

A Learner's guide to the
**QNUK Level 2 Award in
Health and Safety in the Workplace
(RQF)**

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Introduction

This qualification specification outlines key information required by learners to ensure they are able to make an informed decision related to the QNUK Level 2 Award in Health and Safety in the Workplace (RQF)

Qualification purpose

This qualification is aimed at employees or those re-entering employment, where an all-round understanding of health and safety principles is important.

Qualification objective

This is a qualification that indicates an individual can undertake a specific role in the workplace and that may be relied upon by employers.

Qualification structure

Qualification accreditation number	600/4261/8
Qualification level	2
Guided learning hours (GLH)	6
Total Qualification Time (TQT)	6
Credit value	1
Validity	It is recommended that this qualification is refreshed every 3 years

Pre-requisites

The recommended minimum age to undertake this qualification is 14 years.

Due to the language of the assessment, it is recommended that learners have sufficient command of the English language in order to understand the assessment and to undertake the recommended assessment methods.

There are no other pre-requisites for this qualification.

Delivery requirements

This qualification is typically delivered in a face-to-face format over a one-day period for new learners.

Learners should complete the qualification within 3 weeks.

Trainer to learner ratio

The maximum trainer to learner ratio for this qualification is 1:20, however, a preferred maximum of 16 is recommended.

Optional and additional units

This qualification is not linked to any other qualifications.

Blended learning

Blended learning is acceptable for this qualification. Blended learning options will include suitable controls to ensure learners undertake all elements.

All assessments must be taken live with the physical presence of an invigilator.

Units of assessment

This qualification is made up of one mandatory unit

Unit one title	Health and Safety in the Workplace
Unit one reference number	H/601/9699
Level	2
Credit	1
Guided learning hours	6
Status	Mandatory

Details on the knowledge, skill and understanding which will be assessed can be found in Appendix 1 and 2 of this document.

Assessment methods

Learners are assessed for this qualification using the following method:

- Multiple Choice Examination

Multiple-Choice Examination

Each learner will be assessed for this qualification by the completion of a multiple-choice question paper.

Example questions can be found in Appendix 3 of this document

Method	Multiple Choice Examination
Language of assessment	English
Grading	Pass/Fail
Pass mark	70% (21/30)
Duration	30 minutes

Reasonable adjustments

The prescribed assessment methods for this qualification should not unfairly disadvantage learners, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you, please contact your centre to discuss reasonable adjustment.

Results

Once you have completed your assessment, the centre is required to submit their results to Qualifications Network for moderation within 10 working days of the date of assessment. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving those results. Results and/or certificates will then be forwarded to learners by the Centre. Learners should expect to receive all results within 20 working days of the date they take the assessment. If they have not received them within 25 working days, they should contact their centre in the first instance.

Progression routes

Learners undertaking this qualification may wish to progress into other health and safety or risk assessment related qualifications, including the:

- QNUK Level 2 Award in Principles of Workplace Risk Assessment (RQF)
- QNUK Level 3 Award in Health and safety in the Workplace (RQF)

Acceptable forms of I.D.

The list below outlines acceptable forms of identification for learners undertaking a regulated qualification with Qualifications Network.

Ideally, learners should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Birth certificate
- Marriage/civil partnership certificate
- Bank or building society statement or official letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

Appendix 1 Learning Outcomes and Assessment criteria

Unit 1 Health and Safety in the Workplace

The follow details the Learning Outcomes for this qualification and the assessment criteria referred to within the assessment and used to determine if a learner has met a learning outcome. Further details of how learning outcomes and assessment criteria are covered is included in Appendix 2 Unit 1 Indicative Content.

Assessment
Method

MCQ

1	Understand roles and responsibilities for health, safety and welfare in the workplace, in relation to:		
	1.1	employers and employee’s duties relating to health, safety and welfare at work	✓
	1.2	the consequences for non-compliance with health and safety legislation	✓
	1.3	the requirements for training and competence in the workplace	✓
	1.4	the ways in which health and safety information can be communicated	✓
2	Understand how risk assessments contribute to health and safety, in relation to:		
	2.1	the terms ‘hazard’ and ‘risk’	✓
	2.2	the process for carrying out a risk assessment	✓
	2.3	how risk assessment can be used to reduce accidents and ill health at work	✓
3	Understand how to identify and control the risks from common workplace hazards, in relation to:		
	3.1	the hazards that may be found in a range of workplaces	✓
	3.2	how hazards can cause harm or damage to people, work processes, the workplace and the environment	✓
	3.3	the principle of the risk control hierarchy	✓
	3.4	examples of risk controls for common workplace hazards	✓
4	Know the procedures for responding to accidents and incidents in the workplace, in relation to:		
	4.1	the common causes of workplace accidents and ill health	✓
	4.2	the actions that might need to be taken following an incident in the workplace	✓
	4.3	the arrangements that should be in place in a workplace for emergencies and first aid	✓
	4.4	why it is important to record all incidents, accidents and ill health	✓

Appendix 2 Indicative content

1.1 Employers and employee’s duties relating to health, safety and welfare at work

Employers responsibility; include providing a healthy and safe environment for employees and others. Ensure a risk assessment is undertaken and the findings of that assessment shared with employees in the form of training and information.

Employees responsibilities include protecting the safety of themselves and those affected by their acts of omissions. To co-operate with their employer and to highlight any concerns.

1.2 The consequences for non-compliance with health and safety legislation

Health and safety inspector’s powers, difference between information and advice, improvement notices and prohibition notices. Level of fines and sentencing.

1.3 The requirements for training and competence in the workplace

Requirement for training on induction and refresher training. Elements that define competence. Need for competence advice.

1.4 The ways in which health and safety information can be communicated

Safety signs and signals, information posters, health and safety law poster, Staff meetings agenda items, safety reps, safety committees, training videos, webinars, staff training, toolbox talks.

2.1 The terms ‘hazard’ and ‘risk’

Define each of the terms.

2.2. The process for carrying out a risk assessment

5 steps as outlined <http://www.hse.gov.uk/pubns/indg163.pdf>

2.3 How risk assessment can be used to reduce accidents and ill health at work

Help to identify possible causes of accidents and the controls required and the training and information that can be provided to reduce the risk of injury and ill-health.

3.1 The hazards that may be found in a range of workplaces

Hazards include: Asbestos, display screen equipment, hazardous substances, mental health, Noise, electricity, Fire, The workplace, Work at heights, work equipment, workplace transport, workplace violence, vibration,

3.2 How hazards can cause harm or damage to people, work processes, the workplace and the environment

How the hazards above cause typical harm as outlined in HSE guidance and accident statistics.

3.3 The principle of the risk control hierarchy

The hierarchy of control <http://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf> and linking this to “reasonably practicable”

3.4 Examples of risk controls for common workplace hazards

Common controls for the above hazards as outlined in HSE guidance and information sheets.

4.1 The common causes of workplace accidents and ill health

As per HSE statistics, to include over 7-day injury, fatalities, ill health

4.2 The actions that might need to be taken following an incident in the workplace

Completion of accident/incident reports forms, accident investigation, RIDDOR reports, review risk assessment.

4.3 The arrangements that should be in place in a workplace for emergencies and first aid

Emergencies include fire, structural collapse, explosion. Aims of first aid and contents of a first aid container.

4.4 Why it is important to record all incidents, accidents and ill health

Insurance, defending civil and criminal claims, contribution towards risk assessment and health and safety training

Appendix 3 Specimen assessment material

1 Which of the following is one of the three elements of the fire triangle?

- A Fuel
- B Metal
- C Water
- D Powder

2 Which of the following statements is true? A fire exit:

- A normally opens in the direction being travelled
- B holds smoke and fire back for at least 30 minutes
- C should be kept locked shut
- D is recognised by a red and white sign above the door

3 Which of the following best describes a warning sign?

- A A red circle with a line through it
- B A yellow triangle with a black symbol
- C A blue circle with a white symbol
- D A green rectangle with white symbols