

# Course Booking Form



## Site Supervisors Safety Training Scheme

Duration: 2 days  
**Delegates must attend BOTH days in order to achieve successful certification**

Dates: See below

Time: 8am – 5pm

Venue: Citrus Training  
16 Bentley Court, Finedon Road Industrial Estate  
Wellingborough

Cost (per person): £250 + VAT (£300 + VAT non-members)  
Cost includes £85 registration and materials charge

Other: Tea & coffee and a buffet lunch will be provided  
**Site Safety Plus certificated course** (includes an examination)



### Additional Information

- The grant for this course is **£35 person per day** – and if the candidate supplies their employer’s seven-digit CITB levy number to the training provider, the grant will be paid automatically, without the need to claim. **Do not claim SSSTS days on your training plan**, but do include them for information.
- A further **£100 achievement grant** is available upon successful certification.
- Companies who have submitted a levy return, and paid the resulting levy on time will qualify for a supplementary bonus of 25% of the grant (paid automatically every quarter).

### To Book

Please complete the information below and **fax back to Janice Graham-Wilson on 01767 651550**.

Please reserve the following places on the **SSSTS** course. I have read and agree to the cancellations policy outlined below.

Course date	Close date	Number of places
<b>25/26 January 2010</b>	11 January 2010	
<b>10/11 March 2010</b>	24 February 2010	
<b>4/5 May 2010</b>	20 April 2010	
<b>15/16 July 2010</b>	1 July 2010	
<b>27/28 September 2010</b>	13 September 2010	
<b>29/30 November 2010</b>	15 November 2010	

Name: ..... Signed: .....

Company: .....

#### TERMS & CONDITIONS

Cancellations made more than 21 days prior to the course start date – no charge; cancellations made between 14 – 21 days prior to the start date – 50%\*; cancellations made less than 14 days before the course start date –100%\* (\* Unless the place can be filled, in which case there will be no charge). Bookings can be made after the closing date, but the full charge will be made to the company for each place, with no opportunity for cancellation without incurring the full cost. If, for any reason beyond our control, one of the training providers cancels or postpones all or any part of a course, the Group will not be liable for any costs incurred by the client as a result of the cancellation or postponement. Where possible, a mutually agreeable date will be arranged to run or complete the course.

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## Further Information

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### Course Aims

The aims and objectives on the two-day course are to ensure that all those given supervisory responsibilities understand:

- Why they are carrying out their identified duties
- What is expected of them
- To ensure that they contribute to the safety of the workplace

The objective of the course is to enable Delegates to, by the end of the course:

- Understand the problems of the industry
- Have an understanding of how health and safety law is structured
- Identify how their supervisory role fits in with the manager in controlling the site safely
- Carry out risk assessments and understand the need for method statements
- Carry out site inductions, toolbox talks and method statement briefings
- Understand what is meant by proactive and reactive monitoring and appreciate their need

### Who Should Attend

This course is for first line managers – those who have to, or are about to, acquire supervisory responsibilities.

It provides an introduction to health and safety, welfare and environmental issues for those requiring an understanding of their legal responsibilities relevant to their work activities. It will provide a sound knowledge base to enable them to give valuable assistance in safely managing a construction site.

### Course Content

- Health & safety law
- Developing a health & safety management system
- Occupational health
- Fire prevention & control
- Risk assessments and method statements
- Hazardous substances
- CDM
- Working at height
- PPE
- Manual handling
- Accidents and first aid
- Toolbox talks

### Training Methods

A high proportion of discussions, best practice sharing, syndicate exercises and case studies supplemented with classroom based tutorial.

This is one of the nationally validated Site Safety Plus qualifications:

- Delegates will be continuously assessed during the course and must pass a final examination
- **Delegates must attend both days**

Please note: **Delegates can fail through lack of interaction** during the course and from failing to pass the final examination.