



Highfield

Qualifications®

www.highfieldqualifications.com

Qualification Specification

Highfield Level 1 Award in the Principles of Health and Safety within the Workplace (RQF)

Qualification Number: 603/1251/8

Version 1.5 January 2019

Contents

Introduction	3
Qualification regulation and support.....	3
Key facts	3
Qualification overview and objective	3
Entry requirements.....	3
Geographical coverage	3
Centre requirements	4
Guidance on delivery	4
Guidance on assessment.....	4
Guidance on quality assurance.....	4
Recognition of prior learning (RPL).....	4
Tutor requirements	5
Reasonable adjustments and special considerations.....	5
ID requirements	5
Progression opportunities.....	5
Useful websites	6
Recommended training materials	6
Appendix 1: Qualification structure.....	7
Appendix 2: Qualification Content	8
Appendix 3: Sample Assessment Material	10

Highfield Level 1 Award in the Principles of Health and Safety within the Workplace (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

Qualification regulation and support

The Highfield Level 1 Award in the Principles of Health and Safety within the Workplace (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification Number:	603/1251/8
Learning Aim Reference:	60312518
Credit Value:	1
Assessment Method:	Multiple Choice Question Examination
Guided Learning Hours (GLH):	4
Total Qualification Time (TQT):	4

Qualification overview and objective

This qualification is designed for those learners either currently working or those returning or starting work and wishing to gain a nationally recognised qualification in health and safety.

The objective of the qualification is to:

- prepare learners to progress into further/higher level training

The qualification provides learners with an understanding of the main responsibilities of employees and employers with regards to health and safety. It also provides an understanding of how the workplace can affect health and safety.

Entry requirements

To register for this qualification, learners are required to meet the following entry requirements: be 14 years of age or above.

Geographical coverage

This qualification is suitable for delivery in England, Wales and Northern Ireland.

Centre requirements

To effectively deliver and assess this qualification, centres must have the following resources in place:

- e.g. classroom with suitable seating and desks
- high quality teaching and learning resources

Guidance on delivery

The total qualification time for this qualification is 4 hours and of this 4 hours is 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.

This qualification will usually be delivered in a classroom environment.

Guidance on assessment

The qualification is assessed through a multiple-choice question (MCQ) examination. This method of assessment is an end-of-course exam and must follow the Highfield Qualifications Examination and Invigilation Procedures. The examination for this qualification contains **15 questions** that must be completed within **30 minutes**. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a minimum **pass mark of 60%**. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

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.

Guidance on quality assurance

HABC requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification, which could include any of the following:
 - Level 3 or 4 qualification in health and safety or equivalent;
 - NEBOSH National General Certificate in Occupational Safety and Health or above;
 - IOSH Managing Safely; or
 - Proof of at least 30 hours delivery of health and safety
- hold a recognised teaching qualification, which could include any of the following:
 - Highfield Level 3 Award in Delivering Training (RQF)
 - Highfield Level 3 International Award in Delivering Training (IADT)
 - Level 3 Award in Education and Training, or equivalent
 - Certificate in Education or above;
 - Level 3 NVQ in training and/or development or above; or
 - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

Reasonable adjustments and special considerations

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

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 the Highfield Qualifications Core Manual.

Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in Health and Safety within the Workplace

- Highfield Level 2 Award in Risk Assessment
-

Useful websites

- www.highfieldabc.com (Highfield Qualifications)
 - www.highfieldabc.ae (HABC MEA)
 - www.highfield.co.uk (Highfield International)
 - www.hse.gov.uk (Health and Safety Executive)
-

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
-

Appendix 1: Qualification structure

To complete the **Highfield Level 1 Award in the Principles of Health and Safety within the Workplace** learners must complete:

- **The mandatory unit** contained within the mandatory group

Mandatory group

Learners must achieve the **unit** in this group

Unit reference	Unit title	Level	Credit
F/615/5158	Principles of Health and Safety within the Workplace	1	1

Appendix 2: Qualification Content

Unit 1: Principles of Health and Safety within the Workplace

Unit number: F/615/5158

Credit: 1

GLH: 4

Level: 1

Unit Introduction

This qualification will give learners a basic understanding of health and safety within any workplace. It can also be used within an organisation’s induction programme as it allows additional specific content to be bolted on.

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand main responsibilities for health and safety in the workplace	1.1 State the main responsibilities of employers in health and safety 1.2 State the main responsibilities of employees in health and safety
2. Understand how the workplace can affect health and safety	2.1 Define the terms hazard and risk 2.2 Identify common hazards in a typical workplace 2.3 Identify controls measures for common hazards 2.4 Recognise the benefits of maintaining a tidy, well organised workplace 2.5 Identify the types of personal protective equipment 2.6 Identify the different classes of health and safety signage

Unit amplification
<p>This section of the specification provides further amplifications of some key terms that are included in the unit content.</p> <p>Employer responsibilities:</p> <ul style="list-style-type: none"> • To provide a safe place of work • To provide drinking water; • To provide toilets and washing facilities • To provide a place to eat meals <p>Employee responsibilities:</p> <ul style="list-style-type: none"> • Duty of care • To follow employer instructions • Not to interfere with or misuse equipment provided for health and safety • To report hazards, accidents and near misses

Common hazards:

- Slips and trips
- Falls from height
- Vehicle collision
- Poor Manual handling

Control measures:

- Good housekeeping
- Barriers and enclosures
- Safe lifting techniques and equipment

Classes of health and safety signage:

- Prohibition
- Mandatory
- Information
- Warning

Appendix 3: Sample Assessment Material

Highfield awarding body for compliance

13

To have a healthy working environment, there must be:

- A antibiotics on site
- B good ventilation
- C carpet throughout reception areas
- D supervisors who have all been trained in first aid

14

External fire exits should:

- A be kept clear
- B have alarms fitted
- C be kept locked
- D open into an enclosed area

15

Round, red safety signs in a workplace are used to:

- A warn people of hazards
- B prohibit actions or areas
- C identify a safe area
- D indicate mandatory instructions

page 3

The awarding body that *Listens*

©HABC 2013

HABC EXAMINATION

Paper Code: HSW1004 - Workplace

Highfield awarding body for compliance

HABC Level 1 Award in Principles of Health and Safety in the Workplace (QCF)

Level 1

Information for registered centres

The seal on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unsealed examination paper.

Information for candidates

Under no circumstances should you the candidate use an unsealed examination paper. This examination consists of 15 multiple-choice questions. The minimum pass mark is 10 correct answers. The duration of this examination is 30 minutes. You are NOT allowed any assistance to complete the answers. You must use a pencil to complete the answer sheet - pens must NOT be used. When completed, please leave the Examination Answer Sheet (EAS) on the desk.

EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:

For each question, fill in ONE answer ONLY. If you make a mistake ensure you erase it thoroughly. You must mark your choice of answer by shading in ONE answer circle only. Please mark each choice like this:

01 ANSWER COMPLETED CORRECTLY

Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be recorded.

01 DO NOT partially shade the answer circle
ANSWER COMPLETED INCORRECTLY

01 DO NOT use ticks or crosses
ANSWER COMPLETED INCORRECTLY

01 DO NOT use circles
ANSWER COMPLETED INCORRECTLY

01 DO NOT shade over more than one answer circle
ANSWER COMPLETED INCORRECTLY

All candidates MUST sign the Examination Answer Sheet (EAS) in the bottom right-hand corner of the page before leaving the examination room.

HABC Highfield Hills, Unit 11 Shaw Wood Business Park, Shaw Wood Way, Hemley Hill, Doncaster, South Yorkshire DN2 5TB UK
Tel: +44 0845 2260350 Tel: +44 01302 363277 Fax: +44 0845 2260350 Fax: +44 01302 739144
info@highfieldabc.com www.highfieldabc.com

The awarding body that *Listens*

©HABC 2013

Workplace

Sample questions:

Multiple-choice

- 1 When starting work in a new work area you **must** know:
 - a) the location of the canteen
 - b) the fire and emergency evacuation plan
 - c) the name of staff who work alongside you
 - d) how to mend any machinery that breaks down
- 2 Which of the following is a common type of accident involving vehicles at work?
 - a) Vehicles not putting lights on
 - b) Employees hit by moving vehicles
 - c) Overloading of vehicles
 - d) Loads shifting on a vehicle
- 3 Where should personal protective equipment (PPE) be stored?
 - a) On a hook
 - b) On top of cleaning products
 - c) In a clean and dry area
 - d) Outside