



Home Builders Health and Safety Forum Guide to Health and Safety Training for Directly Employed Staff

Purpose

As part of the continuous improvement strategy in the home building sector, the members of the Home Builders Health and Safety Forum ('Forum') have developed an outline guide on the health and safety training for directly employed staff carrying out specific roles.

The main objective of this initiative is to have a consistent approach to health and safety training and that any training provided meets minimum levels.

Forum Members are committed to developing consistent standards across the sector and a key element of our improvement strategy is to enhance the health and safety competency of those persons we directly employ.

The industry has previously committed to having a fully qualified workforce which in some cases is demonstrated by staff being accredited to the Construction Skills Certification Scheme (CSCS). Accreditation to these schemes will be in addition to the training detailed below.

Scope

The training guide applies to all directly employed staff although it is recognised that job titles and roles may differ depending on the organisation.

It is also appreciated that some members may provide in-house training that is not accredited to the schemes identified. Members have agreed that in-house training programmes can be of equal value to those listed as long as the course content/outcomes are at least equal to those listed.

The forum members will individually assess the period for refresher training, recognising that on-going in-house programmes and briefings can be as effective in keeping staff updated and competent in their roles. In the case of the recommended training detailed in this guide this should be refreshed at least every 5 years unless legal requirements dictate otherwise i.e. First Aid at Work.

Forum members will develop their own management systems so that the recommendations in this training guide can be met. It may be the case that some members will have individual programmes which go beyond this guide.

Health and Safety Training

Executive Directors/Directors/Heads of Department	
<i>Recommended Training</i>	<i>Suggested Duration</i>
IOSH Safety for Senior Executives or Construction Skills Directors Role for Health and Safety	1 day

Site Management (Site Managers/Projects Managers/Contract Managers/Construction Managers)	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Site Management Safety Training Scheme (SMSTS) or IOSH Managing Safely in Construction	5 days
Scaffold Inspection (Basic Scaffolds – Home Building)	1 day
First Aid at Work	3 days
<i>Other Training that may be deemed appropriate</i>	
Lifting – Appointed Persons (Hired Lifts)	2 days
Lifting - Crane Appreciation (Contracts Lifts)	1 day
Proprietary fall arrest systems (If used and depending on type)	½ day
Temporary Works Supervision (If class 2 or 3 works on site)	1 day
Use of Cable Detection Tools	½ day
Fire Safety Coordinator/Fire Marshall	½ day
Scaffold Inspection (Advanced/Designed Structures)	2 Days

Other Site Management (Assistant/Trainee Site Managers/Site Foreman/Gangers/Engineer)	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Site Supervisors Safety Training Scheme (SSSTS)	2 days
Scaffold Inspection (Basic Scaffolds – Home Building)	1 day
Emergency First aid at Work	1 day
<i>Other Training that may be deemed appropriate</i>	
Lifting – Appointed Persons (Hired Lifts)	2 days
Lifting - Crane Appreciation (Contract Lifts)	1 day
Proprietary fall arrest systems (If used and depending on type)	½ day
First Aid at Work	3 days
Fire Safety Coordinator/Fire Marshall	½ day
Use of Cable Detection Tools	½ day
Temporary Works Supervision (If class 2 or 3 works on site)	1 day

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Sales staff	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Emergency First Aid	1 day
Safe Use of Fire Extinguishers	2½ hrs
Health and Safety Awareness including conflict management, legal responsibilities and lone working.	½ day

Customer Services/Maintenance Operatives	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Emergency First Aid	1 day
Health and Safety Awareness including; Risk assessment, safe use of access equipment, use of power tools and equipment, lone working, manual handling, legal responsibilities.	½ day
<i>Other Training that may be deemed appropriate</i>	
Operating Mobile Elevated Working Platforms	5 days
Safe use of Fire Extinguishers	½ day

Technical/Commercial/Land Teams	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Health and Safety Awareness including risk assessment, General Construction Health and Safety Regs and standards (especially CDM), legal responsibilities.	1 day
Office Safety including Fire safety	½ day
<i>Other Training that may be deemed appropriate</i>	
CDM Coordination	2 days
Temporary Works Coordinator (class 2 or 3 temporary works)	3 days

Office Staff	
<i>Recommended Training</i>	<i>Suggested Duration</i>
Health and Safety Awareness including risk assessment, office safety, fire safety, DSE, legal responsibilities	½ day

Review

This will be reviewed annually by the forum and this may result in amendments to the scope or recognised training schemes.