of duty holders, action timeframes and cost implications.
 - Effective reaction to the new issues highlighted in part 2 of the case study scenario.
 - Clarity, precision, suitability and accuracy of the brief presentations.

Has the delegate actively engaged with the course and the group? Such as:

- active listening
- answered questions
- given suggestions
- shared experiences etc.

7.1 Examination

The paper consists of 15 questions; 10 multiple choice questions and 5 short written and/or matching questions and answers. This exam paper will be taken at the end of the course.

8. Exercise

8.1. Aim

To enable delegates to understand the responsibilities of senior managers and directors, in relation to improving safety performance on site and motivating managers, supervisors and site operatives (including sub-contractors) to achieve improved safety performance.

8.2. Learning objectives

Having completed this exercise, delegates will know how to implement risk assessments and method statements, deal with unexpected problems, motivate the workforce and react to recommendations from a Health and Safety Executive (HSE) inspector.

8.3. Information to be provided

- An exercise brief for each candidate
- Support materials are available and can be used to support the exercise, (risk assessment template, action plan template and/or the skills and training matrix template).

8.4. Exercise method

Briefing

Small groups should be formed and asked to read through part 1 of the case study scenario and discuss the main points. They should then complete the tasks outlined below:

Task

1. Working in groups, delegates should analyse the evidence and highlight the main issues to complete a list of corrective actions they propose to take.
2. Delegates should clearly identify who within the company would be responsible for implementing the actions and when the actions should be taken (for example, immediate, short, medium or long-term).
3. Delegates should give some indication of the cost of the proposed actions.
4. They should conclude what they expect to happen as a result of the proposed actions.
5. Lastly, groups should develop a communication strategy to resolve the problems outlined in part 1 and highlight how to disseminate this information to the workforce
6. On completion of the task, the group should present a detailed brief to the rest of the course.

The same groups should then be asked to read part 2 of the case study scenario and complete the same tasks outlined above and present back to the group.

9. 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 its 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.

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.**

10. End of course examination rules

10.1. Exam details

The examination paper is compulsory and consists of 15 questions, selected by CITB, covering all aspects of the course.

The examination pass mark is 80% (20 out of 25).

The paper consists of 10 multiple choice questions and 5 short written and/or matching questions. Questions can score between 1-5 marks.

The exam paper forms part of the overall assessment as to whether or not 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 30 minutes and must be completed within this time.

Delegates are permitted to use *Book A – Legal and management: Construction site safety – The comprehensive guide* (GE700) publication for the last ten minutes of the examination period.

10.2. Re-sits procedure

Where a delegate has achieved 70% in the exercise and trainer's review, and gained between 72%–76% (18 or 19 out of 25) in the examination, the delegate may re-sit the examination. This can either be on the same day by resitting a different examination paper (that will be provided) or by resitting the exam by attending another course 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 need to complete the DRHS course in full again.

When a delegate scores less than 68% (17 marks out of 25) in the final examination, the delegate must attend the full DRHS course again before they are allowed to re-sit the examination.

11. Trainer requirements

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