

Scottish House Builders Health & Safety Forum

Standard for Contractor Supervision

Greg Johnston
Group HSEQ Director

Stewart Milne Group

- Stewart Milne Group is one of the UK's leading independent offsite manufacturers and house builders.
- Two significant trading arms: Stewart Milne Homes and Stewart Milne Timber Systems.
- Originally established in 1975, with just 6 employees, today the Stewart Milne Group employs over 900.
- Our group has grown to a turnover in excess of £200m.



Stewart Milne Group





HOME BUILDERS FEDERATION - HEALTH & SAFETY FORUM

The home building industry is committed to seeking to continually improve health and safety performance and promote its management through members of the Home Builders Health and Safety Forum.





HOME BUILDERS FEDERATION - HEALTH & SAFETY FORUM

Home Builders Health and Safety Forum Health and Safety Training for Contractors Supervision

STANDARD
FOR
CONTRACTOR
SUPERVISION

Purpose...

To enhance the levels of health and safety knowledge and understanding within the home building sector and in doing so, ensuring that the workforce is effectively and appropriately set to work and supervised by a supervisor who has the appropriate;-

Skills

Knowledge

Attitude

Training

Experience necessary to meet this criteria.

Context....

For this purpose, SUPERVISOR is defined as those persons responsible for setting people to work and directly supervising the on-going work activities.

Typically they are the front line supervisors (ie Supervisor, Ganger, Foreman, Charge-hand etc) with direct responsibility for putting people to work, who will normally brief their workers on how to carry out their work and ensure that they are carrying out their work safely.

HBF Approach....

Stage 1 - Pre-selection/pre-tender stage:-

Contractors must be requested to provide details of the NOMINATED SUPERVISOR prior to work being appointed/commencing.

(It is recognised that the supervisor may operate on a visiting basis. In this case, the supervisor will still need to meet the training requirements detailed in this guidance).

Any NOMINATED SUPERVISOR must have the appropriate level of authority to be the supervisor, confirmation and evidence of this must be provided/obtained along with evidence of the appropriate supervisory skills, knowledge, attitude, training and experience (**SKATE**) - Typically this will take the form of a role specific CV.

| Ratio Of HBH&SF Trade Contractor Managers and Supervisors To Operatives | | | | | | |
|---|--|--------------------|--------------------------------|-------------------------|-------------------------|-------------------------|
| Trade Type | Specified Trades | Up to 4 | 5 to 15 | 16 to 30 | 31 to 60 | Each 30 thereafter |
| 1 | Ceramic Tiling Cleaning Fencing Fire Protection Insulation Kitchen and Bathrooms Mastic Painting and Decoration Soft Flooring Soft Landscaping Other similar low risk trades | 1 x Visiting SSSTS | 1 x SSSTS | 2 x SSSTS | 2 x SSSTS and 1 x SMSTS | 2 x SSSTS |
| 2 | Balconies Brickwork Dry Lining Electrical Enabling Façade Finishes (cladding, etc.) Carpentry Hard Flooring | 1 x SSSTS | 1 x SSSTS and 1 visiting SMSTS | 1 x SSSTS and 1 x SMSTS | 2 x SSSTS and 2 x SMSTS | 1 x SSSTS and 1 x SMSTS |

Ratio Of HBH&SF Trade Contractor Managers and Supervisors To Operatives

| Trade Type | Specified Trades | Up to 4 | 5 to 15 | 16 to 30 | 31 to 60 | Each 30 thereafter |
|------------|--|--------------------------------|--------------------------------|-------------------------|-------------------------|-------------------------|
| | Hard Landscaping Hoarding Lift Installation Logistics Mechanical PCC Beams Plastering Plumbing Roof Finishes (tile, asphalt, membranes, etc.) Windows Other similar medium risk trades | 1 x SSSTS | 1 x SSSTS and 1 visiting SMSTS | 1 x SSSTS and 1 x SMSTS | 2 x SSSTS and 2 x SMSTS | 1 x SSSTS and 1 x SMSTS |
| 3 | Civil Engineering Ground Remediation Groundwork PCC Floors Piling Roof Carpentry Steel Erection Timber Frame erection Asbestos Services Other similar high risk trades | 1 x SSSTS and 1 visiting SMSTS | 1 x SMSTS | 2 x SSSTS and 1 x SMSTS | 3 x SSSTS and 2 x SMSTS | 2 x SSSTS and 1 x SMSTS |
| 4 | Principal Contractor RC Frame Scaffolding Demolition | 1 x SMSTS | 1 x SMSTS | 2 x SSSTS and 1 x SMSTS | 3 x SSSTS and 2 x SMSTS | 2 x SSSTS and 1 x SMSTS |

HBF Approach....

Stage 2 – Supervisor Appointment;-

The nominated supervisor requires being formally acknowledged/appointed, as it is imperative that the supervisor becomes an integral part of the site team and in so doing, will help us to deliver our projects safely.

Appointment can be done at the end of a specific supervisor induction or separately via another means as determined by individual HBF member and/or site management.

HBF Approach....

Stage 3 - Supervisor Engagement;-

The aim is to deliver health and safety best practice in excess of both industry and legal requirements consistently on our entire home build.

The Supervisor play's an integral part of the success of this. The supervisor is someone who is able to control, organise, direct and set people to work in the most safe and efficient manner.

A supervisor is expected to “lead by example” in everything that they do, they are an important and valued member of the site team and will be treated as such.

HBF Approach....

Stage 3 - Supervisor Engagement;-

As part of the appointment process there must be an open discussion and shared agreement on the expectations of the role – both in terms of us as HBF member and of the supervisor.

Supervisor discussion....

- Organise, manage and plan their work in line with programme requirements.
- Be approachable and responsive with the ability to communicate clearly and effectively
- Have the confidence to stop any unsafe work they witness by their people and all others.
- Be motivated and be able to motivate others to work safely.
- Share their knowledge, experience and positive attitude towards achieving safe standards.
- Understand risk management, especially in relation to the tasks being undertaken.
- Hold a Supervisor CSCS card and the CITB 5-Day SMSTS/2-Day SSSTS qualifications or industry recognised acceptable equivalent.
- Brief their employees on safe systems of work such that those undertaking understand and adhere to the specified control measures.
- Recognise that health and safety is everybody's responsibility and that they, and all line managers, lead by example.
- Fulfil their legal responsibilities as a supervisor.
- Contribute proactively at HSE co-ordination and progress meetings.
- Etc.....

Supervisor discussion....

Additionally, we would expect that appointed supervisor understands their legal duties on behalf of themselves, those for whom they supervise and anyone else likely to be affected by their acts or omissions - in the areas for which they have been made responsible.

The supervisor **MUST** ensure that:-

- All work is effectively planned.
- The workforce is set to work in safe areas.
- Suitable and sufficient RAMS are in place for the activity.
- All involved are appropriately trained and competent.
- All plant/equipment is certified and safe.
- All workforce are instructed on safe systems and controls.
- Breaches of rules and legal requirements will be immediately addressed.
- Unsafe acts and conditions will be reacted to.

SKATE + The Health & Safety Training Standard

All supervisors must have sufficient SKATE. In terms of formal training in health and safety gained at a construction specific course of at least two days duration. Approved courses are as follows:-

Construction Skills Site Safety Supervisors Training Scheme (SSSTS)

Construction Skills Site Management Safety Training Scheme (SMSTS)

Institution of Occupational Safety & Health (IOSH) 'Managing Safely in Construction'

Construction Industry Scaffolders Record Scheme (CISRS) 'Scaffolding Supervisor'

Certificate of Competence for Demolition Operatives (CCDO) 'Demolition Supervisor'

Federation of Piling Specialists (FPS) Supervisors 2 day Health, Safety and Environmental Awareness Course

CPCS A62 Crane Supervisor

Construction Health and Safety Group (CHSG) 'Health & Safety Site Management Cert' (Modules 1-3)

NEBOSH National Certificate in Construction Health & Safety

In essence therefore all formal training provided to supervisors must be approved/accredited by one of the above schemes.

Supporting literature/materials....

As a chartered signatory of the HBH&SF it is expected that any appointed supervisor is provided with adequate resource/means to be able to undertake their role to the best of their ability.

In terms of aligning with the “Standards for Contractors” once appointed, a supervisor working with us will be given a separate Supervisor Induction. On completion of the Induction, the Supervisor will also be given a booklet/give away reminding him or her on the shared expectations and commitments than have been agreed to.

Confirmation of receipt of this material by the supervisor could be utilised to formally appoint or by other means as detailed elsewhere in this document.

Currently available HBF templates:-

HBF Supervisors Induction

HBF Supervisors Induction Booklet.



Guidance for Supervisors



Contractor Supervision Working Group



Review....

This standard will be reviewed at least every three years by the HBH&SF, and this may result in amendments to the approved training schemes and/or trades/work activities where suitably trained on-site supervision is required.

Contractor Supervision Working Group are;-

Greg Johnston, Stewart Milne Group

David Appleby, Taylor Wimpey

Stuart Hosegood, Cala

Ian McNally, Bovis

Ian Viveash, Berkeley

Kevin Wonham, Barratt

Home Builders Federation, Health & Safety Forum 3rd May 2018

Thank You

Questions?