

SITE SAFETY PLUS

Construction site supervision



SSSTS/
SSSTS-R
SCHEME RULES
APPENDIX C
2026

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Introduction

The *Site Supervision Safety Training Scheme* (SSSTS) is delivered through two courses. The **SSSTS course** is designed for individuals who have, or are about to take on, supervisory responsibilities on site; while the **SSSTS Refresher (SSSTS-R)** is a one-day course designed to refresh and update the knowledge of delegates who have previously completed SSSTS. Certification is valid for five years, after which delegates must complete SSSTS-R to renew their certification.

Both courses cover relevant legislation and key aspects that influence safe working practices across the building, construction and civil engineering industries. SSSTS explores the essential health and safety topics relevant to the role of a site supervisor, including supervisory roles and responsibilities, effective supervisory behaviours, risk assessment and the implementation of appropriate control measures. The course also highlights the importance of communication, leadership and workforce engagement in promoting and sustaining a positive health and safety culture.

SSSTS-R focuses on key updates, and provides delegates with the opportunity to explore important topics, including the Construction (Design and Management) Regulations 2015, drugs and alcohol, and environmental awareness through a series of interactive scenarios. These activities encourage delegates to consider how these topics apply in practice, using realistic, work-based examples. SSSTS and SSSTS-R exceed the standard set by CITB for construction supervisor training.

Purpose and scope

Purpose

SSSTS and SSSTS-R provide site supervisors with the knowledge and awareness needed to promote and maintain safe working practices and a positive health and safety culture across building, construction and civil engineering industries.

Scope

To help site supervisors to:

- understand the legal, moral and social responsibilities of a site supervisor within the construction industry
- supervise health and safety on site in accordance with the current legal provisions and within the content of the supervisor role
- develop an understanding of the roles, responsibilities and expected behaviours of a site supervisor in relation to site health, safety and welfare
- to effectively manage health, safety, welfare and environmental issues on site
- promote a positive safety culture through effective leadership, supervision and workforce engagement.

Entry requirements

For **SSSTS**, delegates must currently hold, or be preparing to take on, a supervisory role. They must also have sufficient English language skills to fully participate in the course and complete all requirements, including interactive exercises, group activities and delivering a toolbox talk as part of the assessment.

For **SSSTS-R**, delegates who have passed the original course (or subsequent refresher) and possess an in-date certificate are eligible to attend. They must also have sufficient English language skills to fully participate in the course and complete all requirements, including exercises, interactive scenarios and other tasks requiring active participation.

Delegate numbers

Course	Minimum		Maximum	
	Classroom	Remote	Classroom	Remote
SSSTS	4	4	20	12
SSSTS-R	3	3	20	12

The numbers shown in the table above are the **mandatory minimum and maximum** numbers of delegates to start a course.

For SSSTS only

Should delegate 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 be delivered to a **minimum of three delegates** for classroom and remote delivery. Please refer to paragraphs 88 to 90 in the *Quality assurance (QA) requirements* for further information.

Course duration and attendance

SSSTS and SSSTS-R may be delivered either face-to-face in a classroom or remotely online.

SSSTS

This is a two-day course. To be eligible for certification, delegates must attend the full course, lasting 15 hours (which includes delivery and examination but not an examination re-sit). This does not include breaks. 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.

SSSTS-R

This is a one-day course and delegates must attend the full course, lasting a minimum of seven hours and 30 minutes (which includes delivery and examination but not an examination re-sit), to be eligible for certification. This does not include breaks. Please refer to page four of the *Principal scheme rules* for information on course duration.

For certification purposes, and to avoid any ambiguity, all full days for SSSTS and the full day for SSSTS-R 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 when they are fit enough to do so. If a delegate is unable to attend day two of SSSTS, for example, or any subsequent days, they must retake those missed days in full within a 30-day period when they are fit enough to do so.

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.

Progression

A natural progression from these courses would be to attend the *Site Management Safety Training Scheme* (SMSTS) course.

Delegates can progress to other courses, and CITB's lifelong learning map shows the range of training available, as well as how delegates can develop their skills as they move through their career in construction.



Course materials

Publications

Every delegate must receive their own copy of each mandatory publication listed in the table below. They are an integral part of their learning, revision and lifelong learning.

Course	Publication	
SSSTS	<i>Construction site supervision (SSSTS Workbook)</i>	Mandatory
SSSTS	<i>Toolbox talks</i>	Mandatory
SSSTS-R	<i>Construction site supervision (SSSTS Refresher Workbook)</i>	Mandatory
SSSTS-R	<i>Toolbox talks</i>	Recommended

Whilst providing a copy of *Toolbox talks* is not mandatory for the SSSTS-R course, it is recommended to ensure that delegates have access to the most current version for use on site. Delegates should be given the option of receiving these in either hard or digital copies. A digital version is available for delegates who take the course remotely.

The workbooks have been created to provide a framework for course delivery. They follow the same sequence of modules as the schemes of work. Key health and safety content is provided in the workbooks so that delegates can focus on interaction and discussion during the course, rather than feeling the need to make extensive notes.

The delegate will retain the workbooks at the end of the courses, and these should be promoted as a resource for their continual personal development (CPD). They have been designed to provide quick access to the key topics covered in the course, so that they can be referred to as and when needed in practice. They can also be used to refresh and update knowledge for delegates who may wish to progress through other CITB courses.

Scheme of work

Schemes of work is available for SSSTS and SSSTS-R. These details the following information.

Learning outcomes (LOs)	The LOs are the skills and knowledge that a learner should be able to demonstrate upon completion of the course.
Assessment criteria (AC)	The AC are measurable statements that describe what a learner needs to achieve to meet the requirements of the LOs. There may be multiple AC for each LO.
Assessment	This indicates whether the LOs and AC will be assessed via formative (workbook/exercise(s)) or summative (exam) means.
Legislation	This is the legislation linked to the LOs.
Resources	This indicates any materials provided by CITB to facilitate the delivery of the course, and if their use is mandatory (M) or optional (O).

The schemes of work are **mandatory**, and should be used to support lesson planning to ensure that all LOs are met during course delivery. Trainers must create a lesson plan that delivers the scheme of work. Training providers may make minor adjustments to the programme to meet delegates' needs, provided that the aims and objectives of the course are met.

Supporting materials

Training providers can access the supporting materials on the Site Safety Plus (SSP) trainer portal (on SharePoint). Some exercises in the workbooks are mandatory, and have been selected to align with key health, safety and environmental (HS&E) focus areas. Training providers may also choose to use additional supporting materials provided by CITB and/or supplement these with their own activities to support individual delegate needs. Trainers may use their own materials where appropriate, provided that the aims and LOs of the course are met.

The course should encourage delegate participation – in addition to the mandatory exercises and optional activities, further opportunities for delegate engagement throughout the course are strongly recommended, for example through questioning. A list of the course materials is provided in the table below, indicating which documents are mandatory and which are optional.

SSSTS

	Mandatory/Optional
Workbook mandatory exercises	Mandatory
Risk assessment for Exercise 6	Mandatory
Exercises answer booklet	Mandatory
<i>Scheme of work</i>	Mandatory
<i>Trainer reference</i>	Mandatory
InfoBites PowerPoint and PDF	Optional
At-a-glance guide	Optional
Pre-course information	Optional
Case studies booklet	Optional

	Mandatory/Optional
Exercise 1 cards	Optional
Exercises and diagrams PowerPoint	Optional
English level guide	Optional
Interview with a site supervisor video	Optional
Example PowerPoint template	Optional
Mental-health information InfoBites handout and PowerPoint	Optional
Preparing and delivering a toolbox talk	Optional
Optional activities booklet	Optional
Example lesson plan	Optional
Lesson plan template	Optional

SSSTS-R

	Mandatory/Optional
Workbook mandatory exercises	Mandatory
Exercises answer booklet	Mandatory
<i>Scheme of work</i>	Mandatory
<i>Trainer reference</i>	Mandatory
InfoBites PowerPoint and PDF	Optional
At-a-glance guide	Optional
Pre-course information	Optional
Case studies and knowledge checks booklet	Optional
Exercises and diagrams PowerPoint	Optional
English level guide	Optional
Interview with a site supervisor video	Optional
Delivering interactive scenarios	Optional
Interactive scenario slides	Optional
Mental-health information InfoBites handout and PowerPoint	Optional
CDM Regulations and environmental site map PDFs	Optional
Optional activities booklet	Optional
Example lesson plans	Optional
Lesson plan template	Optional

The trainer references include:

- information and guidance on using the workbooks
- an outline of exercises to support the course
- notes for guidance (the recommended content for the course)
- further hints and tips relating to activities on the course
- recommended timings.

More information about the other supporting materials can be found within the trainer references. In previous versions, the notes for guidance were included within the schemes of work. These notes are now contained in the trainer references.

Learning outcomes

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

SSSTS**Module 1 – Roles and responsibilities of the site supervisor**

- Understand the main pieces of legislation and responsibilities for ensuring health and safety on sites.

Module 2: Health and safety law

- Understand the purpose of legislation, and the different requirements that must be followed to ensure that compliance is achieved.
- Understand how the CDM Regulations are used to support health and safety on site.

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- Understand the importance of risk assessments, method statements and permits to work, and the supervisor's role in writing, reviewing and communicating them.
- Understand the importance of recording and retaining statutory inspections, checks and monitoring on a construction site.
- Understand accident and incident causes, and how to manage and report accidents, near misses and ill health.

Module 3: Occupational health and welfare

- Understand the key health and welfare issues, the supervisor's role in protecting workers and ensuring that control measures are followed.
- Understand what must be in place to manage first-aid requirements on a construction site.
- Understand how to recognise hazardous substances associated with working on a construction site.
- Understand the risks to health created by exposure to asbestos fibres, and the basic legal requirements to mitigate those risks.
- Understand how to control exposure to dust and fumes (respiratory hazards).
- Understand how to control exposure to noise and vibration.
- Understand common injuries from incorrect manual-handling practice, and the control measures used for mitigation.

Module 4: General safety

- Understand the safety and security factors required following setup of a site.
- Understand the main fire risks and the requirements for fire safety on site.
- Understand the risks and safe practices when working around electricity.
- Understand the risks and how to work safely with mobile plant and vehicles.
- Understand the safe control and management of plant and equipment.

Module 5: High-risk activities

- Understand key principles of the effective supervision of work-at-height activities.
- Understand safe working practices for working in and around excavations.
- Understand safe working practices for working near underground and overhead services.
- Understand safe working practices for working in a confined space.
- Understand safe working practices regarding temporary works.

Module 6: Environmental awareness

- Understand your role and responsibilities for safe environmental practices on site.

SSSTS-R

Module 1 – Roles and responsibilities of the site supervisor

- Understand the importance of the site supervisor role.

Module 2: Health and safety

- Understand the main legislative health and safety requirements to ensure compliance.
- Understand the legal obligations of the management of risk.
- Ensure compliance through the management of statutory inspections, checks and monitoring on a construction site.
- Understand the importance of accident and incident reporting.

Module 3: Occupational health and welfare

- Understand the effective control of health, safety, and welfare risks on site.
- Understand what must be in place to manage first-aid requirements on a construction site.
- Understand the risks to health created by exposure to hazardous substances.
- Understand the importance of controlling exposure to noise and vibration.
- Understand manual-handling control measures to reduce ill-health risks.

Module 4: General safety

- Understand what must be in place on site to ensure that general safety principles are applied and effectively monitored.
- Understand the key requirements and responsibilities for site fire safety.
- Understand the risks and safe practices when working around electricity.

- Understand safe working practices for site lifting operations.
- Understand the safe control and management of plant and equipment.

Module 5: High-risk activities

- Understand key principles for the effective supervision of work-at-height activities.
- Understand safe working practices for working in and around excavations.
- Understand safe working practice for working near underground and overhead services.
- Understand safe working practices for working in a confined space.
- Understand safe working practices regarding temporary works.

Module 6: Environmental awareness

- Understand your role and responsibilities for safe environmental practices on site.

Course structure

It is highly recommended that training centres deliver the following modules on day one or day two of the SSSTS course. This helps ensure that, if a delegate needs to retake either day, they do not miss any content required to prepare for the exam or complete the trainer review.

The following structure is advised.

Day	Module
1	Roles and responsibilities of the site supervisor
	Health and safety law
	Occupational health and welfare
2	General safety
	High-risk activities
	Environmental awareness

Assessment

Successful completion and certification of the SSSTS or SSSTS-R course **requires**:

- completing all mandatory exercises
- passing the trainer review
- passing the end-of-course assessment.

We suggest you share this information with the delegates at the beginning of the course. Further information on the trainer review is outlined later in this document.

Attendance does not confer competency as a supervisor on site, but is part of CPD. Competency comes from a mixture of education, training and experience, and should be judged by an appropriate senior individual. Training is considered an essential element of competence.

The assessment for SSSTS-R demonstrates to external bodies that the certificate is only awarded to successful delegates who have passed a trainer review and end-of-course examination. The trainer review demonstrates engagement, collaborative working and listening skills – key elements of becoming a supervisor. Successful delegates will be issued with a certificate, which is valid for five years.

Examination

For SSSTS and SSSTS-R, the examination paper consists of 25 questions that cover the summative assessment criteria for the course (as outlined in the SSSTS/SSSTS-R schemes of work). Please refer to the examination paper that clearly identifies the number of marks for each question.

The examination paper must be taken at the end of the course. For SSSTS and SSSTS-R, delegates are permitted to use the *SSSTS Workbook* or *SSSTS Refresher Workbook* for the last 10 minutes of the examination period. The workbook must not be used for the first 20 minutes of the examination. The examination paper will be notified when the course booking is accepted by CITB.

The examination pass mark is 80% (24 out of 30 marks). The examination lasts for 30 minutes, and must be completed within this time.

Re-sit procedure

For SSSTS and SSSTS-R, a delegate may re-sit the examination one further time if they have:

- completed all the mandatory course exercises
- passed the trainer review
- gained at least 70% (21 marks) in the examination.

For avoidance of doubt, where a delegate scores less than 70% (below 21 marks) in the final examination, the delegate is not eligible for a re-sit and must attend the full course again.

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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 during the examination period or attend a re-sit examination which will need to be notified at least two working days prior to the agreed date of a standalone course, within a 30-day period. The delegate is not required to redo 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 out of 30 marks) or more in the examination, they must take the course again. 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.

Trainer review

SSSTS

A delegate cannot pass the course unless they successfully meet the requirements of the trainer review, which consists of **three criteria**.

This requires the delegates to complete all mandatory course exercises, demonstrate appropriate engagement and participation, and prepare and deliver a toolbox talk. The trainer must consider the following.

1. **Mandatory exercises:** has each delegate completed all mandatory exercises contained within the mandatory course publication?
2. **Engagement and participation:** thinking about the delegates' overall performance with course exercises, did they:
 - work collaboratively
 - make decisions
 - actively listen
 - share their point of view
 - ask questions
 - actively contribute to discussions?

3. **Has the delegate prepared and delivered a toolbox talk?** More information on the toolbox talk task is outlined below.

SSSTS-R

A delegate cannot pass the course unless they successfully meet the requirements of the trainer review, which covers **two criteria**.

For SSSTS-R, delegates must pass both elements of the trainer review to achieve an overall pass. This requires delegates to complete all mandatory exercises and demonstrate appropriate engagement and participation. The trainer must consider the following.

1. **Mandatory exercises:** has each delegate completed all mandatory exercises contained within the mandatory course publication?
This includes a mandatory interactive scenario on the CDM Regulations.
2. **Engagement and participation:** as outlined in point 2 above.

There is no requirement for an SSSTS-R delegate to deliver a toolbox talk.

All elements of the trainer review, whether for SSSTS or SSSTS-R, must be marked as either Pass (Yes) or Fail (No). A delegate must achieve a Pass for all applicable elements of the trainer review to pass this element of the course. The trainer review must be completed before the end-of-course examination. If a delegate is assessed as failing the trainer review, they are not permitted to sit the end-of-course examination.

Toolbox talk

Aim

To provide delegates with an opportunity to prepare and deliver a toolbox talk, developing their confidence and ability to communicate key health and safety information effectively to the workforce on site. Delegates may select a suitable topic from the mandatory *Toolbox talks* publication for inspiration.

Task

The delegate must prepare and deliver a toolbox talk lasting approximately five minutes. Some flexibility is permitted in the duration, with further guidance provided in the *Trainer reference*.

Delegates should select messages that are relevant to their site and consider their target audience when preparing the toolbox talk. They should identify the key points they want to communicate and deliver these clearly and effectively. Further guidance on the toolbox talk exercise is provided in the *Trainer reference*.

The toolbox talk exercise forms one of the three elements of the trainer review **for SSSTS only**.

Exercises and support materials

The mandatory course exercises are designed to re-inforce learning through practical application and active participation. They provide delegates with the opportunity to demonstrate understanding, develop their awareness of supervisory skills, and apply health and safety knowledge.

All mandatory exercises must be incorporated into the delivery course and be completed by each delegate. The method of delivery is at the trainer's discretion; however, guidance on delivering the exercises, including suggested methods and extension activities, is provided within the trainer reference.

Optional support materials are outlined on pages four and five of this document. Although the use of these materials is not mandatory, trainers are encouraged to use them to support course planning and delivery. The optional activities allow trainers to adapt their approach to meet the learning needs of delegates on the day. Many of the resources can be incorporated into the trainer's own PowerPoint presentation or copied for distribution to delegates, such as relevant case studies, optional activities and InfoBites.

Remote delivery

CITB permits the SSSTS and SSSTS-R courses to be delivered as face-to-face courses or remotely via your chosen video technology. The training must follow the schemes of work and deliver the same standard of training, meeting all scheme rules unless exceptions or amendments exist in this section.

Access for QA team

The facility to monitor the delivery of any face-to-face or remote training must be made available to our QA team for every remote course being delivered. The SSP QA team must be invited to attend every remote course being delivered. All links to attend should be completed as part of the courses notification form prior to delivery.

Technology

Where a course is delivered remotely, the trainer may choose suitable technology that allows for the course to be delivered in its entirety (e.g., Microsoft Teams, Zoom). CITB's preferred option is Microsoft Teams, as this offers a wide range of functionality. Please refer to the *QA requirements* for further information. At no point should the difference in delivery method disadvantage the delegate's training experience or gaining of knowledge. The chosen technology must not be a barrier to delegate interaction or collaboration.

Assessment

An alternative examination method is in place for an SSSTS or SSSTS-R course that is delivered remotely. Due to the nature of the questions, it is compulsory to use an online examination tool. Classmarker or Microsoft Forms are recommended by CITB for online assessment. Any other online 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.

Identification must be checked at the start of the course and recorded on the course results form (remote training version). 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, and have audio (microphone) on for the duration of the course.

Exam material retention should be kept as outlined in the *QA requirements*. All other exam conditions apply as stipulated in Section 9.

Trainer requirements

Please refer to the *QA requirements* that set out the trainer requirements for all SSP courses.

Note: the SSSTS certificate will be accepted for trainer requirements if they also deliver the Health and safety awareness (HSA) course.