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# Qualification Specification

## Highfield Level 1 Award in Health and Safety Awareness (RQF)

Qualification Number: 603/6363/0

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## Highfield Level 1 Award in Health and Safety Awareness (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

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### Qualification regulation and support

The Highfield Level 1 Award in Health and Safety Awareness (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. This qualification is also regulated by Qualifications Wales.

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### Key facts

<b>Qualification number:</b>	603/6363/0
<b>Learning aim reference:</b>	60363630
<b>Credit value:</b>	2
<b>Assessment method:</b>	Portfolio of evidence
<b>Guided learning hours (GLH):</b>	21
<b>Total qualification time (TQT):</b>	24

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### Qualification overview and objective

The objective of this qualification is to support a role in the workplace, providing learners with an awareness of the hazards and risks within their working environment. It is also suitable for learners who are preparing for employment where health and safety can be applied to their learning environment. It provides learners with an understanding of the main responsibilities of employees and employers with regards to health and safety, as well as an understanding of how the workplace can affect health and safety.

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### Entry requirements

To register for this qualification, learners are required to be 16 years of age or above. Learners are also required to be situated in an environment where health and safety practices will need to be applied.

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### Guidance on delivery

The total qualification time for this qualification is 24 hours, of which 21 are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

## Guidance on assessment

This qualification is assessed through the completion of a portfolio of evidence that will also be internally quality assured by the centre. A portfolio of evidence gives centres flexibility in how individual assessment criteria are assessed, and Highfield Qualifications promotes holistic assessment. Additional guidance is included at the bottom of each unit suggesting how each assessment criteria can be assessed. Suggested assessment paperwork is available on the Highfield Qualifications website.

Learners must achieve all of the pass criteria across all units to be awarded a Pass. Examples of evidence for the portfolio could include:

- worksheets
- record of oral and written questioning
- assignments/projects/reports
- candidate and peer reports
- record of professional discussion

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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## Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

Highfield Qualifications will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

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## Assessor requirements

Highfield Qualifications **recommends** nominated assessors for this qualification to meet the following requirements.

- Have current, relevant occupational expertise and knowledge that has been gained through 'hands-on' experience in the industry and relevant qualifications.
- Hold or be working towards a recognised assessing qualification, which could include any of the following:
  - Level 3 Award in Assessing Competence in the Work Environment
  - Level 3 Certificate in Assessing Vocational Achievement
  - A1 Assess Learner Performance Using a Range of Methods
  - D32 Assess Learner Performance and D33 Assess Learner Using Different Sources of Evidence
- Maintain appropriate continued professional development (CPD) for the subject area

### Internal quality assurance (IQA) requirements

Highfield Qualifications **recommends** internal quality assurers for this qualification to meet the following requirements.

- Have relevant subject knowledge.
- Hold or be working towards a recognised internal quality assurance qualification, which could include any of the following:
  - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
  - D34 or V1 verifier awards
- Maintain appropriate continued professional development (CPD) for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card, etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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### Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking the Highfield Level 2 Award in Health and Safety within the Workplace (RQF).

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### Useful websites

[www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Qualifications)  
[www.highfieldproducts.com](http://www.highfieldproducts.com) (Products)  
[www.highfieldinternational.com](http://www.highfieldinternational.com) (International)  
[www.highfieldelearning.com](http://www.highfieldelearning.com) (E-learning)

[www.hse.gov.uk](http://www.hse.gov.uk) (Health and Safety Executive)

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### Recommended training materials

The following resources have been reviewed by Highfield Qualifications and are recommended training materials for users of this qualification.

- The Essentials of Health and Safety: General. Sprenger R.A and Farrar D. Highfield International
  - The Essentials of Health and Safety: A Guide for Carers. Sprenger R.A and Fisher I. Highfield International
  - The Essentials of Health and Safety: in Food Premises. Sprenger R.A and Wordsworth M. Highfield International
  - The Essentials of Health and Safety Level 1 Training Presentation, Highfield International
  - Level 1 Health and Safety e-learning, Highfield International
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## Appendix 1: Qualification structure

To complete the **Highfield Level 1 Award in Health and Safety Awareness (RQF)**, learners must complete the **1 mandatory unit**:

### Mandatory group

Unit reference	Unit title	Level	GLH	Credit
F/618/3753	Health and Safety Awareness	1	21	2

## Appendix 2: Qualification content

**Unit 1: Workplace Health and Safety Awareness**

Unit number: F/618/3753

Credit: 1

GLH: 21

Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p><b>1. Understand the process of maintaining health, safety and welfare within own workplace or place of learning</b></p>	<p>1.1 Identify <b>employer and employee duties</b> relating to health, safety and welfare within own workplace or place of learning</p> <p>1.2 Outline the <b>benefits</b> of good health and safety within own workplace or place of learning</p> <p>1.3 Describe the process for reporting injuries, accidents, ill health and unsafe conditions within own workplace or place of learning</p> <p>1.4 Describe how safe working practices are enforced within own workplace or place of learning</p>
<p><b>2. Understand the role of risk assessments within own workplace or place of learning</b></p>	<p>2.1 Define the terms hazard, risk, accident, near miss and risk assessment</p> <p>2.2 Identify the <b>steps</b> involved in a risk assessment and why these are important</p> <p>2.3 Identify the common <b>hazards</b></p> <p>2.4 Outline the <b>effects</b> of workplace accidents, near misses and ill health within own workplace or place of learning</p> <p>2.5 Identify basic <b>control measures</b> for hazards in own workplace or place of learning</p> <p>2.6 Identify the appropriate personal protective equipment (PPE) required for protection against hazards within own workplace or place of learning</p> <p>2.7 Identify the different <b>classes</b> of health and safety signage within own workplace or place of learning</p>
<p><b>3. Understand where to find health and safety-related information within own workplace or place of learning</b></p>	<p>3.1 Identify the health and safety information that should be provided to employees within own workplace or place of learning</p>

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	3.2 Identify where to obtain health and safety <b>information within own workplace or place of learning</b>  3.3 Identify where to obtain health and safety <b>information outside of own workplace or place of learning</b>

Amplification and range
<p><b>LO1 Understand the process of maintaining health, safety and welfare within own workplace</b></p> <ul style="list-style-type: none"> <li>• <b>Each person’s duties</b> relating to health, safety and welfare</li> <li>• The learner must cover:                             <ul style="list-style-type: none"> <li>○ at least <b>two</b> of the following employer responsibilities:                                     <ul style="list-style-type: none"> <li>– to provide a safe place of work</li> <li>– to provide drinking water</li> <li>– to provide toilets and washing facilities</li> <li>– to provide a place to eat meals</li> </ul> </li> <li>○ at least <b>two</b> of the following employee responsibilities:                                     <ul style="list-style-type: none"> <li>– duty of care</li> <li>– to follow employer instructions</li> <li>– not to interfere with or misuse equipment provided for health and safety</li> <li>– to report hazards, accidents and near misses</li> </ul> </li> </ul> </li> <li>• <b>Benefits</b> of good health and safety</li> <li>• The learner must cover <b>all</b> of the following:                             <ul style="list-style-type: none"> <li>○ economic</li> <li>○ moral</li> <li>○ meets legal requirements</li> </ul> </li> </ul> <p><b>LO2 Understand the role of risk assessments within own workplace</b></p> <ul style="list-style-type: none"> <li>• <b>Hazards</b></li> <li>• The learner must cover at least <b>five</b> hazards, which may include:                             <ul style="list-style-type: none"> <li>○ slips, trips and falls from height</li> <li>○ ergonomics</li> <li>○ manual handling</li> <li>○ stress</li> <li>○ hazardous materials</li> <li>○ violence</li> </ul> </li> <li>• <b>Effects</b> of workplace accidents</li> <li>• The learner must cover at least <b>three</b> effects, which may include:                             <ul style="list-style-type: none"> <li>○ injury</li> </ul> </li> </ul>

- illness
- financial loss
- loss of reputation

- **Control measures**

- The learner must cover at least **three** control measures, which may include:
  - good housekeeping
  - barriers and enclosures
  - safe lifting techniques and equipment

- **Classes** of health and safety signage:

- The learner must cover **all** of the following that apply to their workplace or place of learning:
  - prohibition
  - mandatory
  - information
  - warning

### LO3 Understand where to find health and safety-related information within own workplace

- Where to obtain **information within own workplace**:

- The learner must cover at least **three** of the following:
  - safety signs – types, shapes and colours
  - toolbox talks
  - team meetings or briefings
  - representatives of employee safety
  - safety representatives/committees
  - internal documentation including accident/incident records

- Where to obtain health and safety **information outside of own workplace**:

- The learner must cover at least **one** of the following:
  - HSE website
  - HSE Approved Codes of Practice (ACOPs)
  - HSE statistics

### Appendix 3: Sample assessment material

#### Portfolio of evidence

Please refer to the Learner Pack (which is available for centres to download from the Highfield Qualifications website) for information to help learners compile and keep track of evidence to support the successful completion of the qualification.

Assessors must ensure that the learner’s portfolio sufficiently covers all learning outcomes and assessment criteria as defined in each unit of the qualification.

The evidence that is collected to make up the portfolio will be in a variety of formats. Assessors are responsible for ensuring learners compile their portfolio correctly, by gathering evidence for each unit that is both adequate and suitable for the requirements of the unit/qualification.

Suggested types of evidence for this qualification include the following:

- observation
- questions
- products of work
- professional discussion
- witness testimonies
- learning logs
- video or audio recordings

Please see below a screenshot of the Evidence Tracking sheet that can be found in the Learner Pack that should be used to support the successful completion of the qualification.

**Evidence Tracking Sheet - Example**

Learner Name			
Centre Name			
<b>Unit 1: Unit name (Unit no)</b>			
Knowledge Assessment Criteria			
Learning Outcome	Assessment Criteria	Evidence Type	Evidence Reference
1.	1.1	Obs	1
2.	2.1	D, Wt	2
	2.2	Sim	3, 5
3.	3.1	Q, D	8

  

Signature	Date:
Assessor Signature	Date:
IQA Signature (if sampled)	Date:
EQS Signature (if sampled)	Date:

  

Signature	Date:
Assessor Signature	Date:
IQA Signature (if sampled)	Date:
EQS Signature (if sampled)	Date:

  

**Assessment method key:**

Obs	Observation	Wt	Witness testimony
Pr	Product evidence	R	Recording
Q	Questioning	O	Oral
Sim	Simulation/assignment	PD	Professional Discussion