

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



## **Site Safety Plus**

### **Director's role for health and safety (DRHS)**

#### **Appendix I**

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## 1. Introduction

The *Directors' role for health and safety* (DRHS) is a one-day interactive course that has been designed for company directors and senior managers active in a health and safety strategic role in the built environment, with the aim of recognising directors' duties of care and the implications of non-compliance with health and safety legislation.

The course will provide a summary of how to promote a positive organisational culture for health and safety. Group 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 DRHS course is endorsed by Build UK as the standard training for all senior managers (as specified above) and company directors.

## 2. Aims

The course aims to help directors to:

- recognise the moral, economic and legal costs and implications of decisions made in the boardroom that may make their business liable
- understand the significance of strategic management of risks
- appreciate the range of consequences from failing to manage health and safety effectively
- understand the importance of competent duty holders, and the significance of their cooperation, communication and coordination of health and safety on projects
- recognise the need to appoint competent health and safety assistance, and the limitations of such an appointment, and
- identify the basic tools to introduce a proactive health and safety culture into an organisation, and the benefits of this approach.

## 3. Entry requirements

This course has been developed for directors and senior managers active in a health and safety strategic role in the built environment from any organisational size in construction, civil engineering or allied trades, and therefore this should be considered before enrolling delegates on to this course. Examples of relevant roles (not exhaustive) are:

- Financial/Operations director
- Senior quantity surveyor (QS)
- Private QS
- Principal designer
- Senior/principal engineer
- Company secretary
- Contracts manager
- Senior project manager
- Non-executive director

Delegates must be able to demonstrate the following:

1) **EITHER** previously completed a CITB Director's Role for Health and Safety course

**OR** working knowledge of the following health and safety legislation with the anticipation that course content and the end of course assessment will require delegates to consider these legislations in context with a director's role and responsibility:

- Health and Safety at Work etc. Act 1974
- Employers' Liability (Compulsory Insurance) Act 1969
- Construction (Design and Management) Regulations (CDM) 2015
- Management of Health and Safety at Work Regulations 1999.

2) **AND** Completion of the pre-course eLearning (accessed via <http://ecourses.citb.co.uk>). Successful completion of this component generates a digital certificate, a copy of which must be sent to the Approved Training Organisation (ATO) at least 24 hours before the commencement of the main course and may be subject to audit. The ATO must ensure copies of certificates are retained for audit purposes and that the course results form is updated accordingly.

Delegates should hold, or be about to hold, the role of director or strategic senior role. Delegates must be competent in English at senior management level.

#### 4. Delegate numbers

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

#### 5. Course duration and attendance

This is a one-day course. Delegates are required to complete the full course, i.e. the pre-course eLearning (maximum expected completion time 1.5 hours), course delivery and the end of course assessment (7.5 hours), to be eligible for certification.

#### 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, A: Legal and management (GE700A<sup>s</sup>)</i>	<b>Mandatory</b>
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##### 6.2. Supporting materials

Scheme of work	<b>Mandatory</b>
Trainer reference	<b>Mandatory</b>
Course exercises handout	<b>Mandatory</b>
<i>What do you know?</i> papers	<b>Optional</b>

<p><i>Please note: the course exercises are mandatory, but the following handouts and templates provided by CITB to facilitate and expedite their delivery are highly recommended, but optional.</i></p> <p>Course exercise 1. Delegate question handout  Course exercise 1. Health and safety policy  Course exercise 2.A. Risk profile delegate template  Course exercise 2.B. Arrangements delegate template  Case study one and further questions  Course exercise 3. Delegate question handout  Course exercise 3. Enforcement notice template and examples  Course exercise 3. Action plan template  Case study two and further questions</p>	<b>Optional</b>
Skills and training matrix template	<b>Optional</b>
HSE <i>Managing for health and safety</i> (HSG65)	<b>Optional</b>
HSE <i>Plan, Do, Check, Act – An introduction to managing for health and safety</i> (INDG275)	<b>Optional</b>
HSE <i>Leading health and safety at work</i> (INDG417)	<b>Optional</b>
<i>The cost of accidents</i> , DVD produced by Brand, SGB & Hünnebeck	<b>Optional</b>
<i>In the real world</i> , DVD produced by Brand, SGB & Hünnebeck	<b>Optional</b>
Lesson plan template (blank)	<b>Optional</b>

- 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.**
- CITB supporting materials, **including** a (blank) lesson plan template, are available on the CITB secure area.
- The HSE 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 & Hünnebeck, and are available to purchase from the [Construction Industry Publications](#) website.
- Training providers can also use additional support materials to meet the delegates' needs – those included in the *Trainer reference* or their own – provided that the aims and learning outcomes of the course are met.

## 7. Course exercises

The three **mandatory** course exercises centred around Plan-Do-Check-Act are designed to support the delivery of all learning outcomes with particular focus on learning outcomes 3 to 6, though the delegate questions and trainer prompts enable a wider consideration of the scheme of work as a whole. The exercises encourage a highly facilitated style with the aim of maximising delegate interaction and peer-to-peer learning.

The Trainer reference fully describes how they should be approached and outlines the optional support material (see Support material section above) available to realise their completion effectively and efficiently. It provides information on their delivery, as well as outlining the flexibility available to meet the learners' needs.

## 7.1. Case studies and further questions

Two case studies are provided which directly support Course exercises 2 and 3; these are optional but highly recommended as the scenarios and content are the basis for part B of the end of course assessment. Incorporating them in the course exercises will give delegates an opportunity to consider and practise context-specific answers that may be advantageous.

The handouts that accompany these case studies also include further questions which may be used at any time to stimulate professional discussions.

## 8. 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 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.

## 9. Assessment

Successful completion of the course requires delegates to:

- Complete all three mandatory course exercises
- Complete a personal review
- Pass the trainer review and
- Pass the two-part exam paper.

### 9.1 Trainer review

The trainer review provides a pass or fail based on the delegate's completed personal review and observations of the delegate's performance in the course exercises and engagement in the course overall. Further details are provided in the Trainer reference.

Trainer feedback to the delegate's personal review may be provided at the same time as the end of course assessment (i.e. within 48 hours of the end of course). Copies of the delegate personal review should be retained as per course records for audit purposes.

## 9.2 Examination paper

The paper is in two parts, selected by CITB, which cover all aspects of the course:

- Part A: Ten general questions based on the course
- Part B: Ten questions associated with a case study.

Questions in each part will be one of three formats:

- Multiple choice questions worth 1 mark
- Multiple response questions worth 2 marks
- Short written answers worth 1 to 3 marks.

Part marks are available for questions worth more than one mark.

This exam paper must be taken at the end of the course.

The examination pass mark is 80% (24 out of 30).

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 35 minutes and must be completed within this time under exam conditions.

Delegates are permitted to use *Book A – Legal and management: Construction site safety – The comprehensive guide* (GE700A<sup>s</sup>) for the last 15 minutes of the examination period.

Trainers must provide results within 48 hours of the end of course. This extra time is to enable trainers the time to consider the more subjective questions alongside the guidance and support provided in the training marking grids to ensure marking is fair and consistent.

## 9.3 Re-sits procedure

Where a delegate has passed the trainer's review and achieved at least 70% (21 out of 30 marks) in the examination, the delegate may re-sit the examination one further time. 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). This may be either completed remotely or in a face-to-face setting.

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 this re-sit, they will need to complete the DRHS course in full again.

When a delegate scores less than 67% (20 marks out of 30) in the final examination, the delegate must attend the full DRHS course again before they are allowed to re-sit the examination.

## 10. Trainer requirements

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

Trainers must have completed the pre-course eLearn as this will inform them about the minimum knowledge they may expect of delegates upon arrival at the trainer-led course and enable them to identify what further information needs to be covered in the trainer led part of the course.