

SITE SAFETY PLUS

Construction health and safety awareness



HSA
SCHEME RULES
APPENDIX A
2026

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Introduction

This one-day *Health and safety awareness* (HSA) course is designed to aid the understanding of potential risks and hazards that a construction worker may face on site.

This awareness-level course provides the critical foundation of knowledge that construction workers need to apply in practice to help keep themselves and others healthy and safe on site. It provides a practical summary of health, safety, welfare and environmental issues. It identifies the delegate's responsibilities for looking after themselves and others, outlines the employer's duties, and explains what should be done if the worker thinks that anyone's health and safety is being put at risk.

The course is an ideal foundation for those wishing to obtain an industry site card. It is also an alternative route to the QCF Level 1 Award in Health and Safety in a Construction Environment for the CSCS Labourer Card.

Purpose and scope

Purpose

The course introduces why workers carry out their duties, what is expected of them on site and how they contribute to keeping the workplace safe and healthy.

Scope

The content of this course is based on five key areas of information that learners need to be aware of when working on site.

- General rules, regulations and responsibilities.
- Health and welfare.
- General safety.
- High-risk activities.
- Environmental awareness.

These areas form the five modules that learners will complete during the course.

Entry requirements

There are no formal entry requirements for this course. Delegates must, however, be competent in English at operative level. Guidance on what this means can be found on the trainer portal (the *Operative level English guide for trainers*). The course content is designed to be suitable for all ability levels.

Delegate numbers

For HSA, the mandatory minimum number of delegates per course is two, and the mandatory maximum number of delegates per course is 20. For remote delivery, the mandatory minimum number per course is two, and the mandatory maximum is 12. To preserve learner participation and experience, it is mandatory that the course is delivered to a minimum of two delegates. Please refer to the *Quality assurance (QA) requirements* for further information on delegate numbers.

Course duration and attendance

HSA 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. The course can be delivered over two consecutive days, but must meet the minimum of seven hours and 30 minutes.

The course can also be provided by remote delivery as a one-day course, and remote delegates must attend the full course, also lasting a minimum of seven hours and 30 minutes (including both course delivery and examination, but not an examination re-sit) to be eligible for certification. This also does not include breaks, and the course can be delivered over two consecutive days, but must meet the minimum duration. 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 of the 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 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.

Progression

A natural progression from this course would be attending the *Site supervision safety training scheme* (SSSTS) course or a supervisor specialist skills course. Alternatively, delegates might be interested in the *Site environmental awareness training scheme* (SEATS).

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



Site Safety Plus - The Lifelong Learning Map

Icon key



Classroom course



Remote course

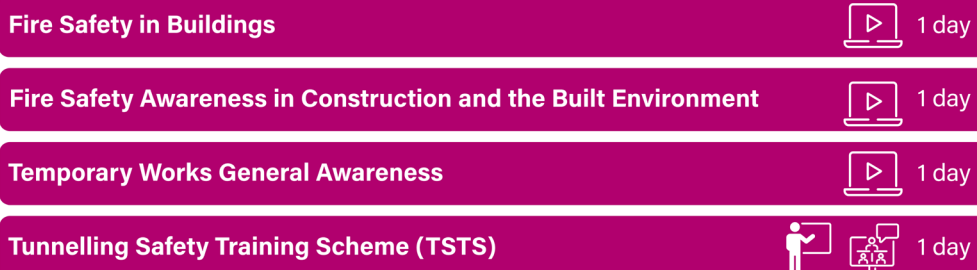


eLearning course



Refresher course

All workers



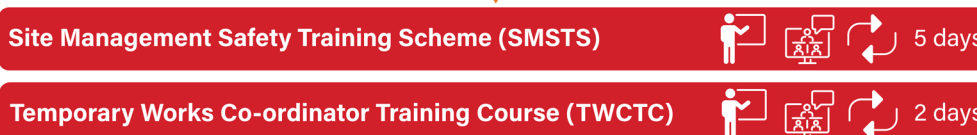
Operatives



Supervisors



Management



Directors



Course materials

Publication

HSA course workbook

Training providers **must** provide each delegate with their own copy of the mandatory HSA workbook publication, which is an integral part of their learning, revision and lifelong learning. Delegates should be given the option of receiving this in either hard or digital copy.

The workbook has been created to provide a framework for course delivery. It follows the same sequence of modules as the scheme of work, running from module one to five. Trainers must construct their lesson plan to reflect this sequence in both the scheme of work and the workbook, enabling delegates to follow the course in a clear and logical order.

Key health and safety content is provided in the workbook so that delegates can focus on interaction and discussion during the course, rather than feeling the need to make extensive notes.

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The delegate will retain the workbook at the end of the course, and it should be promoted as a resource for their continual personal development (CPD). It has 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. It can also be used to refresh and update knowledge for delegates who may wish to progress to the SSSTS course, which builds upon the knowledge acquired in this course.

Scheme of work

A scheme of work is available to each training provider. This 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 scheme of work is **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 workbook 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.

	Mandatory/Optional
<i>Scheme of work</i>	Mandatory
<i>Trainer reference</i>	Mandatory
Course workbook (and all mandatory exercises within)	Mandatory
Mandatory exercises – paper-based versions PDF	Optional
Optional activities PDF	Optional
Revision posters PDF	Optional
Case studies PDF	Optional
Lesson plan template (blank)	Optional
Module 1 lesson plan (sample)	Optional
InfoBites PowerPoint/PDF	Optional
Mental-health InfoBites	Optional
<i>Operative-level English guide for trainers</i>	Optional
<i>Pre-reading for learners</i>	Optional
<i>Revision tips for learners</i>	Optional

The trainer reference includes:

- information and guidance on using the workbook
- 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 reference. In previous versions, the notes for guidance were included within the scheme of work. These notes are now contained in the trainer reference.

Learning outcomes

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

Module 1 – General rules, regulations and responsibilities

General responsibilities

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

Site induction

Understand what information is introduced in a site induction, and how it should be communicated.

Hazards and risks

Understand the most common risks and hazards, and how these can be controlled.

Accident reporting and recording

Understand how employees and employers are responsible for maintaining a safe place to work.

Behaviour

Understand the importance of behaviours in relation to health and safety.

Lone working

Understand what lone working is, the associated risks and how it is controlled.

Module 2 – Health and welfare

Health and welfare

Understand the common causes of work-related ill health, identify the risks and how to reduce those risks.

First aid and emergency procedures

Understand the first aid and emergency procedures, and know an operative's role within them.

Personal protective equipment

Understand the rules, common types and uses for personal protective equipment (PPE).

Asbestos

Understand what asbestos is, and the risks of working with it

Dust and fumes (respiratory hazards)

Understand the risks of and how to mitigate workplace respiratory hazards.

Noise and vibration

Understand the health risks of excessive noise and vibration, and how to mitigate these risks.

Hazardous substances

Understand the hazardous substances in the workplace, and how an operative should ensure that risks are mitigated.

Manual handling

Understand the ways to reduce injuries or accidents when manually handling loads.

Module 3 – General safety

Safety signs

Know the safety signs and signals on site.

Fire prevention and control

Understand safe fire procedures and controls.

Electrical safety

Identify the common risks associated with electricity on site.

Work equipment and handheld tools

Understand the safe working methods when using handheld tools and work equipment.

Mobile work equipment

Understand the risks of and how to work safely with mobile plant and vehicles.

Module 4 – High-risk activities

Working at height

Know the risks of working at height, how to plan and employ a safe system of work, and how to use access equipment.

Excavations

Understand the risks and how to work safely when working near or around excavations.

Confined spaces

Understand what confined spaces are, and the risks of working in them.

Module 5 – Environment

Environmental awareness

Understand how to prevent environmental damage and pollution on site.

Waste management

Understand the importance of correct waste management on site to protect the environment.

Assessment

To complete the course successfully, delegates must:

- pass the trainer review
- pass the end-of-course assessment.

Important note

Attendance does not confer competency as an operative 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.

Assessment will be by an end-of-course examination and trainer review. The delegate must pass the exam and trainer review to achieve certification for this course. We suggest you share this information with the delegates at the beginning of the day.

The examination paper forms the basis of the assessment as to whether a delegate has successfully achieved a satisfactory level of health and safety awareness to allow a certificate of achievement to be issued.

Examination

The examination paper must be taken at the end of the course. The paper consists of 25 multiple-choice questions, all of which are worth one mark each. The pass mark is 80% (20 out of 25 marks). If a delegate is unsuccessful in achieving 20 marks out of 25 (80%) it results in a fail. The examination paper number will be notified when the course booking is accepted by CITB.

The examination lasts 30 minutes and must be completed within this time under examination conditions. This is a **closed-book** exam.

Trainer review

A delegate cannot pass the course unless they successfully meet the requirements of the trainer review, which covers two criteria: engagement with mandatory course exercises, and overall engagement and participation.

Delegates **must** pass the trainer review to be eligible to sit the end-of-course examination. If a learner is assessed as failing the trainer review, then they are **not eligible** to sit the end-of-course examination.

Please refer to the *Trainer reference* for further information on the trainer review.

Re-sit procedure

If a delegate has achieved both of the following, then they may re-sit the examination one further time.

- Passed the trainer review.
- Gained between 17 to 19 marks (68% to 76%).

If a delegate fails the initial course examination, a re-sit may be offered on the same day, provided that 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 examination of another course, or a standalone notified exam, 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% (20 out of 25 marks), 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.

Remote delivery

CITB permits the HSA course to be delivered as a face-to-face course or remotely via your chosen video technology. The training must follow the scheme 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 HSA course 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

In addition to the *QA requirements* that set out the minimum trainer requirements for all SSP courses, trainers must have attended and achieved this course. Please refer to the QA document that sets out trainer requirements for all SSP courses.

Note: *trainers can hold a current SSSTS or SMSTS certificate and be able to deliver the HSA course.*