



Supervision Standards

Contents

TITLE	SECTION
Introduction	1
Site management	2
Supervision competencies	2.1
Supervision responsibilities	2.2
Contractors	3
Contractor supervisor ratio and training requirements	3.1
Contractor health and safety visits	3.2
Monitoring	4
Further Reading	5

1. Introduction

The purpose of these supervision standards is to set out the minimum health and safety competencies required by site management and contractors. It also sets out the minimum level of supervision responsibilities that are required on site whilst we are undertaking our construction activities. This is to ensure oversight and compliance with all relevant regulatory requirements relating to health, safety and the environment and building safety legislation.

2. Site management

2.1 Supervision competencies

As a minimum, the SM/ ASM must have completed the CITB Site Management Safety Training Scheme (SMSTS) or Site Supervision Safety Training Scheme (SSSTS), First Aid at Work (FAW) qualification and completed our internal site management HS&E induction process.

A Site Foreman can become an Authorised Site Supervisor provided they have completed the CITB SMSTS or SSSTS, FAW qualification and our internal HS&E site management induction course. They must also confirm in writing that they agree to be an Authorised Site Supervisor and understand their roles and responsibilities. Contract Manager's must only authorise a Foreman that has the skills, experience, qualifications and training required of a site supervisor.

Refer to HSMS form [072](#) – Authorised Site Supervisor

It is the responsibility of the individual SM/ ASM/ Authorised Site Supervisor to ensure that they complete the SMSTS/ SSSTS refresher course every five years and FAW refresher course every two years before the expiry date on their certificate for it to remain valid. It is the responsibility of each operating business to have systems in place to check certificates, refresher courses and Authorised Site Supervisor forms, usually via a training matrix administered by the Construction Secretary.

2.2 Supervision responsibilities

The SM, ASM or Authorised Site Supervisor must be present when the site is open, this includes weekends and after hours. This is to ensure that there is site management presence to:

- Manage and monitor contractors
- Deal with any accidents or incidents, including administering first aid if required

Authorised by: HS&E Director	Version date: 20/02/24	Version: 3	STD: Supervision
Uncontrolled if printed or copied – always check the Group Health and Safety policy folder for latest version			

- Ensure that the site is closed and left secure at the end of the working day

As a general rule site supervision cannot be delegated to others, for example a Fork Lift Truck Operator or a Contractor Supervisor, even if that operative has a SMSTS/ SSSTS qualification. Supervision requires a person's full attention on site activities which cannot be achieved if undertaking both roles. We also cannot delegate the supervision of our workers and site security responsibilities to a contractor.

Groundwork operations can be undertaken without site management presence, provided these are the only activities that are taking place on site. The groundwork contractor must ensure adequate supervision of any works under their control via a suitably qualified person (SMSTS/ SSSTS and FAW). This person cannot supervise additional site activities on behalf of site management. This only extends to groundwork contractors (including Persimmon Direct), if labour-only sub-contract groundtheworkers are working on site, then site management presence is required. These activities must also be covered by a Groundworks Authorised Site Supervisor Permit to ensure a named supervisor takes responsibility for the site in the absence of site management, which must be authorised by a Contract Manager.

Refer to HSMS form [073](#) – Groundworks Authorised Site Supervisor Permit

Once all construction work on site has finished and trades can access the site without site management being required to open/ close the site for access, supervision can be scaled back to just the required supervision level for the task in hand. For example, cleaning finished plots and finishing touches work. Carpet fitting can take place without site management presence, provided the carpet fitters can gain access to the required plots without needing to traverse the construction area and have key holder responsibilities. Heras fencing etc. may need to be moved to segregate these plots away from the construction area and enable carpet fitters safe access and egress to their work area. Site management must be satisfied through checking the carpet fitters RAMS that they have suitable arrangements in place for adequate supervision, emergency procedures and first aid, as they may be working outside normal site working hours. The advice of the local HS&E Advisor can be sought, if needed.

3. Contractors

It is not possible for the site management to supervise every trade on site; therefore, each contractor is required to ensure that they have the appropriate supervision for the work they are carrying out. The level of supervision will be dependent on the number of operatives that needs supervising and the risk that is associated with the work they are doing.

For this purpose, supervisors are individuals that are responsible for setting people directly to work and directly supervising the on-going work activities. They are the front line supervisors (i.e. Supervisor, Ganger, Foreman, Charge-hand etc.) who will typically brief their workers on how to carry out their work and ensure that they are carrying out their work safely.

In all instances the nominated supervisor must be a named individual, confirmed in writing prior to work being appointed or commencing, and for some trades it is recognised that the supervisor may operate on a visiting basis. All supervisors must meet our training requirements and have the appropriate level of authority to be the supervisor. Confirmation and evidence of this must be provided along with evidence of the supervisor's skills, knowledge, attitude, training and experience and typically this will take the form of a role specific CV.

The named supervisor is also responsible for:

- Ensuring their operatives have the relevant competencies (skills, knowledge. Experience and behaviour) for the work being undertaken, and
- Ensuring the work is planned, managed and monitored as to be in compliance with all relevant requirements of the building regulations.

Authorised by: HS&E Director	Version date: 20/02/24	Version: 3	STD: Supervision
Uncontrolled if printed or copied – always check the Group Health and Safety policy folder for latest version			

3.1 Contractor supervisor ratio and training requirements

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 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

3.2 Contractor health and safety visits

Contractors must have a health and safety visits regularly from the person/ health and safety consultancy responsible for providing them with competent health and safety advice. This will be the person/ health and safety consultancy named in their Safety Scheme in Procurement application or our own internal Contractor Pre-Appointment Questionnaire. The regularity of these visits will depend upon the nature of work being undertaken. For low to medium risk activities (HBF trade types 1 and 2) it is recommended there is at least one health and safety visit in the contract duration. For high risk activities (HBF trade types 3 and 4) it is recommended that there is at least a health and safety visit within one month of work commencing and then at three monthly intervals. Contractor health and safety visits to be agreed during planning meetings with the contractor.

If there has been an accident, incident or major non- conformance with our standards and/ or the contractors own risk assessment/ method statements then the local Group HS&E Advisor may request a health and safety visit by the contractor's competent person.

In the event of a visit, the competent person must prepare a health and safety report to be supplied to site management for review and any necessary action.

4. Monitoring

Contract Managers monitor SMs and ASMs regularly via their site visits. Site management monitors contractor supervisors' via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections (including out of hours) and regular review of the Construction Department training matrix.

5. Further reading

[The Home Builders Federation, Standard for Contractor Supervision](#)

VERSION ISSUED	Date
<u>Version 1</u> Sections 1,2,2.1-2.2,3,3.1,4,5	21.03.2022
<u>Version 2</u> Revisions to sections 2.1 and 2.2 and adding HSMS forms 72 and 73	28.04.2022
<u>Version 3</u> Revisions to sections 1 and 3 to reference supervisor responsibility for building safety	20.02.2023

Authorised by: HS&E Director	Version date: 20/02/24	Version: 3	STD: Supervision
Uncontrolled if printed or copied – always check the Group Health and Safety policy folder for latest version			