

SITE SAFETY PLUS

Scheme rules – Appendix H

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



SMSTS-R
2021

Site Safety Plus

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1. Introduction

The *Site management safety training scheme – Refresher* (SMSTS-R) is a two-day course 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 provides an opportunity to revisit the wide range of topics from the previous five-day course.

2. Aims

The refresher course aims to help site managers 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 working practices
- implement new guidance and industry best practice
- consolidate their understanding of responsibility and accountability for site health, safety, welfare and the environment.

3. Entry requirements

The refresher course is for delegates who have previously passed the five-day SMSTS or subsequent refresher course, and hold a valid SMSTS certificate only. 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. Delegate numbers

The recommended minimum number of delegates per course is four and the mandatory maximum delegate per course is 20. For remote delivery the recommended minimum number per course is four and the mandatory maximum is 12. Should numbers drop below the recommended 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 on delegate numbers.

5. Course duration and attendance

This is a two-day course. Delegates must attend the full course, lasting a minimum of fifteen hours (which includes course delivery and examination but **not** an examination re-sit), to be eligible for certification. This does **not** include breaks. Please refer to page 4 of the Principal Scheme Rules for information on course duration.

It is highly recommended that this course runs consecutively over two days to maintain continuity and flow. However, it may also be delivered as two separate non-consecutive days on occasion to meet client needs. It is important that continuity of training is maintained on this short, intensive course.

Delegates who are unable to attend part of the course due to extenuating circumstances may re-enrol on a new course to complete any missed day(s). The remaining day(s) must be completed within 30 days from the last day of attendance.

For certification purposes, and to avoid any ambiguity, all full days of the course must be attended. For example, if a delegate becomes ill on day one and does not complete the full day, they must start the course again in full.

If a delegate is unable to attend day two or any subsequent days, they must retake those missed days in full within a 30-day period.

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 examination.

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 (GE700)</i>	Mandatory
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6.2. Supporting materials

Scheme of work	Mandatory
Construction site drawings	Optional
Tutor reference (XA6T)	Optional
<i>What do you know?</i> practice paper	Optional
Safety signs	Optional
Core exercise delegate templates	Optional
COSHH assessment template	Optional
Risk assessment template	Optional
Short film example discussion points	Optional
Mental health and stress in the workplace (PowerPoint)	Optional
<i>What do you know?</i> (Mental health and stress)	Optional
Focus area InfoBites (PowerPoint)	Optional
<i>Are you stressed?</i> questionnaire	Optional
Lesson plan template (blank)	Optional
Trainer review matrix	Optional
Companion website	Optional

- A *Scheme of work* document is available to each training provider. Both the full course and the refresher share the same *Scheme of work*. 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.**
- Training providers may use the supporting materials provided for the full SMSTS course with full flexibility according to the delegates' needs.
- CITB supporting materials, including a blank lesson plan template, are available online at the CITB secure area.
- Training providers can also use additional support materials to meet the delegates' needs, provided that the aims and learning outcomes of the course are met.

7. Learning outcomes

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

Module 1 – Legal and management

1. Health and safety law

Describe the purpose of health, safety and environment legislation and the different legislative requirements that must be followed.

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) (CDM) 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 management systems

Describe the key principles of a health and safety management system, 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.

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.

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 accurate measuring, monitoring and reporting on health and safety within the workplace.

10. Statutory forms, notices and registers

Identify the statutory and non-statutory forms, notices, signs and registers used within the building and 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.

Module 2 – Health and welfare

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 ensuring 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, the control measures used and how to protect the workforce, the public and the environment.

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 the harmful effects of excessive vibration and how these may be mitigated.

11. Manual handling

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

Module 3 – General safety

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. Work equipment and hand-held tools

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

6. Mobile work equipment

Describe the effective planning and control of mobile work equipment. Describe the legal obligations of working with mobile work equipment 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 hours workers, and the potential risks and how to control them.

Module 4 – High risk activities

1. Work at Height Regulations

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

2. Working at height

Describe the risks that exist from working at height, such as working platforms, scaffolds, ladders, flat and pitched roofs and anywhere 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.

8. Assessment

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

Successful completion of the course requires the delegate to pass an examination paper at the end of the course.

8.1. Examination paper

The paper consists of 25 questions, selected by CITB, covering all aspects of the course. The examination paper must be taken at the end of the course.

Each paper has:

- 18 multiple choice questions (each worth one mark)
- 7 questions in multi-response or short written answer format (each worth two marks).

The questions worth two marks all relate to the seven health and safety focus areas. The higher marks recognise and reward the increased complexity of the question and response required.

The seven health and safety focus areas are founded on construction ill health, injury and fatality statistics:

- Working at height
- Vehicles/pedestrians
- Manual handling
- Asbestos
- Dust
- Noise
- Vibration.

The examination pass mark is 81% (26 out of 32).

The examination lasts for 35 minutes and must be completed within this time under examination conditions. Delegates are permitted to use the *Construction site safety – The comprehensive guide* (GE700) publication for the **last 15 minutes of the examination**.

The examination paper forms part of the overall assessment as to whether the delegate has successfully achieved the Site Management Safety Training Scheme-Refresher and demonstrated both knowledge of the relevant statutory provisions as well as the application of management in respect of health and safety issues.

8.2. Re-sits

If a delegate has gained between 72%–78% (23, 24 or 25 out of 32) in the examination, then they may re-sit the examination one further time.

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 81% (26/32 marks) or more in the examination, they must take the SMSTS -R course again.

The training provider must make the arrangements with the delegate and ensure that the dedicated re-sit examination paper is used.

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.

9. Trainer requirements

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

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