SITE SAFETY PLUS

Scheme rules – Appendix J Site environmental awareness training scheme (SEATS)

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1. Introduction

This one-day *Site environmental awareness training scheme* (SEATS) course is designed for those who have, or are about to acquire, supervisory responsibilities.

This one-day course is intended for those who are operating at supervisor level. The course covers all relevant legislation and other aspects that affect the environment in the building, construction and civil engineering industries. It will provide supervisors with a broad understanding of the environment and the issues construction sites' face

2. Aims

To help construction supervisors to:

- supervise and protect the environment through legal provisions
- protect the eco-system – the relationships and interactions between animals, plants (flora and fauna) and organisms and their environment
- follow environmental management systems and processes to mitigate environmental damage
- play their part in reducing statutory nuisance and disturbance to neighbours
- manage the impact that archaeology and heritage can have on construction
- control water consumption and reduce the impact construction has on natural water supplies
- implement control measures to prevent the pollution of watercourses
- identify ethically sourced timber though the chain-of-custody entering site
- identify, control and manage contamination on brownfield sites
- classify, segregate and properly dispose of waste.

3. Entry requirements

There are no formal entry requirements for this course. However, it has been developed for construction supervisors, so this should be considered before enrolling delegates on this course. Delegates must be competent in English at site supervisor level.

4. Delegate numbers

The minimum number of delegates per course is 4. The maximum number of delegates per course is 20. These minimum and maximum delegate numbers are not subject to negotiation.

5. Course duration and attendance

This is a one-day, classroom-based course. Delegates are required to complete the full course (seven hours) to be eligible for certification.

Delegates who do not pass the trainer review and pass the end of course examination will not be issued with a certificate.

6. Progression

There is currently no direct progression from this course.

7. Course publications and materials

7.1 Publications

Construction site safety – E^{s}: Environment (GE700E^{s})	**Mandatory**

7.2 Supporting materials

SEATS Scheme of work	**Mandatory**
Construction site drawing (CSD1)	**Mandatory**
SEATS Course exercises – Delegate notes	**Mandatory**
SEATS Course exercises – Trainer notes	**Mandatory**
SEATS Exercise Cards	**Mandatory**
SEATS Trainer presentations	**Optional**

- At the start of each course, training providers must provide each delegate with their own copy of the mandatory publication (*Construction site safety – E^{s}: Environment* (GE700E^{s})), which will be retained by the delegate upon completion of the course.

8. Assessment

Assessment will be by an end of course examination and the trainer review. The delegate must pass the exam and pass both elements of the trainer review. We suggest you share this information with the delegates at the beginning of the course.

The examination demonstrates to external bodies that the certificate is only awarded to successful delegates following both an assessment and examination. The trainer review demonstrates engagement, collaborative working and listening skills – key elements of becoming an environmental supervisor.

8.1 Examination

The paper consists of 25 questions: 22 multiple choice questions and 3 multiple response questions. This exam paper must be taken at the end of the course. The examination paper number will be notified when the course booking is accepted by CITB.

Please ensure you have the latest version of the exam papers available. You can check the latest changes and the version control on the exam paper and answer grid document.

8.2 Trainer review

Delegates will need to pass both elements of the trainer review to gain a pass. The elements of the trainer review are as follows.

- Exercises – overall, thinking about the delegate's performance in the group exercises, did they work well as part of the team? Areas to consider are:
  - working collaboratively
  - making group decisions
  - listening to others' points of view
  - sharing their point of view
  - working towards a common goal
  - actively inputting into the discussion.

- Has the delegate actively engaged with the course and the group? Such as:
  - active listening
  - answered questions
  - given suggestions
  - shared experiences, etc.

All elements will be either a pass (yes) or fail (no) and all elements will need to achieve a pass for the delegate to pass this element of the course.

9. Construction site drawings and exercises

9.1 Construction site drawings

The construction site drawing one (CSD1) and associated exercises provide a range of options to support course delivery. They have been designed to offer enough basic information to complete the environmental planning exercises. Trainers can introduce an element of flexibility by adding or removing some features of the drawing but should retain a similar level of complexity.

The trainers can either form small groups or one large group to complete the exercises. All nine exercises must be completed on the day and in a chronological order.

Assessment will be made by observing the delegates' performance throughout the exercise and will form part of the trainer review for each delegate.

10. Learning outcomes

Delegates taking the SEATS course should be able to achieve all the learning outcomes listed below by the end of the course.

Module 1 – Sustainable construction and the environment

1. Sustainability and the environment
State what sustainable development is, and how the construction industry plays a part in achieving it.

2. Regulations and activities supporting sustainable construction
Identify relevant regulations, activities, certification schemes, examples of low carbon renewable sources for heat and examples of energy-efficient approaches.

3. Environmental stakeholders and regulators
Identify key stakeholders with specific environmental responsibilities and state the principles of environmental policy.

Module 2 – Environmental management systems

1. Site environmental management systems
List the benefits of an environmental management system (EMS) in relation to efficiency targets and protection of the environment.

Module 3 – Archaeology and heritage

1. Archaeology and heritage
Outline control measures for managing archaeology and heritage and explain why it is important to protect them.

2. Protected monuments, buildings and sites
Identify elements of the heritage environment that are offered protection under legislation, the consequences of non-compliance and the risks associated with legacy building materials.

Module 4 – Ecology and biodiversity

1. Ecology
State how to manage ecology on site, how designated sites are used and why ecology needs to be considered early in the project life cycle.

2. Biodiversity
Explain actions that promote and enhance biodiversity and avoid negative impacts from development work.

3. Endangered, protected and priority species and habitats
Describe the importance of protecting wildlife and their habitats, the legislation protecting wildlife, and the difference between endangered, protected and priority species.

4. Wildlife
Outline locations where wildlife may be found and the requirements of legislation covering their protection.

5. Tree and hedgerow protection
State why trees and hedgerows are important and the key legislation covering the protection of trees and hedgerows.

6. Invasive species
State what invasive species are and the control measures that support their effective management and disposal.

Module 5 – Statutory nuisance

1. Statutory nuisance
Describe what constitutes a statutory nuisance and how nuisance on site can be avoided.

2. Air quality
State the key responsibilities of Local Authorities and Environment Agencies in the management of air quality.

3. Air pollution
Describe how to manage the environmental impact of air pollution on site.

4. Noise and vibration
Outline methods of controlling noise and vibration to minimise their impact on the environment.

5. Light pollution
Describe how to minimise the impact of light pollution on the environment.

6. Community liaison
Explain why community liaison is good for business.

Module 6 – Water management and pollution control

1. Water management
Outline the importance of taking care of water, protecting against pollution from construction activities and actions to manage water leaving site.

2. Dewatering and abstraction of water
Compare the difference between dewatering and abstraction and know how to obtain a licence and why monitoring water volumes is important.

3. Discharge
State what contaminated water is, know methods of managing it, and identify key regulations that control water discharge.

4. Pollution prevention
Identify the factors to be considered when setting up site and the control measures needed to prevent water pollution.

5. Pollution incident response plans
Outline the processes, actions and responses that support pollution avoidance.

Module 7 – Resource management

1. Resource efficiency
State the impacts of construction on natural resources and explain how good management supports efficient resource management.

2. Timber and chain of custody
Outline the importance and purpose of sourcing timber responsibly and ethically.

Module 8 – Soil management and contamination control

1. Contamination control
Outline what constitutes contaminated land, how it can be identified and how contamination may have occurred.

2. Contaminates
Identify sites that may contain contaminates and actions when excavating in these areas.

3. Soil management
Describe the positive and negative impacts of construction on the soil and why it is important to protect it.

Module 9 – Waste and material management

1. Waste
Explain what waste is, how it can be managed and how to minimise creating waste on site.

2. Site waste management plans
Outline the information requirements and the benefits of implementing a site waste management plan.

3. Describing and classifying waste
Identify the different categories and classes of waste and legislation governing waste in the UK.

4. Managing and transferring waste
Outline the specific roles that have responsibilities for handling waste and the documentation that accompanies waste transfers.

5. Management of hazardous waste
Describe how to manage hazardous waste and state the regulations that cover hazardous waste.

11. End of course examination rules

11.1 Exam details

The examination paper is compulsory and consists of 25 questions, selected by CITB, covering all aspects of the course. The examination pass mark is 80% (24 out of 30).

The paper consists of 22 multiple-choice questions and three short multiple-response questions. The multiple-choice questions are worth one point each. The multiple-response questions can score between one and three marks.

The examination paper forms part of the overall assessment of whether a delegate has successfully achieved a satisfactory level of understanding to be awarded the *Site environmental awareness training scheme* (SEATS) certificate. **The examination lasts for 30 minutes and must be completed within this time.**

Delegates are permitted to use *Construction site safety – Environment* (GE700E^{s}) for the last 10 minutes of the examination.

11.2 Re-sits procedure

Where a delegate has passed the trainer's review and gained between 70%–77% (21, 22 or 23 out of 30) in the examination they may re-sit the examination. This can either be on the same day or at another course within a 90-day period (the delegate is not obliged to redo the whole day's course). The training provider must make the arrangements with the delegate and ensure that the same examination paper is not used twice.

A charge may be made to the delegate; however, this fee is entirely at the discretion of the training provider. The training provider may also have additional costs to be recovered from the delegate and this should be agreed in advance.

Subsequent arrangements will be at the delegate's own expense.

If the delegate fails the re-sit, they will be required to attend the full SEATS course again or will be offered an alternative course that is considered to be a better match for the delegate's level of knowledge and understanding.

When a delegate scores less than 67% (20 correct answers out of 30) in the final examination, they must attend the full SEATS course again before they may re-sit the examination.

12. Trainer requirements

Please refer to the Quality Assurance document that sets out the minimum trainer requirements for all Site Safety Plus courses. In addition to meeting the minimum quality assurance requirements for trainer qualifications and CPD, the trainer must hold at least one of the following environmental qualifications (or equivalent, at a suitable level) to deliver SEATS.

- A degree in an environmental or sustainability discipline.
- NVQ/SVQ Level 3/4 in Environmental management.
- IEMA Foundation Certificate in Environmental Management
- IEMA Certificate in Environmental Management
- NEBOSH – Certificate/Diploma in Environmental management.

Trainers must also have a working knowledge of the following.

- Sustainability and environmental issues that impact on construction.
- Environmental legislation.
- Code for Sustainable Homes and BREEAM standard.

- Key principles and related standards of corporate social responsibility.
- UK Government Sustainable Construction Strategy and similar government programmes (such as the carbon trust).