

# **CITB Site Managers Safety Training Scheme (SMSTS)**



## **Course Duration: 5 Days**

The five-day course is designed for site managers, agents and persons who are, or are about to be, responsible for planning, organising, monitoring, controlling and administering groups of staff within a construction environment.

The course covers all relevant legislation and other aspects which affect safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture among the workforce.

### **Aims:**

To help site managers to:

- Manage health and safety on site in accordance with current legal provisions, and within the context of their management role.
- Develop an understanding of responsibilities and accountability for site health, safety and welfare.
- Recognise a safe site is efficient, economical and productive and environmentally friendly

### **Learning outcomes:**

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

#### **DAY 1**

- Introductions and objectives
- Health and safety law
- The Health and Safety at Work Act
- Construction (Design and Management) Regulations
- Health and safety policies
- Risk assessments and method statements
- Induction and training
- Effective communication
- Leadership and worker engagement
- Inspection and audit
- Statutory forms, notices and registers
- Accident prevention, control, reporting and investigation
- Delegates will complete core Exercise 1 from the delegates work book

#### **DAY 2**

- Management of health
- Welfare facilities
- Stress and mental health at work
- Drugs and alcohol
- Control of substances hazardous to health
- Lead
- Asbestos
- Dust and fumes
- Noise
- Vibration
- Manual Handling
- Delegates will complete core Exercise 2 from the delegates work book

### **DAY 3**

- Site organisation
- Fire prevention and control and dangerous substances
- Electrical safety
- Temporary works
- Plant and work equipment
- Mobile plant and vehicles
- Lifting operations and equipment
- Mobile workforce and equipment
- Delegates will complete core Exercise 3 from the delegates work book

### **DAY 4**

- Work at Height Regulations
- Safe working at height
- Common access equipment
- Scaffolding
- Fall arrest and suspension equipment
- Excavations
- Underground and overhead services
- Confined spaces
- Delegates will start work on core Exercise 4 Site Layout in preparation for final presentation on Day 5

### **DAY 5**

- Exercise 4 : Final preparation
- Presentation of core Exercise 4
- Debrief and discussion of exercise
- Examination

### **Course Publication:**

The course publications are the GE700 Construction Site Safety – The Comprehensive Guide, the XA6 Construction Site Management Delegate Work Book. Copies are included in the course fee and should be retained by candidates for future reference.

### **Assessment:**

The method of assessment will be by daily group exercises, a group presentation on day five followed by examination paper consisting of 25 questions: 20 multiple choice and five short written questions.

**The test includes 5 safety critical questions, all of which will need to be answered correctly by delegates to pass the exam.** Candidates are permitted to use the GE700 Guide for the last ten minutes of the examination period. The examination pass mark is 80%.

The exam paper forms part of the overall assessment as to whether or not the delegate has successfully achieved the Construction Site Manager's Safety Certificate, and demonstrated both knowledge of relevant statutory provisions and the application of management, in respect of health and safety issues.

The exam lasts for 30 minutes and must be completed within this time.

All other exercises are assessed with a minimum 70% pass mark.

Candidates are also expected to be interactive during the course.

### **Pre-Requisites for Candidates:**

It is a CITB requirement that all delegates attending Site Safety Plus courses **MUST** bring some form of photographic identification with them on the day of the course (or prior to the examination for courses of more than 1 day).

Where identification evidence is not provided by the delegate, they will be refused attendance on the course.

No formal qualifications or experience are necessary. Candidates should ensure that they attend the Site Safety Plus course most relevant to their job role (i.e. Supervisor or Managers).

Literacy, language comprehension and numeracy are important requirements on all courses.

Any physical impairment or literacy issues should be discussed with LTC Training Services Ltd prior to making a booking so we can best accommodate your needs.

### **Training Location Options:**

We offer this course from our Devon and Cornwall training centres as well as giving customers the option to hold training on site at a location of their choice (subject to minimum candidate numbers and the proposed venue having a suitable classroom facility and any other necessary facilities required for this course). Please contact us for further details.

### **Course Start Time:**

Course starts at 8.15am and finish at approximately 5.00pm each day.

### **Certification:**

Certificates are included in the cost of this course and are produced by CSkills Awards.

CITB recently announced that from 7<sup>th</sup> December 2020 all Site Safety Plus certificates will be sent to Training providers as digital PDF's. For all SSP courses, the default delivery method for certificates will now be digital, meaning hard copy certificates will not be sent.

We must allow up to 10 working days for production. They will be forwarded to the customer once payment has been received in full. Certificates are valid for 5 years.

### **Refresher Training:**

Although certificates are valid for five years, due to continuing changes in legislation, technology, environmental management and cultural behaviour, it is recommended that the SMSTS 2 Day Refresher course is undertaken within three years of completing the original SMSTS course.

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Candidates must take a SMSTS Refresher course **before** their existing certificate expires, otherwise the full SMSTS course will have to be taken again.

### **Equipment:**

Candidates are not required to bring any special equipment. Writing materials will be provided.

### **Lunch and Refreshment Facilities:**

A buffet lunch is included at no extra cost. Water, tea, coffee, fridge and microwave facilities are also available in our canteen for your use free of charge.

Unfortunately we are not able to provide lunches when training is carried out on-site.

**Accommodation and Transport:**

Candidates are required to organise and pay for their own accommodation and transport should it be required. A list of local accommodation can be provided on request.

**Number of Candidates per Course:**

A maximum of 20

(Please Note: CITB Rules state that courses must have a minimum of 4 candidates due to the practical exercises involved)

**CITB Grants:**

Companies should supply LTC Training Services Ltd with the delegate's employer's seven-digit CITB Levy and Grant registration Number (if applicable). If this is not supplied LTC will note the employers full name/address on the CITB Delegate Information form, this may generate a grant payment (subject to eligibility). For information on Grants contact CITB direct on Tel: 0344 994 4455. There is currently a provision to claim grant retrospectively within a limited period - further information on how employers can claim grant is located at: [www.citb.co.uk/levy-grant/claiming-grants-available/](http://www.citb.co.uk/levy-grant/claiming-grants-available/). Please note: Levy numbers cannot be added after the Delegate Information Form has been submitted to Site Safety Plus by LTC Training Services Ltd.

**Course Instructor:**

Robert Slaughter (Todd) – Has worked for LTC Training Services Ltd since its initial inception in 2006 and now holds the position of Group Health & Safety Manager having achieved the NEBOSH General & Construction qualifications. Todd delivers a large number of courses and holds Instructor qualifications for IPAF, PASMA, CITB Site Safety Plus, NVQ Assessor and is also a member of IOSH (Institute of Safety & Health). He continues to work towards additional Instructor Qualifications.

(Date of latest revision: 7<sup>th</sup> April 2021)