

HBF Training Matrix

Introduction

This training matrix has been designed to provide general guidance to HBF member companies on the minimum health and safety training requirements for each particular job function within an organisation.

The underpinning knowledge for each course is based on good practice, which is not compulsory but may be helpful in considering what you need to do. These can be found by accessing the HBF website.

The length of each course will depend on how much needs to be covered for that particular job function or person, one day may be enough for the delivery of the core health and safety syllabus for example but other courses may take longer or be shorter.

It is important to check that the training has been successful, so employees should pass a test or assessment before any certificate is issued.

Records of those that attend any training course should be kept.

The Training Matrix

The eight training matrices include:

Job functions: this is a generic list of job functions that are required to have an understanding of the underpinning knowledge for each subject area

Underpinning knowledge required: this is a list of the key subjects to be covered for that particular learning outcome for the job functions listed

Subjects covered are:

1. [General Health and Safety](#)
2. [Site Health and Safety Awareness](#)
3. [Scaffolding and working at height](#)
4. [Excavations and confined spaces](#)
5. [Management of lifting operations and lifting equipment](#)
6. [Health risks](#)
7. [Construction \(Design and Management\)](#)
8. [Office safety](#)

Training providers

It is important that when selecting the training provider that you consider a competent organisation eg CITB, NHBC, IOSH or other national or accredited body.

PLEASE NOTE: *The guidance in the training matrices is not intended to cover the entirety of competence that an individual should have. They have been written to provide a benchmark level of generic competence that all involved in the housing sector should have in respect of health and safety matters. Some roles will require additional specialist health and safety related competence.*

HBF Training Matrix - General Health and Safety

Job functions to attend (all below should attend)	Health & Safety Example of underpinning knowledge
Directors Heads of Departments Land/Planning Technical Architects Commercial Surveyors Quantity Surveyors Site staff Site operatives Apprentices Maintenance operatives Construction Managers Contracts Managers Engineers Supervisors Gangers	General understanding of key health and safety law eg HASAWA, "six pack", CDM, C (H, S & W) Regulations, Work at Height Regulations. Company Health & Safety Policy, Procedures etc Risk assessment process Management of contractors Consultation arrangements Safe workplace eg access/egress, working environment, slips, trips, welfare arrangements etc Safe working at height Safe movement of plant eg traffic management, competent operators etc Safe use of machinery eg competent operators, electricity, guarding etc Safe working in excavations, with cranes etc Personal protective clothing/equipment Safe systems of work eg permits, method statement, fire/emergency procedures, accident reporting etc Safety in design Health issues eg COSHH, noise, manual handling, vibration etc Inspections and records

HBF Training Matrix - Site Health and Safety Awareness

Job functions to attend (all below should attend)	Site Health & Safety Awareness Example of underpinning knowledge
Customer care Sales staff Visitors to site	General awareness of key health and safety law eg HASAWA, C (H, S & W) Regulations, Work at Height Regulations. Company Health & Safety Policy, Procedures etc Risk assessment process Main causes of accidents Site hazards and controls Accident reporting Personal Protective Clothing/Equipment Personal Safety Emergency procedures

HBF Training Matrix - Scaffolding and working at height

Job functions to attend (all below should attend)	Scaffolding and working at height Example of underpinning knowledge
Construction Directors Construction Managers Site staff Supervisors Gangers	The Work at Height Regulations 2005 BS EN 12811-1 Temporary works equipment – Part 1: Scaffolds – Performance requirements and general design Independent and putlog scaffolds System scaffolds Roofwork Fall prevention techniques Safe use of ladders, step ladders etc Mobile and static towers Mobile Elevating Working Platforms (MEWP's) NASC TG:20 Guide to good practice for scaffolding with tube and fittings NASC SG 4 You Code of Practice Inspection and records

HBF Training Matrix - Excavations and confined spaces

Job functions to attend (all below should attend)	Excavations and confined spaces Example of underpinning knowledge
Construction Directors Construction Managers Site staff Supervisors Gangers	Construction (Health, Safety and Welfare) Regulations 1996 Confined Spaces Regulations 1997 New Roads and Street Works Act 1991 Risk assessments and method statements Locations of underground services Identification of proximity hazards Control measures for excavations and confined spaces Permits to work Emergency procedures Inspections and records

HBF Training Matrix - Management of lifting operations and lifting equipment

Job functions to attend (all below should attend)	Management of lifting operations and lifting equipment Example of underpinning knowledge*
<p>Construction Directors</p> <p>Construction Managers</p> <p>Site staff</p>	<p>Lifting Operations and Lifting Equipment Regulations 1998</p> <p>BS 7121: Lifting plans, Role of the Appointed Person, Lift Supervisor etc</p> <p>Types of cranes: Tower, Mobile, Crawler</p> <p>Excavators</p> <p>Hoists: Goods, Goods/passenger, inclined, gin wheels</p> <p>Fork Lift Trucks, Telescopic Material Handlers</p> <p>Lifting equipment</p> <p>Banking and slinging</p> <p>Mast Elevating Platforms, Scissor Lifts and Mobile Elevating Working Platforms (MEWP's)</p> <p>Lorry loaders</p> <p>Inspections and records</p>

** Please note this syllabus is not intended to provide the training required for the role of Appointed Persons etc. This is a general awareness on the management of lifting operations.*

HBF Training Matrix - Health risks

Job functions to attend (all below should attend)	Health risks Example of underpinning knowledge
Construction Directors Construction Managers Contracts Managers Supervisors Gangers Site staff	Health risks in the construction industry Recognition of health hazards and how they affect the human body The principles of risk reduction Control of Substances Hazardous to Health Regulations Hazardous substances/materials eg cement, adhesives, solvents etc Asbestos Noise Vibration Manual handling Ergonomics Weil's disease Contaminated land Welfare arrangements Personal protective clothing/equipment

HBF Training Matrix - Construction (Design and Management) Regulations

Job functions to attend (all below should attend)	Construction (Design and Management) Regulations Example of underpinning knowledge
Directors Technical Architects Land/Planning Commercial Surveyors & Quantity Surveyors Engineers Construction Managers Construction Directors Site staff	Define the problem The Construction (Design and Management) Regulations 1994 Associated ACOP and Guidance Competence arrangements Good design principles Design arrangements eg risk assessments, risk registers etc Planning arrangements Safety Management Systems eg pre construction plans, health and safety plans, health and safety files etc Monitoring arrangements Consultation arrangements Public protection

HBF Training Matrix - Office safety

Job functions to attend (all below should attend)	Office safety Example of underpinning knowledge
Directors Technical Architects Land/Planning Commercial Surveyors & Quantity Surveyors Admin. support and office staff Customer care Sales staff	General understanding of key health and safety law eg HASAWA, roles and responsibilities, "six pack" etc General office hazards eg slips, trips etc Electrical hazards, prevention and control First aid and accident reporting Fire precautions and evacuation Manual handling VDU assessments Ergonomics and the work station