



Course Timetable

Module Code	S031	Course Duration	5 Days
Qualification Title	Construction Site Safety Manager		
Location	Classroom		

DAY / TIMES	TOPIC [Including Key Skills / Basic Skills]	Equipment Required
DAY ONE		
08:30 – 10:00	Health & Safety Law – different legislative requirements, Legal duties of the employer, self - employed and employee, Safety awareness and safety management by every employer	Marker board, overhead projector, computer and handouts
10:00 – 10:15	Break	
10:15 – 12:00	Construction Design and Management Regulations relating to health safety and welfare of construction projects, The key principles of the health and safety policy including organisation and arrangements	
12:00 – 12:30	Lunch Break	
12:30 – 13:45	Risk assessment, method statements and communication to ensure a reduction in workplace accidents, Legal requirements for provision of information to ensure complete understanding of target audience and is specific to the site	
13:45 – 14:00	Break	
14:00 – 15:30	The needs of employee training to maintain competence on site, importance of good communication particularly during site induction. The principles of leadership and worker engagement to influence good working practices on site, the importance of accurately measuring, monitoring, and reporting on health and safety within the workplace.	
15:30 - End		



National Plant Operators Registration Scheme– Scheme of Work

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DAY TWO		
08:30 – 10:00	The use of reliable information to show how health and safety risks are managed, identifying statutory and non-statutory forms, notices, signs, and registers used within the construction industry and keeping of records and other details.	Marker board, overhead projector, computer and handouts
10:00 – 10:15	Break	
10:15 – 12:00	Why accidents happen including the human factors, trends, causes, impacts and preventative measures required including reporting and follow up. The factors to consider when developing construction phase plans, safe systems of work, assessing risk, undertaking inspections and managing health and safety daily.	
12:00 – 12:30	Lunch Break	
12:30 – 13:45	The importance of sustaining good health in the workplace, how to plan and maintain suitable practices to prevent the high costs that work - related ill health causes. The importance of providing suitable welfare facilities and ensuring that they comply with CDM.	
13:45 – 14:00	Break	
14:00 – 15:30	The importance of a positive approach to managing mental health issues. Identify manage and support individuals affected by drugs and alcohol and have an, understanding of the legal framework that regulates it. The importance of protecting the workforce from exposure to hazardous substances.	
15.30 - End		



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DAY THREE		
08:30 – 10:00	The implications of lead in buildings, its effect, management, and control. The risks asbestos poses to health and the legal requirements to manage that risk.	Marker board, overhead projector, computer and handouts
10:00 – 10:15	Break	
10:15 – 12:00	The risks posed by inhalation of air borne particles, how to minimise that risk and protect the workforce. The risks that excess noise can place on the employees and the surrounding area. How to mitigate and manage that risk. The risk of vibration assessment and control	
12:00 – 12:30	Lunch Break	
12:30 – 13:45	Reducing the risk of injury within the workforce and taking into account the task, environment and control measures.	
13:45 – 14:00	Break	
14:00 – 15:30	The requirements to be considered when setting out a construction site. The correct fire planning and dangerous substance control including safe handling and storage; ensuring procedures in place to manage hazard and risk.	
15.30 - End		



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DAY / TIMES	TOPIC [Including Key Skills / Basic Skills]	Equipment Required
DAY FOUR		
08:30 – 10:00	The dangers of working on or near to live electrical circuits and ensuring good working practices are in place. The requirements to manage temporary works, ensuring they are planned, maintained and removed appropriately.	Marker board, overhead projector, computer and handouts
10:00 – 10:15	Break	
10:15 – 12:00	The importance of control and management of plant and equipment on site ensuring effective planning, risk assessment, training and maintenance is carried out. The effective planning and control of mobile plant and vehicles and the legal obligations on site.	
12:00 – 12:30	Lunch Break	
12:30 – 13:45	The legal framework and guidance that supports the management of health and safety for mobile, lone, and out of hours workers including the risks and control.	
13:45 – 14:00	Break	
14:00 – 15:30	The risks surrounding working at height and the plans required to be in place to ensure safety. The risks that exist from working at height such as working platforms, scaffolds, ladders, flat and pitched roofs and anywhere near fragile materials, openings, holes, and roof edges.	
15.30 - End		



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DAY FIVE		
08:30 – 10:00	The health and safety requirements when selecting and using common forms of access equipment. The key safety issues that relate to the use of scaffolds, how to manage scaffolding operations and assess stability of erected scaffolds. The importance of fall arrest and suspension equipment.	Marker board, overhead projector, computer and handouts
10:00 – 10:15	Break	
10:15 – 12:00	The importance of planning excavations and a safe working practice considering all elements of excavations. The risk factors and planning aspects of working with underground and overhead services.	
12:00 – 12:30	Lunch Break	
12:30 – 13:45	Confined spaces and how to risk assess and work safely	
13:45 – 14:00	Break	
14:00 – 15:30	Test Questions	
15.30 - End		

Course Timings

All timings in this timetable are approximate and subject to change. Your course tutor will keep you informed of any changes to timings as the course progresses