

## SITE SAFETY PLUS

# Scheme rules – Appendix A

## Health and safety awareness (HSA)



HSA  
2020

## **Site Safety Plus**

### **Health and safety awareness (HSA)**

#### **Scheme rules – Appendix A**

|                                      |   |
|--------------------------------------|---|
| 1. Introduction                      | 3 |
| 2. Aims                              | 3 |
| 3. Entry requirements                | 3 |
| 4. Delegate numbers                  | 3 |
| 5. Course duration and attendance    | 3 |
| 6. Progression                       | 4 |
| 7. Course publications and materials | 4 |
| 8. Assessment                        | 4 |
| 9. Learning outcomes                 | 5 |
| 10. Trainer requirements             | 7 |

## 1. Introduction

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

The course provides health and safety awareness and is endorsed by Build UK as standard training for all operatives on site.

## 2. Aims

To ensure the individual health and safety responsibilities of the worker are understood.

- Why are they carrying out their identified duties?
- What is expected of them while on site?
- How can they contribute to the safety of the workplace?

## 3. Entry requirements

Delegates must be competent in English at operative level. The course content is suited to all ability levels.

## 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. To preserve learner participation, it is **mandatory** that the course is delivered to a minimum of two delegates. Please refer to the QA requirements for further information.

## 5. Course duration and attendance

This is a one-day course delivered face-to-face delivery. Delegates must attend the full course, lasting a minimum of seven hours and 30 minutes (which includes both course delivery and the examination but **not** an examination resit) 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. Delegates must attend the full course lasting a minimum of six hours and 30 minutes (which includes both course delivery and examination) 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 six hours and 30 minutes.

Please refer to page 4 of the Principal Scheme Rules for further 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.

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. Progression

A natural progression from this course would be to attend 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).

## 7. Course publications and materials

### 7.1 Publications

|                                                         |                  |
|---------------------------------------------------------|------------------|
| <i>Construction health and safety awareness</i> (GE707) | <b>Mandatory</b> |
|---------------------------------------------------------|------------------|

### 7.2 Supporting materials

|                                                |                  |
|------------------------------------------------|------------------|
| Scheme of work                                 | <b>Mandatory</b> |
| Safety signs                                   | <b>Optional</b>  |
| Crossrail health and safety impact short films | <b>Optional</b>  |
| Short films – example discussion points        | <b>Optional</b>  |
| Lesson plan template                           | <b>Optional</b>  |

- At the start of each course, training providers **must** provide each delegate with their own copy of the mandatory publication *Construction health and safety awareness* (GE707), which will be retained by the delegate upon completion of the course.
- 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.**
- Training providers can access the supporting materials 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.

## 8. Assessment

Assessment will be by an end-of-course examination. The delegate must pass the exam 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.

## 8.1 Examination

The question paper consists of 25 multiple-choice questions: 20 questions are worth one mark each and five questions are worth two marks each. The delegates must obtain 25 marks out of 30 (83%) or more to pass the examination. This exam must be taken at the end of the course. The examination paper number will be notified when the course booking is accepted by CITB.

For a delegate to obtain certification for this course they must pass the HSA examination. The examination lasts 30 minutes and must be completed within this time. This is a **closed** book examination.

## 8.2 Re-sit

If a delegate does not achieve 25 marks out of 30 (83%) they may re-sit the examination again. To be eligible for a re-sit, a delegate must achieve 19 marks or more out of 30 (63%).

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 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.

The training provider must make the arrangements with the learner 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 learner, which should be agreed in advance. Subsequent arrangements will be at the delegate's own expense.

## 9. 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 – Legal and management

#### 1. Legal and general responsibilities

State the general responsibilities for health and safety at work.

#### 2. Accident reporting and recording

State how you and your employer are responsible for maintaining a safe place to work.

### Module 2 – Health and welfare

#### 1. Health and welfare

State the common causes of work-related ill health. Identify the risks and how you can reduce those risks.

#### 2. First aid and emergency procedures

State the first aid and emergency procedures and know your role within them.

#### 3. Personal protective equipment

Identify the rules for personal protective equipment (PPE), the common forms and their use.

#### 4. Asbestos

List the risks of asbestos in the workplace, how to work with it and its management.

### **5. Respiratory hazards**

State the risks and how to mitigate workplace respiratory hazards.

### **6. Noise and vibration**

State the health risks of excessive noise and vibration and how to mitigate those risks.

### **7. Hazardous substances**

Identify the hazardous substances within the workplace and how to ensure those risks are mitigated.

### **8. Manual handling**

Identify the risks of manual handling, how to recognise activities that pose a risk and how to manage that risk.

## **Module 3 – General safety**

### **1. Safety signs**

Identify the safety signs and signals on site.

### **2. Fire prevention and control**

Identify the importance of providing a safe place to work and individual responsibilities.

### **3. Electrical safety, work equipment and hand-held tools**

Identify the common risks associated with electricity and equipment. Identify a safe method of working.

### **4. Mobile plant and site vehicles**

State how to work safely around site and the risks from plant and moving machinery.

### **5. Lifting operations and equipment**

State the importance of planning lifting operations and the care of equipment.

## **Module 4 – High-risk activities**

### **1. Working at height**

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

### **2. Excavations**

State the main dangers of excavations and how to follow a safe system of working near or in excavations.

### **3. Confined spaces**

State the definition of a confined space and how to work safely within a safe system of work.

## **Module 5 – Environment**

### **1. Environmental awareness**

State your role in preventing environmental damage on site.

### **2. Pollution**

State your role in preventing pollution.

### **3. Waste materials**

Explain how environmental damage can occur from improper management of waste materials.

### **4. Nuisance**

Explain your part in reducing nuisance (for example, noise, dust and light).

These learning outcomes are included within the scheme of work, in addition to assessment criteria, notes for guidance, publication references and support materials.

## 10. Trainer requirements

Please refer to the Quality Assurance requirements that sets out the trainer requirements for all Site Safety Plus courses.

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