

Level 2 Award in Health and Safety in the Workplace (4065-12)

November 2011 Version 1.0



Qualification at a glance

Subject area	Health and Safety in the Workplace
City & Guilds number	4065
Age group approved	All
Entry requirements	Level 2
Assessment	Short answer question paper
Fast track	Available
Support materials	Centre handbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 2 Award in Health and Safety in the Workplace	4065-12	501/2252/6



Contents

1	Introduction	4
2	Centre requirements	5
	Centres not yet approved by City & Guilds	5
	Existing City & Guilds centres	5
	Resource requirements	5
	Candidate entry requirements	6
3	Delivering the qualification	7
	Initial assessment and induction	7
4	Assessment	8
	Test specifications	8
5	Units	9
Unit 201	Health and safety in the workplace	10
Appendix 2	Sources of general information	17



1 Introduction

Area	Description
Who is the qualification for?	A single unit qualification, it is aimed at new staff, or existing staff who need health and safety training.
What does the qualification cover?	This qualification was developed to provide candidates with a general qualification in Health and Safety for the Workplace. The development was prompted by a demand for a generic health and safety qualification at level 2, rather than qualifications designed for use in specific sectors, as this would have the widest appeal to employers.
Who did we develop the qualification with?	The qualification was developed in consultation with employers, FE Colleges, private training providers and Health and Safety consultants.

Structure

To achieve the **Level 2 Award in Health and Safety in the Workplace** learners must achieve **1** credit from the mandatory unit available.

Unit accreditation number	City & Guilds unit	Unit title	Credit value
Mandatory			
H/601/9699	201	Health and Safety in the Workplace	1



2 Centre requirements

Centres not yet approved by City & Guilds

To offer this qualification, new centres will need to gain both **centre and qualification approval**. Please refer to Appendix 2 for further information.

Existing City & Guilds centres

To offer this qualification, centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to Appendix 2 for further information.

Centres approved to offer the qualification 3681 Progression Award in Health and Safety in the Workplace may apply for approval to run the new 4065 Level 2 Health and Safety for the Workplace, using the **fast track approval form**, available from the City & Guilds website.

Centres may apply to offer the new qualification using the fast track form if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

Resource requirements

Resources

Centres must provide access to sufficient equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

Trainer / tutors must

- be occupationally knowledgeable in the area(s) of Health and Safety for which they are delivering training. This knowledge must be at least to the same level as the training being delivered.
- have credible experience of providing training.

Centre staffing

Staff delivering the qualifications

All new teachers delivering publicly funded qualifications in the learning and skills sector (all post 16 education – including FE, adult and community learning, work-based learning, offender education) in England are now required to take qualifications which form part of the Qualified

Teacher – Learning and Skills (QTLS) framework. City & Guilds offers a range of qualifications within the QTLS framework. Details are available on the QTLS pages of www.cityandguilds.com.

Staff delivering this qualification, must also be able to demonstrate that they meet the following occupational expertise requirements.

- be technically competent in the area for which they are delivering training and have experience of providing training. This knowledge must be at least to the same level as the training being delivered.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to successfully gain the qualification.

Age restrictions

There is no age restriction for this qualification unless this is a legal requirement of the process or the environment.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs,
- support and guidance they may need when working towards their qualification.
- any units they have already completed, or credit they have accumulated which is relevant to the qualification[s].
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualification, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

The following resources are available for this qualification:

Description	How to access
Question Papers	www.cityandguilds.com
Marking guide	www.cityandguilds.com
Guidance on administering and marking of the question papers	www.cityandguilds.com



4 Assessment

Candidates must complete the following:

Unit	Title	Assessment method	Where to obtain assessment materials
201	Health and Safety in the Workplace	Externally set and internally marked test available on demand	Versions A and B are available to download from the City & Guilds website

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within six months

Test specifications

The way the knowledge is covered by each test is laid out in the table[s] below:

Test 1: Unit 201

Duration: 1 hour

Unit	Outcome	Number of questions	%
201	1 understand roles and responsibilities for health, safety and welfare in the workplace	6	30
	2 understand how risk assessments contribute to health and safety	4	20
	3 understand how to identify and control the risks from common workplace hazards	5	25
	4 know the procedures for responding to accidents and incidents in the workplace	5	25
	Total	20	100



5 Units

Availability of units

The following unit can also be obtained from The Register of Regulated Qualifications: <http://register.ofqual.gov.uk/Unit>

Structure of unit

The unit each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- unit aim
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria

Unit 201

Health and safety in the workplace

UAN:	H/601/9699
Level:	2
Credit value:	1
GLH:	10
Endorsement by a sector or regulatory body:	This unit is endorsed by Proskills
Aim:	To provide an introduction to the principles of workplace health and safety.

Learning outcome

The learner will:

1. understand roles and responsibilities for health, safety and welfare in the workplace

Assessment criteria

The learner can:

- 1.1 outline **employers** and **employees duties** relating to health, safety and welfare at work
- 1.2 outline the **consequences** for non-compliance with health and safety legislation
- 1.3 outline the **requirements** for training and competence in the workplace
- 1.4 outline the ways in which health and safety **information** can be communicated.

Range

Employer duties

- protection from anything that may cause harm
- effectively controlling any risks to injury that could arise in the workplace
- effectively controlling any risks to health that could arise in the workplace
- assess risks in the workplace
- give employees information about the risks in the workplace
- give employees information on how they are protected
- instruct and train employees on how to deal with the risks
- consult employees on health and safety issues

Employee duties

- employees have a duty to take care of their own health and safety

- employees have a duty to take care of others who may be affected by their actions
- co-operate with employers in regards to Health and safety requirements
- To use any equipment how they have been trained
- Report anything they consider dangerous

Consequences

- In cases of fatal accidents, Police and HSE will investigate any breaches of duty and possible prosecution, prohibition or improvement notice may be issued
- In non fatal notifiable accidents, HSE usually investigate and can issue the same penalties.
- Prosecutions likely where death or serious injury where alleged breach of duty
- Imprisonment and fines may be the result of prosecution.

Requirements

- H&S policy
- competent advisors
- risk assessment and procedures
- safe systems at work
- induction
- ensure all staff have relevant knowledge/skills/experience before starting work

Information

- Types of communication
 - Toolbox talks
 - Formal training
 - Posters
 - E-mails
 - Memos
 - Intranet
 - Appraisals
- External communication
 - HSE website, the advisory role of the HSE should be explored
 - professional safety organisations
 - trade journals
 - professional consultants

Learning outcome
The learner will: 2. understand how risk assessments contribute to health and safety
Assessment criteria
The learner can: 2.1 define the terms hazard and risk 2.2 outline the process for carrying out a risk assessment 2.3 describe how risk assessment can be used to reduce accidents and ill health at work

Range
Risk assessment (process) <ul style="list-style-type: none"> • identify the work related hazards • identify who may be at risk from these hazards • evaluate the level of risk • decide how to further control the risk • record the significant findings
Risk assessment (reduce accidents) <ul style="list-style-type: none"> • to minimise future risks to employees • to identify a plan of appropriate support for employees • to provide a coordinated response to the needs and risks identified • to consult fully with employees and relevant professionals • to ensure the best interests of individuals concerned • to set a date for a risk assessment review

Learning outcome
The learner will: 3. understand how to identify and control the risks from common workplace hazards
Assessment criteria
The learner can: 3.1 describe the hazards that are common to most workplaces 3.2 describe how hazards can cause harm or damage to people, work processes, the workplace or the environment 3.3 describe the principle of risk control hierarchy 3.4 list examples of risk controls for common workplace hazards

Range
Hazards <ul style="list-style-type: none"> • fire • manual handling • harmful agents • electricity • Display Screen Equipment

- slips trips and falls
- environmental pollutants

Harm or damage

- People - Cause injury or ill health both physical or mental
- Processes - damage to equipment, loss of production
- Workplace - damage to the building , dangerous work environment
- Environment - damage to the flora and fauna to to release to air, land or water of energy or substances

Risk control hierarchy

- The stages from elimination through the hierarchy down to PPE
 - Eliminate the hazard
 - Reduce the use, frequency or the concentration or form of substance
 - Isolate the hazard from employee or employee from the hazard
 - Control (engineering) ventilation guards
 - Control (management) job rotation breaks
 - PPE physical barrier on the person between them and the risk
 - Discipline following rules obey instructions take action against offenders

Risk controls

- Fire hazard control measures
 - Reduction of fuel
 - Reduction of heat sources of ignition
 - Fire extinguishers
 - Fire doors
 - smoke doors
 - compartmentalisation
- Manual handling
 - Hierarchy of Control to reduce manual handling risks.
 - factors to be considered for TILE (Task; Individual; Load; Environment) when carrying out a manual handling risk assessment
- Chemicals
 - COSHH Hierarchy of Control to reduce chemical risks.
 - information contained in a Material Safety Data Sheet (MSDS)
 - Name
 - hazard
 - risk factor
 - medical treatment
 - function of Personal Protective Equipment (PPE) in the reduction of risk
- Electricity
 - potential consequences of contact with electricity (eg Shock,

<p>internal and external burns)</p> <ul style="list-style-type: none"> • safety benefits of different electrical sources available for power (eg mains/battery; inherent dangers of mains voltage over 110v) • key safety measures before using portable electrical equipment (eg visual check; check connecting cables; check plugs; maintenance; signs of overheating) <ul style="list-style-type: none"> • Display screen equipment usage <ul style="list-style-type: none"> • hazards of poor work station ergonomics • range of hazards to include muscular skeletal back injury • WRULDs • eye strain • control measures to be applied to reduce risk when working with Display Screen Equipment • Posture • work load • environment • ergonomics • Slips, trips and falls <ul style="list-style-type: none"> • relevance of good house keeping to eliminate potential hazards • relevance of the factors that could effect the severity of the outcome • Environmental pollutants <ul style="list-style-type: none"> • control measures to protect • Land waste segregation ,licensed diposal contractors • Air emission control, filtration • Water bunds spill kits

Learning outcome
The learner will: 4. know the procedures for responding to accidents and incidents in the workplace
Assessment criteria
The learner can: 4.1 state the common causes of workplace accidents and ill health 4.2 identify the actions that might need to be taken following an incident in the workplace 4.3 list the arrangements that should be in place in a workplace for emergencies and first aid 4.4 outline why it is important to record all incidents, accidents and ill health

Range
Common causes
<ul style="list-style-type: none"> • trips/slips • falls

- electrical incidents
- manual handling/lifting
- occupational asthma
- deafness
- vibration white finger
- dermatitis

Actions

- care of injured party
- isolation of the area
- making area safe
- Further actions
 - report to relevant parties such as line manger/management, HSE (RIDDOR), next of kin, insurance company
 - internal investigation into the incident
 - addressing issues to prevent reoccurrence
 - review risk assessments

Arrangements

- emergency plans should be produced, communicated and practiced for all emergencies
- appropriate training should be given to staff
- first aid risk assessment should be undertaken

Record all incidents

- prevention of reoccurrence of the accident, incident or ill health condition
- to enable trend analysis to be undertaken
- to instigate accident investigation
- to provide evidence in defence of legal action
- to enable benchmarking either internally or against external companies
- comply with legal requirements



Appendix 1 Relationships to other qualifications

Literacy, language, numeracy and ICT skills development

This qualification can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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HB-01-4065