

BSC-P-03.1 Training, Competence and Induction

Contents

1.0	Purpose
2.0	Scope
3.0	Definitions
4.0	Main requirements
5.0	Guidance documents and references
6.0	Appendices

Revision register		
Date	Version	Description - reason for change
01/05/2015	1	New procedure
22/02/2017	2	4.1 and 4.2 References inserted for BHC-Po-03.1a Health and Safety Training Needs Matrix. 4.11 updated: Scaffold supervision competence requirements clarified. MATS endorsement included for prefabricated aluminium towers; Appendix 1: Scaffolder competency requirements for handover added. Training Needs Matrix removed from Appendix 2 and Appendix 3 renamed. Appendix 2: Trade type 4 created to identify additional SMSTS requirements for Principal Contractor, RC frame, Scaffolding and Demolition contractors.
13/01/2021	3	General update in line with Group Standards and current legislation.
20/11/2024	4	4.1 Added to reflect BSE Div requirements; 4.5 14 day cancellations authorised by DRHS; 4.7 Clarifies 1 st aid + TWA training are minimum requirements; 4.12 Scaffold Supervisor to be CISRS Advanced Scaffolder as a minimum. NVQ2 Scaffolders only to handover TG20 scaffold under a RdD; 4.19 Amended to reflect current BSE Our People Div Requirements; 4.20 Now includes BSE Div Requirement for Supervisor to complete an Pre-Induction Appraisal; Apdx1 SMSTS Supervisors identified as 'Non-Working' + Trade Cat 0 added; Ref to BHC shared HSMS removed from all sections

Item	Details	Reference	Responsibility
1.0	Purpose		
1.1	This procedure sets out the minimum health and safety competence requirements for personnel working for BSC or entering construction areas under the control of BSC. It also sets out the requirements for training of staff across the business in line with Group Standard BGMS08 – Competence.	BGMS08	
2.0	Scope		
2.1	Applies to all employees and trade contractors working on behalf of Berkeley.		
2.2	Where Berkeley are client only, the Principal Contractor must set standards which are equal to or higher than those outlined in this procedure.		
3.0	Definitions		
3.1	<p>CSCS Construction Skills Certification Scheme</p> <p>CSCS Affiliated Scheme that is affiliated to the CSCS scheme. Details can be found by clicking at www.cscs.uk.com/cscs-cards/affiliated-schemes</p> <p>SSSTS Site Supervisors Safety Training Scheme</p> <p>SMSTS Site Managers Safety Training Scheme</p> <p>PASMA Prefabricated Access Suppliers and Manufacturers Association</p> <p>IPAF International Powered Access Federation</p> <p>ALLMI The Association of Lorry Loader Manufacturers and Importers</p> <p>SIA Security Industry Authority</p> <p>IOSH Institute of Occupational Safety and Health</p> <p>CISRS Construction Industry Scaffolders Record Scheme</p> <p>CCDO Certificate of Competence Demolition Operatives</p> <p>CHSG Construction Health and Safety Group</p> <p>NEBOSH National Examination Board in Occupational Safety and Health</p> <p>Competence The ability to do something effectively, efficiently and with sufficient knowledge, skill and experience to carry out a task safely.</p> <p>LMS Learning Management System</p> <p>EUSR Energy & Utility Skills Register</p> <p>CHSG Construction Health and Safety Group</p> <p>RTITB Road Transport Industry Training Board</p>		

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	1 of 8	Implementation Date	20/11/2024

Item	Details	Reference	Responsibility
4.0	Main requirements		
	Management of training		
4.1	<p>Pre-employment Certification Review</p> <p>Prior to sending out an offer of employment, the Berkeley Manager recruiting an individual will be responsible for ensuring the Pre-employment Certification Review (PCR) form is completed, to ensure every applicant provides evidence of their qualifications.</p> <p>The signed PCR form and relevant certification must be attached to the Authorisation To Recruit Request form which will be signed off by an appropriate Director before any applicant is issued a formal job offer and contract of employment.</p> <p>The BSC People Team will ensure that the new employees relevant, current training certificates/ qualifications are added to their Personnel file and copies issued to the Group Training Academy Team.</p> <p>When employing temporary staff, the signed form shall be forwarded to the person responsible for managing HS training prior to the individual commencing work.</p>	<p>BSC-F-03h</p> <p>ATR form</p>	Line Managers
4.2	<p>Health and safety training needs matrix and LMS</p> <p>Berkeley Group have mandated core health and safety training courses in the Group Training matrix which are specific to the roles being undertaken. These courses can be identified on each staff members LMS account and should be booked directly through the BG LMS in agreement with their Line Manager.</p> <p>Training requirements (operating company specific) which are above and beyond Berkeley Group requirements should be identified and are listed within the training needs matrix. This gives details of the training requirements and the refresher periods for each role.</p> <p>The matrix is based on legal requirements and must be reviewed at operating company level every year by the Director Responsible for Health and Safety, Head of Health and Safety and the Training Coordinator.</p>	<p>Group Training Matrix</p> <p>Group Training Matrix – Op Co Specific</p>	<p>Line Managers/all employees</p> <p>Director responsible for Health and Safety Head of Health and Safety</p>
4.3	<p>Training needs analysis</p> <p>Line managers must ensure that their employees have the relevant training and competence to carry out their duties. Line managers must carry out a training needs analysis with their employees as part of their departmental induction and Probation Review process.</p> <ul style="list-style-type: none"> Training must be appropriately scheduled in line with legal and business requirements. <p>Training needs must be notified to the relevant individual in order for them to access the necessary training via the LMS and Group Training department.</p> <ul style="list-style-type: none"> All core and elected training courses are booked through the LMS and dependent on their nature can be: <ul style="list-style-type: none"> On line training modules; Class room based or Delivered via digital media. <p>Line Manager must ensure that there is sufficient cover when any member of staff is out of the business.</p>	<p>Group Training Matrix – Op Co Specific</p>	<p>All Line Managers</p> <p>Employees</p> <p>Line Manager/ Employees</p>
4.4	<p>Health and safety training coordination</p> <p>A health and safety training programme with dates and course details must be developed each year by the Berkeley Group training department and published on the BG Learning Management System.</p> <p>At an operational level, each operating company will nominate an individual(s) to ensure that the compliance with the training matrix requirements is monitored, and inform Line Managers of training requirements or any outstanding/ refresher training within their department.</p> <p>All training courses must be authorised by the relevant Line Manager in order for the booking to be confirmed.</p>		<p>BG training dept.</p> <p>Nominated Individual(s)</p> <p>Line Manager</p>

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	2 of 8	Implementation Date	20/11/2024

Item	Details	Reference	Responsibility
4.5	<p>Cancellation of training courses</p> <p>If an individual needs to cancel or change the date of a course they have already booked onto, they must inform their Line Manager immediately. In line with the Berkeley Group H+S Training Cancellation Policy, cancellations are treated differently dependant on the notice provided to the Group H&S Training Team.</p> <ul style="list-style-type: none"> Cancellations - More than 14 days' notice <ul style="list-style-type: none"> May only be made by the local Training Co-ordinator (or other person assigned this task) or relevant Director or Head of Department. Cancellations - 14 days or less notice <ul style="list-style-type: none"> May only be made with the authorisation of the Director Responsible for Health and Safety as these cancellations will form part of the Group Cancellation Report. No shows on the day <ul style="list-style-type: none"> Where a delegate fails to arrive, the Director Responsible for Health and Safety will be notified after 1100hrs on the day of a course. No shows will be treated as 14 days or less notice for reporting purposes. <p>Cancellations will be reported to each Operation Company within their KPI data.</p> <p>Cancellations made where a replacement delegate is provided will be omitted from the Group Cancellation Report. The replacement delegate must be provided at the time of cancellation of the original delegate.</p> <p>Cancellations must be made by the appropriate person dependent on Notice Period via email and contain the following:</p> <ul style="list-style-type: none"> Name of delegate Title of course Date of course Name of replacement (if applicable) <p>No mitigation is required for the cancellation, however, a reason must be given, which will be recorded on the LMS and be available for reporting purposes.</p>	BG H+S Training Cancellation Policy	<p>Employee</p> <p>Nominated Individual(s)/ Head of Dept</p> <p>Director Responsible for H+S</p> <p>Director Responsible for H+S</p> <p>BG Training Dept</p> <p>Nominated Individual(s)/ Director Responsible for H+S</p>
	Competency		
4.6	<p>Basic competency requirements</p> <p>Everybody working in a construction related trade on a BSC site must hold a CSCS card, or an alternative CSCS affiliated or amalgamated scheme card, (e.g. CPCS, CCDO, CISRS, EUSR, etc.) that is in date and appropriate to their trade or primary occupation.</p> <p>Every contractor or third party must satisfy themselves that their employees are competent to carry out their duties and must provide evidence of competency or training prior to, or on arrival to site.</p> <p>All agency workers working on behalf of BSC will be trained to the same level as employees of Berkeley.</p>		<p>Berkeley employees Agencies Trade Contractor</p> <p>Project Managers</p>
4.7	<p>Competence of Berkeley Construction Managers</p> <p>All managers working in an operational capacity e.g. site managers, on a Berkeley site must have as a minimum:</p> <ul style="list-style-type: none"> Construction skills (CITB) SMSTS* qualification; First Aid Training (either one or three day); Temporary Work Awareness training; CSCS card. <p>If the individual does not hold any of the mandatory courses, then the Project Manager, as part of the Probation Review process, must ensure the individual attend the next available BG course via the LMS.</p> <p>* The following qualifications are acceptable alternatives to the SMSTS:</p> <ul style="list-style-type: none"> IOSH managing safely in construction; NEBOSH national certificate in construction health and safety. <ul style="list-style-type: none"> NOTE: A Site Manager who has completed the NEBOSH construction certificate but who is not a member of IOSH undertaking a programme of continuing professional development will be required to attend refresher training as required by the CITB SMSTS qualification. Construction Health and Safety Group (CHSG) 'Health and Safety Site Management Certificate' (Modules 1-3). 		Project Managers
4.8	<p>Competence of contractor managers and supervisors</p> <p>All people working on site in a management or supervisory role must hold the SSSTS or SMSTS qualification.</p>	Appendix 1	Trade Contractor

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	3 of 8	Implementation Date	20/11/2024

Item	Details	Reference	Responsibility
	<p>To ensure the contractor is providing the correct calibre of site supervisor with the knowledge, skills and experience to supervise and control their works, a review must be completed and agreed by BSC management.</p> <p>The following qualifications are acceptable alternatives to the SMSTS qualification:</p> <ul style="list-style-type: none"> CISRS Scaffolding Supervisor; CCDO Demolition Supervisor or Manager. <p>The ratio of trade contractor managers or supervisors to operatives that they are responsible for must be maintained as set out in Appendix 1.</p> <p>Contractor management and supervisors must have knowledge and understanding of Build UK training standards and must be compliant with their requirements (CSCS cards/ hard hat colour coding).</p>	BSC-F-06L	
4.9	<p>Health and safety professionals</p> <p>All contractors must have access to competent health and safety advice.</p> <p>The contractor must arrange monthly visits to inspect the health and safety of the site and the contractor's work area by an individual (who may be directly employed or sub-contracted) who meets the following criteria:</p> <ul style="list-style-type: none"> They must be a construction or trade specific health and safety professional as their main employment; They must be a member of IOSH (at TechIOSH, GradIOSH, CMIOSH or CFIOSH status) or a member of IIRSM (at AIIRSM, MIRSM or FIISM status); They must hold a level 3 or above Health and Safety Qualification (NEBOSH certificate or diploma, NVQ level 4 or 5 in Occupational Health and Safety management, British Safety Council Certificate, Post Graduate Diploma or MSC, etc.); They must have a minimum of five years' experience in health and safety management. This may be reduced to three years if the individual has over ten years' experience in construction; Their competence must have been assessed by the trade contractor. <p>Members of the BSC Health and Safety department should also meet these criteria or be working towards them.</p>		Trade Contractor/Project Manager
4.10	<p>Persons at risk</p> <p>Trainees and apprentices must work under the direct responsibility of a nominated competent supervisor while working. Any person identified as being at higher risk due to age, inexperience or disability will be identified with a blue hard hat in line with BuildUK Guidance.</p>		Trade Contractor
4.11	<p>Demolition workers competency</p> <p>Demolition workers must as a minimum hold a relevant CCDO card and the appropriate level of UKATA accredited asbestos training to work on sites that may have asbestos containing materials.</p> <p>Any plant operators conducting demolition work with their machines must hold a CPCS or NPORS card with demolition endorsement.</p> <p>Where labourers are assisting demolition workers and where the presence of asbestos has been confirmed, they must hold an appropriate CSCS/NPORS card and have received UKATA accredited asbestos awareness training.</p>		Demolition Contractor
4.12	<p>Scaffolding and mobile towers</p> <p>All scaffolders must have a CISRS card for the specific type of scaffold structure (tube and fitting or system scaffold).</p> <p>Scaffold supervisors as a minimum must hold the CITB SMSTS qualification and be a CISRS Advanced Scaffolder. On high risk projects (multi-storey apartments of 5 storeys or more) the supervisor is expected to hold a CISRS Scaffold Supervisor card.</p> <p>Any scaffolder formally handing over scaffolding structures, must hold the appropriate CISRS card for the complexity of the structure and be an appointed Temporary Works Supervisor.</p>		Trade Contractor

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	4 of 8	Implementation Date	20/11/2024

<p>4.19</p>	<p>Company induction</p> <p>In line with the BSE People Team Division with Berkeley will attend a briefing on the will cover:</p> <ul style="list-style-type: none"> • Review of role requirements and • Their training plan for the first 4 • Behaviour/ conduct expectation • Policies and procedures to be f • How to access LMS mandatory • Essential safety issues and rule <p>Line Managers must provide all staff men the first month of employment and in line formal interim meetings with the employ Period. This will ensure the person is t specific to their job role by the completion</p> <ul style="list-style-type: none"> • One month • Three Month
-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	5 of 8	Implementation Date	20/11/2024

Item	Details	Reference	Responsibility
4.20	<p>Site safety induction</p> <p>Prior to sending a site operative to be inducted, their supervisor must complete the Operative Pre-Induction Appraisal to ensure the operative has:</p> <ul style="list-style-type: none"> • Proved via PPAC that they have the legal right to work in the UK; • A valid CSCS/ CPCS/ NPORS or equivalent card; • Been briefed on the contents of the specific Risk Assessment & Method Statement (RAMS) for the task they will be undertaking; • The correct PPE to comply with site and RAMS task requirements; • Been assigned an interpreter if they do not speak/ understand English; • The correct and inspected/ tagged tools and equipment; • A 'Fitness to Work' medical certificate if operating plant. <p>Before starting work everyone on site (including contractors and visitors) must attend the appropriate level of safety induction training as identified within the construction phase health and safety plan. A record of Induction appropriate to the level of induction attended must be retained.</p> <p>A project specific safety induction will be developed which will reflect any Group and Divisional health and safety initiatives. In order to demonstrate that construction site operatives and supervisors have understood the key messages of the project specific safety induction, each individual will be required to complete and pass a Site Induction Questionnaire at the end of the induction.</p> <p>The Berkeley project management team must ensure that everyone working on site is inducted in order to:</p> <ul style="list-style-type: none"> • Make them aware of site safety and rules; • Inform of significant hazards and control measures; • Keep a record of all those who have received induction training; • Verify that all site operatives are in possession of a valid CSCS card. <p>Within the construction phase plan the following levels of induction training will be identified and a formal induction programme developed for each, covering the hazards and site issues specific to each:</p> <ul style="list-style-type: none"> • Construction site operative induction; • Construction site supervisor induction; • Escorted site visitor; • One day site attendance induction; • Delivery driver induction. <p>Where an operative has been away from the site for an extended period of time of 3 months or more (during which significant changes have occurred relating to the site activities or logistics), their Supervisor shall notify the BSC management so that they can be re-inducted. All site operatives must be inducted on every new phase of a project and shall be re-inducted at intervals no greater than every 12 months.</p> <p>Contractors employing non-English speaking workers must notify the Project Manager before they start work. Their RAMS must reflect the additional hazards and control measures required. The minimum requirements detailed in procedure BSC-P-10.3 must be met:</p>	<p>BSC-F-03i</p> <p>BSC-F-03b-d</p> <p>BSC-F-03g</p> <p>BSC-P-09.1</p> <p>BSC-P-10.3</p>	<p>Contractor Supervisor</p> <p>Project/Site Manager</p> <p>Contractor</p>
4.21	<p>Toolbox talks</p> <p>The project management team will ensure that regular toolbox talks are given to all personnel on site, usually in small groups, and often at the workplace, or in the canteen. Such talks should relate as far as possible to the work being undertaken and the hazards associated with it. Each talk should typically last for 10 to 15 minutes.</p> <p>Everyone on site should attend a toolbox talk at least once a month. However for high risk trades at least weekly is required. Records of toolbox talks, the subject and who attended will be kept using the Toolbox Talk Record form or a similar contractors form.</p>	<p>BSC-F-03e</p>	<p>Project/Site Manager</p> <p>Trade Contractor Supervisors</p>
5.0	Guidance documents and reference		
5.1	Berkeley Group Standards BGMS08 Competence		
5.2	Legislation and Guidance Construction, Design, Management Regulations		
6.0	Appendices		

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	6 of 8	Implementation Date	20/11/2024

Item	Details	Reference	Responsibility
6.1	Appendix 1 Ratio of trade contractor managers and supervisors to operatives		

Uncontrolled when printed

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	7 of 8	Implementation Date	20/11/2024

Appendix 1 Ratio of trade contractor managers and supervisors to operatives

These are the minimum standards and the trade contractor may be required to provide more supervision on a site by site basis.

Supervisor requirements should be confirmed between the Contractor, the Commercial department and the Health and Safety department before starting on site.

Ratio Of 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
0	Cleaning Internal Mastic Soft Flooring Other similar very low risk internal trades	1 x Visiting SSSTS		1 x SSSTS	2 x SSSTS (normally one non-working)	1 x SSSTS
1	Ceramic Tiling Fencing Fire Protection Insulation Kitchen and Bathrooms External Mastic Painting and Decoration Soft Landscaping Other similar low risk trades	1 x Visiting SSSTS	1 x SSSTS	2 x SSSTS (normally one non-working)	2 x SSSTS and 1 x SMSTS (non-working)	2 x SSSTS (normally one non-working)
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 (non-working)	2 x SSSTS and 2 x SMSTS (minimum one non-working)	1 x SSSTS and 1 x SMSTS (non-working)
3	Civil Engineering Ground Remediation Groundwork PCC Floors Piling Roof Carpentry Steel Erection Asbestos Services Other similar high risk trades	1 x SSSTS and 1 visiting SMSTS	1 x SMSTS (normally non-working)	2 x SSSTS and 1 x SMSTS (non-working)	3 x SSSTS and 2 x SMSTS (minimum one non-working)	2 x SSSTS and 1 x SMSTS (non-working)
4	Principal Contractor RC Frame Scaffolding Demolition	1 x SMSTS (normally non-working)	1 x SMSTS (non-working)	2 x SSSTS and 1 x SMSTS (non-working)	3 x SSSTS and 2 x SMSTS (non-working)	2 x SSSTS and 1 x SMSTS (non-working)

Note: deviation from the above ratios should be agreed with the Director Responsible for H+S and Head of H+S through the F-01g Request to Deviate from the HSMS process.

Document Title	Training, Competence and Induction	Document Number	BSC-P-03.1
Author	BSC Head of H&S	Version Number	4
Approved for Authorisation by	BSC Head of H&S	Approval Date	20/11/2024
Page	8 of 8	Implementation Date	20/11/2024