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Qualification Specification

Highfield Level 3 Award in Risk Assessment (RQF)

Qualification Number: 600/5747/6

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Highfield Level 3 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 3 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 regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification number:	600/5747/6
Learning aim reference:	60057476
Credit value:	2
Assessment method:	Multiple-choice examination and internally set and assessed activity
Guided learning hours (GLH):	14
Total qualification time (TQT):	20

Qualification overview and objective

The objective of the qualification is to support a role in the workplace as a risk assessor. This qualification is designed for learners with a responsibility to conduct risk assessments at low risk premises. It covers the principles of risk assessment, the relationship between hazard and risk and requires learners use the knowledge learned on the course by undertaking a risk assessment. Therefore, laying a foundation for further development as a risk assessor.

Entry requirements

To register for this qualification, learners are required to be 16 years of age or above.

Guidance on delivery

The total qualification time for this qualification is 20 hours and of this 14 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.

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

This qualification is assessed in two parts:

Part 1: 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 **30 questions** that must be completed within **60 minutes**. Successful learners must achieve a score of at least 20 out of 30. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

Part 2: Centre-set and marked assessment

Learners are expected to undertake a risk assessment, which will be internally set and assessed by the centre and externally moderated by Highfield. The risk assessment activity is an opportunity for learners to fully understand and demonstrate the risk assessment process. Learners must follow the 5-step process to risk assessment.

The risk assessment activity should be submitted to Highfield with the examination paperwork for results to be more efficiently processed. Where centres allow learners to complete the risk assessment after the examination has taken place, all examination paperwork **must** be stored safely and securely until all assessment documentation has been returned and is ready to submit to Highfield.

Assessment Pack:

Learners may use the example forms provided by Highfield within the Assessment Pack which is available to download from the Highfield website. These suggested forms are not mandatory, with the exception of Form 1: *Risk Assessment Cover Sheet* which **must be used**. Guidance on alternative, acceptable documentation can be found with the Tutor Assessment Guidance Pack available to download from the Highfield website. Alternative paperwork should be approved by Highfield before centres start to use it.

Tutor Assessment Guidance Pack:

For full guidance on the risk assessment activity, please refer to the Tutor Assessment Guidance Pack. Guidance on external moderation procedures for this activity is also found within this document.

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

Highfield Qualifications 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/Assessor requirements

Highfield Qualifications recommend nominated tutors/assessors for this qualification meet the following:

- hold a relevant subject area qualification or have experience, which could include any of the following:
 - Highfield Level 4 Award in Health and Safety within the Workplace (RQF) or equivalent;
 - NEBOSH National General Certificate in Occupational Safety and Health or above;
 - HNC/D in a related subject;
 - Proof of at least 30 hours delivery of risk assessment content

- hold a recognised teaching qualification or have experience, 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 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 Highfield Qualifications' Core Manual.

Progression opportunities

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

- Highfield Level 3 Award in Health and Safety in the Workplace (RQF)
 - Highfield Level 4 Award in Health and Safety in the Workplace (RQF)
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Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
 - www.highfield.co.uk (Highfield Products)
 - 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 Risk Assessment Handbook, Baugh, C. Highfield Products
 - Level 2 and Level 3 Risk Assessment Presentation, Baugh, C. Highfield Products
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Appendix 1: Qualification structure

To complete the **Highfield Level 3 Award in Risk Assessment (RQF)**, learners must complete the 1 mandatory unit below:

Unit reference	Unit title	Level	GLH	Credit
F/502/8528	The Principles of Practice of Risk Assessment	3	14	2

Appendix 2: Qualification content

Unit 1: The Principles of Practice of Risk Assessment

Unit number: F/502/8528

Credit: 2

GLH: 14

Level: 3

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1 Understand the importance of health and safety in the workplace</p>	<p>1.1 Outline the main causes of work-related accidents and ill health.</p> <p>1.2 List the main costs of work-related accidents and ill health to employers, employees and society.</p> <p>1.3 Outline the duties and responsibilities of employers, employees and others with respect to workplace health and safety.</p> <p>1.4 Describe the provisions for risk assessment contained in key legislation.</p> <p>1.5 Outline how workplace health and safety legislation is enforced and the penalties for non-compliance</p>
<p>2 Understand the principles involved in risk assessment</p>	<p>2.1 Describe what is meant by the term ‘risk assessment’.</p> <p>2.2 Describe the necessary competencies of a risk assessor.</p> <p>2.3 State sources of advice and information for carrying out workplace risk assessments</p> <p>2.4 Describe the stages involved in a typical risk assessment.</p> <p>2.5 State the requirements for recording, monitoring, reviewing and revising workplace risk assessments</p>
<p>3 Understand the relationship between hazard and risk as part of an accident and ill health prevention strategy</p>	<p>3.1 Describe how accident and ill health records can be used to target hazards and control the level of risk.</p> <p>3.2 Describe how occupational, environmental and human factors affect the level of risk from hazards at work.</p> <p>3.3 Identify a range of work-related health and safety hazards in various work environments</p> <p>3.4 Outline who may be at risk from work related hazards</p>
<p>4 Apply the hierarchy of controls to control risk to an acceptable level.</p>	<p>4.1 Identify a range of control measures for different workplace hazards.</p> <p>4.2 Determine if control measures currently in place are suitable and sufficient in terms of the risk control hierarchy to:</p> <ul style="list-style-type: none"> • prevent exposure to hazards altogether • reduce the health or safety related consequences should exposure to hazards occur • effectively control an emergency situation relating to health and safety hazards

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>5 Apply knowledge of the risk assessment process in a workplace</p>	<p>5.1 Undertake a risk assessment and use their findings to demonstrate the ability to:</p> <ul style="list-style-type: none"> • collect information on the workplace and hazards that may be relevant there • analyse the current level of risk and who may be exposed • determine suitable recommendations • record and communicate findings effectively

Additional assessment Guidance
<p>LO1 Understand the importance of health and safety in the workplace</p> <p>1.1 Outline the main causes of work-related accidents and ill health</p> <ul style="list-style-type: none"> • Main causes of fatal and non-fatal injuries <ul style="list-style-type: none"> ○ Manual handling ○ Slip, trip and fall ○ Fall from height ○ Struck/hit by moving object ○ Contact with machinery • Main causes of ill health <ul style="list-style-type: none"> ○ Stress ○ Musculoskeletal disorders ○ Respiratory diseases ○ Deafness ○ Skin diseases <p>1.2 List the main costs of work-related accidents and ill health to employers, employees and society.</p> <ul style="list-style-type: none"> • Economic • Legal or duties • Moral <p>1.3 Outline the duties and responsibilities of employers, employees and others with respect to workplace health and safety.</p> <ul style="list-style-type: none"> • Employers duties: <ul style="list-style-type: none"> ○ Provide; ○ information, instruction, training and supervision ○ a safe place of work, access and egress ○ safe systems of work and safe plant ○ a safe working environment ○ adequate welfare facilities ○ PPE and equipment which is safe and fit for purpose

- Employees duties:
 - Take reasonable care of themselves and others
 - Cooperate with their employer and others
 - Not to misuse or interfere with anything provide for health and safety
 - Use equipment correctly
 - Report any hazards, accidents, near misses and diseases
 - Report any shortcomings in health and safety

1.4 Describe the provisions for risk assessment contained in key legislation.

- Requirement to risk assess in regulations:
 - Management of Health and Safety at Work
 - Control of Substances Hazardous to Health
 - Manual Handling
 - Noise
 - Personal Protective Equipment
 - Display Screen Equipment
- Whose risk should be assessed
 - Employees
 - Contractors
 - Visitors
 - Members of the public
 - Lone workers
 - Trespassers
 - Young persons
 - New or expectant mothers
- When to record and review
 - When 5 or more are employed

1.5 Outline how workplace health and safety legislation is enforced and the penalties for non-compliance

- Awareness of the enforcing authorities (i.e. HSE and Local Authority) roles and powers
- Types of notices issued
- Sentencing guidelines

Appendix 3: Sample assessment material

Sample questions:

Multiple-choice

- 1 When using a ladder you notice a defect. What should you do?
 - a) Report the defect when an enforcement officer visits the site
 - b) Repair the defect
 - c) Report the defect immediately
 - d) Finish the job before reporting the defect

- 2 Using low voltage tools in the workplace will help to reduce the likelihood of:
 - a) vibration white finger
 - b) crush injuries
 - c) electrocution
 - d) hearing loss

- 3 Which of the following is most likely to cause work related ill health?
 - a) Dermatitis
 - b) Respiratory disease
 - c) Musculoskeletal disorders
 - d) Cancer

Centres are recommended to read the **Tutor and Assessor Support Pack** which is available to download from the Highfield Qualifications website. This outlines in detail the requirements of all aspects of the internally set and assessed activity.

Highfield have created an assessment pack to use for the internally set and assessed risk assessment activity. This is also available to download from the Highfield Qualifications website.

Form 3 - Risk Assessment Form
Please include a risk matrix and explanation if version provided by Highfield is not utilised.

1) Hazard and how it can cause harm	2) The specific persons who may be harmed	3) Record of all existing controls that are in place	4) Assessment of risk with the existing controls in place	5) Additional action / control measures required and comments <i>(link to action plan)</i>	6) Assessment of risk with the additional action / control measures introduced