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**Construction Site Management Training Programme 2023**

**Health & Safety**

**Instructions issued:** One set of instructions with marking rubric

**Weighting:** This assignment is worth 100%, Part 1 is 20% (which is in class activity), Part 2 is 60% and Part 3 is 20%. Part 2 and Part 3 require a written report.

**Submission Part 2 and Part 3:** Via dropbox or Turnitin on Hawkins eLearning site (in 2 parts)

**Deadline:** 12 May 5:00 pm

**Part 1: Group Assignment: (20%)**

**Please note that all group members receive the same mark for the group work unless the facilitator is notified by group members that someone has not contributed equally.**

1. As a team, discuss your observations from your site visit – Datacentre
2. Produce a brief, professionally presented, that applies the health and safety risk assessment process.
	* Identify hazards:
		+ - Give details of the hazard you identified
			- What steps did you use to identify the hazard
	* Assess risk of the hazard:
		+ - Give details of your assessment
	* Identify control measures:
		+ - Give details of how you would control the risk
	* Monitor the manged risk:
		+ - Describe what control measure you would put in place to monitor the risk
	* Review the process:
		+ - Review the risk management process to ensure it is working correctly and other hazards have not been created – Describe what you would do to review the process

**Part 2: Individual Assignment: (60%)**

1. Create an **audit checklist** to help you effectively undertake your audits. Key factors in the checklist could include:
	* How complete is the SSSP? What elements are required for completeness?
	* Who needs to be named in the SSSP? Are they familiar with the location and contents of the SSSP? Are the personnel listed actually on site?
	* What supporting documents are there (eg Task Analysis, Safe Work Method Statements, Hazard Registers, etc)? Should there be more? Where are they located? Are they being followed?
	* Are there any Hazardous Substances not in the register?

Your checklist should also include how each item will be evaluated (tick box/rating scale/qualitative comment etc.)

1. Visit a site (make arrangements as required) and **audit 2 SSSP’s**, one from each of two key Sub-contractors, undertaking high risk activities.
	* You will need to interview the Sub-contractor’s Supervisor, Foreman or leading hand in order to complete your investigation.
2. Write a concise report presenting:
	* Your audit checklist
	* A brief description of the project and site (include photos or drawings as required) to identify notable hazards of the location and/or project type
	* A discussion of your findings on the two SSSP’s audited, including evaluations
	* Recommendations for improvement (or approaches to maintain good practice)

**Part 3: Group Assignment: (20%)**

**Please note that all group members receive the same mark for the group work unless the facilitator is notified by group members that someone has not contributed equally.**

1. As a team, discuss the findings from the individual reports of all members of the team. This should not be at the level of individual SSSPs but consider more general recommendations, corrective actions, company H&S culture etc.
2. Produce a brief, professionally presented, written report that addresses the following 4 aspects:
	* What are the notable strengths?
	* What are the notable weaknesses?
	* What can Hawkins do to improve?
	* To make these improvements, who do you need to contact and how will you communicate the problem?

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| **Part 2 – Individual SSSP audit report (60%)** |
|  | 0 - 30 | 31 - 40 | 41 - 50 | 51 - 60 |
| Audit checklist | Checklist structure misses significant elements of SSSPs and is not logically set out; no evaluation tools included. | Checklist contains the significant elements of SSSPs in a logical structure; basic evaluation tools included. | Checklist contains all the significant elements of SSSPs in a logical structure, as well as some of the associated documents and requirements; appropriate evaluation measures included. | Checklist presents a thorough set of audit elements in a logical structure; demonstrates an excellent knowledge of SSSPs and associated H&S documents and requirements; appropriate evaluation measures included. |
| Project and site description | Very little detail provided of site context or hazards | Adequate detail of site context and notable hazards. | Good level of detail of site context and project type; describes notable hazards and other H&S challenges. | Sound and logical description of site context and project type, with appropriate level of detail of notable hazards and other H&S challenges; includes appropriate photos, sketches.  |
| Findings discussed | Audit has been poorly conducted, or report lacks the degree of depth to demonstrate reasonable knowledge of SSSPs and the H&S process. | Audit has been adequately covered; findings are described at a depth that demonstrates reasonable knowledge of SSSPs and the H&S process; evaluation of practice is presented. | Audit has been adequately covered; findings are described at a depth that demonstrates good knowledge of SSSPs and the H&S process; evaluation of practice is presented and discussed. | Audit has been thoroughly covered; findings are well-presented and demonstrate excellent knowledge of SSSPs and the H&S process; evaluation of practice is presented and discussed in way that provides additional insight. |
| Recommendations | No recommendations, or recommendations are unrealistic. | Reasonable recommendations are identified but are not clearly linked with evidence collected from the audit. | Practical recommendations are identified; rationale for improvements clearly based on audit findings. | Recommendations are practical and clearly based on audit findings; rationale and expectations of recommendations are explained; impact of recommendations on the H&S process and outcomes is described.  |

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| **Part 3 Group report (20%)** |
|  | 0 - 10 | 11-13 | 14-17 | 18-20 |
| Content (30%) | Does not cover all 4 aspects required. | Addresses all 4 aspects; lacks detail on practical actions that could flow from the knowledge gathered; limited consideration of the role of communication and culture in H&S management | Addresses all 4 aspects in some detail; practical improvements and actions are proposed; level of detail demonstrates understanding of the role of communication and culture in H&S management.  | Covers all 4 aspects in depth; practical improvements and actions are proposed; level of detail demonstrates insight into the role of communication and culture in H&S management. |
| Presentation (10%) | Poorly reported in terms of language or clarity of ideas, presentation is not professional standard | Reporting is adequate but some issues with structure; uses appropriate terminology. | Clear and appropriate reporting; structured logically and using appropriate terminology; mostly professional in presentation but needs further proof reading/editing. | Excellent and engaging reporting; structured logically and using appropriate terminology, professional presentation |

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| **Part 1 Group report (20%)** |
|  | 0 - 10 | 11-13 | 14-17 | 18-20 |
| Content (30%) | Does not cover all health and safety risk assessment process | Addresses all health and safety risk assessment process; further details required  | Addresses all health and safety risk assessment process; reasonable and practical details | Covers all health and safety risk assessment process; level of detail demonstrates insight into the role of H&S risk management. |
| Presentation (10%) | Poorly reported in terms of language or clarity of ideas, presentation is not professional standard | Reporting is adequate but some issues with structure; uses appropriate terminology. | Clear and appropriate reporting; structured logically and using appropriate terminology | Excellent and engaging reporting; structured logically and using appropriate terminology, professional presentation |