



**Highfield**

Qualifications®

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## Qualification Specification

### Highfield Level 3 Award in Health and Safety in the Workplace (RQF)

Qualification Number: 600/0645/6

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## Highfield Level 3 Award in Health and Safety in 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

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### Qualification regulation and support

The Highfield Level 3 Award in Health and Safety in 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.

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### Key facts

<b>Qualification Number:</b>	600/0645/6
<b>Learning Aim Reference:</b>	60006456
<b>Credit Value:</b>	3
<b>Assessment Method:</b>	Multiple Choice Question Examination
<b>Guided Learning Hours (GLH):</b>	21
<b>Total Qualification Time (TQT):</b>	30

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### Qualification overview and objective

The objective of the qualification is to support a role in the workplace and is intended for learners already working in the capacity of supervisor, manager, team leaders or those who are preparing to start work at this level and gives them the knowledge of health and safety.

The qualification provides learners with an understanding of: the requirements of health, safety and welfare; the benefits of a health and safety management system; the risks and control methods for common workplace hazards; the principles of risk assessment and incident investigation.

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### Entry requirements

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

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### Guidance on delivery

The total qualification time for this qualification is 30 hours and of this 21 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.

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## Guidance on assessment

This qualification is assessed by a multiple-choice question 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 **60 questions** that must be completed within **120 minutes**.

Successful learners must achieve a score of at least **40 out of 60**. Learners will achieve a Merit at **50 out 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.

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## 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.

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## 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 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;
  
- 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 and/or 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 the Highfield Qualifications Core Manual.**

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## Progression opportunities

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

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

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
  - [www.highfield.co.uk](http://www.highfield.co.uk) (Highfield Products)
  - [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.

- A Question of Health & Safety (Level 3), Wordsworth, M. Highfield International
  - Health and Safety for supervisors and managers. Fisher, I. Highfield International
  - Level 3 Health & Safety E-learning, Highfield International
  - Intermediate Health and Safety Training Presentation, Trasler, K. Wordsworth, M. Highfield International
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## Appendix 1: Qualification structure

To complete the **Highfield Level 3 Award in Health and Safety in the Workplace (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	Credit
K/602/1647	Health and Safety in the Workplace	3	3

## Appendix 2: All Units

**Unit:** Health and Safety within the Workplace  
**Unit number:** K/602/1647  
**Credit:** 3  
**GLH:** 21  
**Level:** 3

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the requirements for health, safety and welfare in the workplace	1.1 Outline the main legal framework and laws relating to health and safety at work 1.2 Outline the welfare provisions that should be made by the employer 1.3 Describe the sources and nature of information that demonstrate compliance and best practice with health and safety requirements 1.4 Outline ways that health and safety information can be communicated 1.5 Define the terms 'incident', 'accident' and 'occupational ill health' 1.6 Describe the main causes of injuries and ill health at work
2. Understand the benefits of using a safety management system	2.1 Outline the costs associated with accidents and ill health 2.2 Summarise the typical elements of a safety management system 2.3 Outline the benefits of using a safety management system
3. Understand the principles of risk assessment	3.1 Outline the benefits of assessing and controlling risks at work 3.2 Describe the different types of risk assessment that can be used 3.3 State where specific risk assessments may be required 3.4 State the steps to be taken to complete a simple risk assessment
4. Understand the risks and control methods for common workplace hazards	4.1 Explain how the risks from different hazards may be affected by occupational, environmental, human and organisational factors 4.2 Explain how injuries, ill health and other damage may result following exposure to common workplace hazards 4.3 Identify suitable risk control measures using the principles of the hierarchy of control

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
5. Understand how to manage the effects of accidents and incidents	5.1 Describe the actions that need to be taken following an accident or incident in the workplace 5.2 Describe how simple accident investigation techniques can reveal immediate and root causes

**Additional assessment guidance**

**LO1: Understand the requirements for health, safety and welfare in the workplace**

- The main legal framework and laws relating to health and safety at work
  - Common and civil law
  - Criminal law
  - Acts of Parliament
  - Regulations
  - European law
  - The Health and Safety at Work etc. Act 1974
  - The term ‘so far as is reasonably practicable’
  - Enforcement, notices and penalties
  
- The welfare provisions that should be made by the employer
  - Workplace (Health, Safety and Welfare) Regulations 1992
  - Duties of employees and employers
  - Provide a healthy and safe place to work
    - Ventilation
    - Temperature
    - Lighting
    - Noise
    - Room space
  - Provide safe plant and equipment
  - Safe systems of work
  - Safe handling, storage and transport of articles and substances
  - Information, instruction, training and supervision
  - Safe access and egress and traffic routes
  - Adequate welfare facilities, such as number of toilets and providing drinking water
  - First aid
  
- The sources and nature of information
  - HSE website
  - HSE Approved codes of practice (ACOPs)
  - HSE statistics
  - Internal documentation including Accident/Incident records
  
- Ways that health and safety information can be communicated
  - Safety signs – types, shapes and colours
  - Toolbox talks
  - Team meetings or briefings
  - Representatives of employee safety
  - Safety representatives/committees



- Trade unions
- Company newsletters
- Emails
- Posters and notices
- Verbal communication
- Safe systems of work
- Risk assessments
- Safety tours
- Induction
- Training
- Define the terms
  - Incident and near miss
  - accident
  - occupational ill health
- The main causes of injuries and ill health at work (availability of HSE statistics)
  - Slips, trips and falls
  - Manual handling
  - Falls from height
  - Workplace vehicles
  - Stress

**LO2: Understand the benefits of using a safety management system**

- The costs associated with accidents and ill health
  - Costs of poor health and safety standards
  - Moral, financial and legal aspects
- The typical elements of a safety management system
  - The Management of Health and Safety at Work Regulations 1999
  - HSG65: Plan, Do, Check, Act
  - Health and safety policies
  - Emergency arrangements
  - Training and competence in the workplace
  - Competent persons
  - Proactive/reactive measuring and monitoring
- The benefits of using a safety management system
  - Benefits of good health and safety standards
  - Legal compliance
  - Reducing risks and controlling hazards
  - Promoting a positive health and safety culture

**LO3: Understand the principles of risk assessment**

- The benefits of assessing and controlling risks at work
  - Identifies hazards and creates awareness
  - Puts in place control measures to protect employees
  - Prioritises highest risks for action first
  - Provides information, instruction and training for employees
  - Proactive and reactive strategies
- Health and safety inspections

- Health and safety audits
- Health surveillance
- Reviewing accident/incident records
- The different types of risk assessment that can be used
  - Qualitative risk assessment
  - Quantitative risk assessment
  - Dynamic
- Where specific risk assessments may be required
  - Young persons
  - Lone workers
  - New of expectant workers
  - General risk assessment
  - Control of Substances Hazardous to Health (COSHH)
  - Manual handling
  - Fire
  - Display Screen Equipment (DSE)
- The steps to be taken to complete a simple risk assessment
  - The 5-step process for risk assessment
  - Employee consultation
  - Risk evaluation methods

**LO4: Understand the risks and control methods for common workplace hazards**

- How the risks from different hazards may be affected by occupational, environmental, human and organisational factors
  - Examples of hazards for:
    - Human factors
    - Environmental factors
    - Occupational factors
    - Organisational factors
  - Control measures for each factor
- How injuries, ill health and other damage may result following exposure to common workplace hazards
  - How the hazards can realise their potential in the workplace
  - Identifying what harm can occur from workplace hazards:
- Manual handling
- Slips, trips and falls
- Working at height
- Noise
- Machinery
- Vehicles
- Fire
- Electricity
- Hazardous substances (including Asbestos)
- Stress
- Workplace violence
- The workplace (temperature, design, housekeeping, lighting, ventilation, doors and windows)
- Workstation and task design
- Suitable risk control measures using the principles of the hierarchy of control

- The process of determining suitable risk control measures:
  - eliminate the task if practicable
  - substituting harmful substances
  - engineering controls
  - administration controls
    - safe systems of work
    - safety signs
    - Isolation
    - reduce time exposure
    - supervision
    - training
  - Personal Protective Equipment (PPE)
- Examples of risk controls for common workplace hazards:
  - Design and layout
  - Good housekeeping
  - Machine guards
  - Barriers and enclosures
  - Fire prevention, detection and extinguishing
  - Electrical safety devices
  - Personal Protective Equipment (PPE)
- Maintenance of workplace and equipment
  - PUWER
  - LOLER
- Provide safe plant and equipment
- Safe systems of work
- Safe handling, storage and transport of articles and substances
- Information, instruction, training and supervision
- Safe access and egress and traffic routes

**LO5: Understand how to manage the effects of accidents and incidents**

- The actions that need to be taken following an accident or incident in the workplace
  - Reporting of accidents/incidents, including near misses
  - Recording in the accident book/log
  - Legal requirement to investigate an accident
  - RIDDOR requirements
  - Information required to conduct accident investigation
    - Type
    - Severity
    - Frequency
    - Details of who and what involved
  - Take remedial action
- How simple accident investigation techniques can reveal immediate and root causes
  - Accident triangle
  - Sequence of events/conditions
  - Establish what happened and why
  - Team approach or conducted by impartial/unbiased personnel

## 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