



www.highfieldqualifications.com

Qualification Specification

Highfield Level 2 Award in Risk Assessment (RQF)

Qualification Number: 603/2413/2

Version 1.3 January 2019

Contents

Introduction	3
Qualification regulation and support.....	3
Key facts	3
Qualification overview and objective	3
Entry requirements.....	3
Guidance on delivery	3
Guidance on assessment.....	4
Recognition of prior learning (RPL).....	4
Tutor requirements	4
Reasonable adjustments and special considerations.....	4
ID requirements	5
Progression opportunities.....	5
Useful websites	5
Recommended training materials	5
Appendix 1: Qualification structure.....	6
Appendix 2: All Units	7
Appendix 3: Sample Assessment Material	9

Highfield Level 2 Award in Risk Assessment (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 2 Award in Risk Assessment (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework that includes those qualifications regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification Number:	603/2413/2
Learning Aim Reference:	60324132
Credit Value:	1
Assessment Method:	Multiple Choice Question Examination
Guided Learning Hours (GLH):	6
Total Qualification Time (TQT):	6

Qualification overview and objective

The objective of the qualification is to prepare learners to progress into further/higher level training and is designed to provide learners with an awareness of the benefits of risk assessment in any environment.

The qualification provides learners with an understanding of the responsibilities of employers; the main causes and costs of work-related fatalities, injuries and ill-health; the role of risk assessment in the prevention of accidents and ill-health; the requirements of a risk assessment; a process for undertaking a risk assessment; and a method to evaluate risk.

Entry requirements

To register for this qualification, learners are required to be 14 years of age or above.

Guidance on delivery

The total qualification time for this qualification is 6 hours and of this 6 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, however, if it is delivered via e-learning or a blended learning approach then GLH would be adjusted accordingly.

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 content 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. This qualification is graded pass/fail.

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.

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 recommend that nominated tutors for this qualification meet the following standards:

- hold a relevant subject area qualification, which could include any of the following:
 - Highfield Level 3 or 4 qualification in health and safety or equivalent;
 - IOSH Managing Safely;
 - NEBOSH National General Certificate in Occupational Safety and Health or above;
 - HNC/D in a related subject; 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 of 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 or 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 the Control of Substances Hazardous to Health (RQF)
 - Highfield Level 2 Award in Health and Safety within the Workplace (RQF)
 - Highfield Level 3 Award in Health and Safety within the Workplace (RQF)
-

Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
 - www.highfieldabc.ae (Highfield MEA)
 - www.highfield.co.uk (Highfield Products)
 - 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 Risk Assessment Handbook, Baugh, Carole. Highfield Products;
 - Level 2 Award in Risk Assessment Training Presentation, Baugh, Carole. Highfield Products;
-

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in Risk Assessment (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	Credit
R/616/4351	Risk Assessment Principles	2	1

Appendix 2: All Units

Unit 1: Risk Assessment Principles
 Unit number: R/616/4351
 Credit: 1
 GLH: 6
 Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand why risk assessments are necessary for maintaining and improving standards of health and safety at work	1.1 Define key terms associated with risk assessment in the context of health and safety at work including: <ol style="list-style-type: none"> hazard risk accident near miss risk assessment risk control hierarchy suitable and sufficient competence so far as is reasonably practicable 1.2 Identify employer’s duties in relation to risk assessment 1.3 State the main causes of work-related fatalities, injuries and ill health 1.4 Outline the main costs of work-related accidents and ill-health 1.5 Outline the role of risk assessment in the prevention of accidents and ill health
2. Understand the principles of risk assessment	2.1 Outline the requirements for risk assessment 2.2 Describe a simple process for undertaking a risk assessment 2.3 Outline the use of the hierarchy of control 2.4 Outline a simple method to evaluate risk

Additional assessment guidance/requirements

This section of the specification provides further details on any additional assessment guidance/requirements to consistently provide valid, reliable and comparable assessments.

- Define key terms associated with risk assessment in the context of health and safety at work
 - Definitions used are by the HSE and Highfield International
- Identify employer’s duties in relation to risk assessment
 - Imposed by best practice, guidance and approved codes of practice

- 1.3 State the main causes of work-related fatalities, injuries and ill health
 - The main causes are stated in UK statistics available on the HSE website or in Highfield International products
- 1.4 Main costs
 - Legal
 - Moral
 - Financial
- 2.1 Outline the requirements for risk assessment
 - It must be suitable and sufficient
 - If there are 5 or more employees, then it must be written down.
 - Significant hazards are dealt with and recorded
 - Persons who might be affected are identified
 - Current control measures are reasonable and the remaining risks are as low as is reasonable practicable
 - Reviewed regularly and following an accident/near miss.
 - Employees and/or their representatives are consulted
 - Information about, and records on, the results of a risk assessment are available to employees and /or their representatives
- 2.2 Describe a simple process to risk assessment
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Current precautions and any additional if appropriate
 - Record significant findings
 - Review and update when necessary
- 2.3 Outline the use of the hierarchy of controls
 - Eliminate
 - Substitute
 - Engineering controls
 - Administrative (Safe System of Work, training and signs)
 - PPE
- 2.4 Outline a simple method to evaluate risk
 - Risk evaluation to show risk is reduced by the control measures in place for example
 - Low, Medium and High

Appendix 3: Sample Assessment Material

- 1) What are the most common causes of ill health caused by or made worse by work?
 - a) Stress, depression or anxiety and exposure to asbestos
 - b) Musculoskeletal disorder and stress, depression or anxiety
 - c) Exposure to asbestos and musculoskeletal disorders
 - d) Exposure to hazardous chemicals and exposure to asbestos

- 2) The accident triangle shows:
 - a) the relationship between “near misses”, minor accidents and major accidents
 - b) where the injured person(s) should wait for an ambulance
 - c) the warning signs that cause accidents
 - d) the relationship between the direct and indirect costs of an accident