

Qualification Specification

QNUK Level 1 Award in Health and Safety in the Workplace (RQF)

601/6566/2

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

| | |
|-------------------------|------------------------|
| Document owner | Qualifications Manager |
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| Version | 3 |
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4. Qualification Objective

This qualification develops a basic understanding of Health and Safety in the workplace and is ideal for those individuals entering the workplace for the first time or those returning to work after a lengthy absence. This qualification will prepare learners for employment or could prepare learners to progress to a qualification in the same subject area at a higher level.

5. Geographical Coverage of this Qualification

This qualification is available in England, Wales and Northern Ireland.

6. Benefit for Learners

This qualification will develop understanding for Health and Safety in the workplace, including the importance of risk assessments. The knowledge and understanding developed is transferable across any industry and sector.

7. Progression

Learners could progress to:

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

8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

9. Complementary Courses

This qualification will complement any relevant occupational qualification, providing the learner with additional knowledge and understanding to enhance their employability.

10. Qualification Information

| | |
|--------------------------------|--|
| Qualification Number (QN) | 601/6566/2 |
| Learning Aim | 60165662 |
| Total Qualification Time (TQT) | 4 |
| Guided Learning Hours (GLH) | 4 |
| Credit value | 1 |
| Level | 1 |
| Validity | 3 years |
| Assessment | Multiple Choice Examination |
| Achieving the qualification | Learners must achieve the mandatory unit |

11. Qualification Structure

| Unit No. | Unit Title | Level | Credit | GLH |
|------------------------|--|-------|--------|-----|
| Mandatory units | | | | |
| R/504/4040 | Understanding Health and Safety in the Workplace | 1 | 1 | 4 |

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

12. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 14 years and over to take this qualification.

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

There are no other pre-requisites for this qualification.

13. Delivery

This qualification is delivered in a face-to-face setting over a half-day period. Learners should complete the qualification within 3 weeks.

13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

13.2. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements.

13.3. Trainer to Learner Ratio

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

14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Hold a Level 3 or 4 Award in Health and Safety in the Workplace (QCF/RQF) or similar; or
2. Hold a NEBOSH General Certificate; or
3. Hold a Level 3 Certificate in Occupational Health and Safety (QCF/RQF); or
4. Hold an IOSH Managing safely certificate
5. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS
 - c. PTLLS
 - d. Further and Adult Education Teacher's Certificate
 - e. IHCD Instructional Methods
 - f. IHCD Instructor Certificate
 - g. S/NVQ level 3 in training and development
 - h. S/NVQ level 4 in training and development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998

- k. Nursing mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
 - p. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development
 - q. Training Group A22, B22, C21, C23, C24
 - r. SQA Accredited Planning and Delivering Learning Sessions to Groups
6. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal quality assurance requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification **internally** must:

1. Have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. Meet the delivery staff requirements for this qualification:
3. Hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF);
or
 - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or
 - d. D34 Internally verify the assessment process; and
4. Show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

15. Assessment Requirements

Learners are assessed for this qualification through:

15.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

| | |
|------------------------|-------------|
| Language of assessment | English |
| Duration | 30 minutes |
| Pass mark | 70% (11/15) |
| Grading | Pass/Fail |

Example MCQs are included at Appendix 2.

16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

17. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

18. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Understanding Health and Safety in the Workplace (R/504/4040)

Unit Summary

This unit develops understanding of the importance of Health and Safety in the workplace. Learners will understand the scope of hazards and risks in the workplace and the range of workplace conditions that can affect Health and Safety. The requirements for workplace procedures are also covered in this unit.

| 1. The learner will: Understand the importance of Health and Safety in the workplace | | |
|--|--|-------------------|
| Assessment Guidance | | Types of Evidence |
| 1.1 | State what is meant by Health and Safety at work | MCQ |
| 1.2 | Define key terms used in Health and Safety | MCQ |
| 1.3 | State the main legal responsibilities of employers and employees with respect to Health, Safety and Welfare in the workplace | MCQ |

| 2. The learner will: Understand the scope of hazards and risks in the workplace | | |
|---|---|-------------------|
| Assessment Guidance | | Types of Evidence |
| 2.1 | Identify common hazards and risks with reference to: <ul style="list-style-type: none"> • Slips, trips and falls • Working at heights • Manual handling • Hazardous substances • Machinery and vehicles • Electricity • Fire • Stress | MCQ |

| 3. The learner will: Understand the range of workplace conditions that can affect Health and Safety | | |
|---|---|-------------------|
| Assessment Guidance | | Types of Evidence |
| 3.1 | Outline the benefits of maintaining a tidy, well organised workplace | MCQ |
| 3.2 | State the importance of maintaining suitable environmental conditions | MCQ |
| 3.3 | Outline the welfare facilities that should be provided | MCQ |
| 3.4 | Identify the different classes of Health and Safety signage | MCQ |

| 4. The learner will: Understand the requirements for workplace procedures | | |
|---|--|-------------------|
| Assessment Guidance | | Types of Evidence |
| 4.1 | Explain the need for reporting accidents, ill health, dangerous events and near misses | MCQ |
| 4.2 | Outline First Aid provision requirements in the workplace | MCQ |

| | | |
|------------|--|-----|
| 4.3 | Identify the types and uses of personal protective equipment | MCQ |
| 4.4 | Outline the importance of personal hygiene | MCQ |

| Rationale for level | | | |
|---------------------|-------|----------|----------|
| | Level | Emphasis | Comments |
| Knowledge | 1 | Good | |
| Skills | N/A | N/A | |
| Overall | 1 | | |

| Rationale for TUT and credit | | | |
|------------------------------|-------|----------|---|
| | Hours | Comments | |
| Guided learning | 4 | | |
| Directed study | N/A | | |
| Independent study | N/A | | |
| Non invigilated assessment | N/A | | |
| TQT: | 4 | Credit: | 1 |

| What needs to be learnt? | |
|--------------------------|--|
| Unit 1 | |
| 1.1 | The definitions of the terms 'health', 'safety' and 'at work' and the purpose of managing Health and Safety |
| 1.2 | The key terms used in Health and Safety including hazard, risk, control measures. |
| 1.3 | The facts with respect to Health, Safety and Welfare in the workplace as outlined in the Health and Safety at Work Act 1974. |

| | |
|-----|--|
| 2.1 | <p>Factors that can cause risks and hazards including;</p> <ul style="list-style-type: none"> • wet floors, spillages, failing to clear up; controls include suitable flooring, procedures for identifying hazards and dealing with them, use of signage. • risk of falls and falling equipment; controls include minimal use of ladders as a place of work, use of harnesses and suitable surfaces. • hazards related to incorrect lifting technique, controls related to distributing the load, use of mechanical aids or automation. • identification of common COSHH hazard symbols; controls include a safe storage, importance of COSHH data sheets. • contact, ejection, entrapment and entanglement; controls include common simple guards, training, maintenance, appropriate clothing. • risk of contact or fire. Use of fuses and RCDs. Regular maintenance and testing. • common fire hazards include arson, smoking and electrical hazards; controls include keeping fuels away from sources of ignition, good housekeeping, maintenance and testing of electricity. • poor work conditions, poor management controls include talking, healthy lifestyle. |
| 3.1 | <p>The benefits of a tidy, well organised workplace including reduced likelihood of slips, trips and falls; reduced likelihood of stress; more productive and happier workforce; safe access and egress.</p> |
| 3.2 | <p>The importance of reducing risks associated with poor lighting, noise, inhalation of fumes and temperature.</p> |
| 3.3 | <p>The benefits of the provision of drinking water; area to take a break; facilities to make a hot drink.</p> |
| 3.4 | <p>The different classes of Health and Safety signage including mandatory, warning, safe condition and prohibition; recognition and understanding of each classification.</p> |
| 4.1 | <p>The importance of reporting accidents, ill health, dangerous events and near misses including requirement of the First Aid regulations and RIDDOR regulations; contributes to risk assessment, training and safer systems of work.</p> |
| 4.2 | <p>The facts surrounding First Aid provision requirements in the workplace including aims of First Aid; First Aid personnel requirements; contents of a standard workplace First Aid container; need for First Aid information and consideration for a First Aid room.</p> |
| 4.3 | <p>The importance of knowing when to use hard hats, hearing defenders, gloves, appropriate footwear, clothing protection.</p> |
| 4.4 | <p>The importance of reducing the risk of spreading infections; reducing the risk of ingesting poisons; when to wash hands and when to use common items of PPE.</p> |

Appendix 2: Specimen Assessment Material

1. Which of the following items should be found in a First Aid container?

- A Glucose tablets
- B Cling film
- C Syringe
- D Adhesive plasters

2. Bob is working on a scaffold. What is the most likely hazard to those walking on the pavement below the scaffold?

- A Falling from height
- B Objects falling from the scaffold
- C Stress
- D Inhalation of fumes

3. Which of the following should an employer provide to employees?

- A Car parking
- B Free gym membership
- C Drinking water
- D Half price Personal Protective Equipment