

Qualification Specification

QNUK Level 2 Award in Health and Safety in the Workplace (RQF)

600/4261/8

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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.

Head Office:

Qualifications Network
First Floor Offices
86A Lancaster Road
Enfield
Middlesex
EN2 0BX

Email: centres@qnuk.org
Tel: 020 3795 0559

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
Date last updated	09/02/2021
Next review	09/02/2022
Status	Approved
Version	3
Document control number	QS L2HSW

4. Qualification Objective

This qualification aims to develop an understanding of the principles of Health and Safety in the workplace. It is ideal for employees, or those re-entering employment, where an all-round understanding of health and safety principles is important. This qualification would support a role in the workplace.

5. Geographical Coverage of this Qualification

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

6. Benefit for Learners

This qualification will provide learners with the understanding of principles of Health and Safety to support their role in the workplace.

7. Progression

Learners undertaking this qualification may wish to progress onto 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)

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 course, providing the learner with an additional knowledge and understanding enhancing their employability.

10. Qualification Information

Qualification Number (QN)	600/4261/8
Learning Aim	60042618
Total Qualification Time (TQT)	6
Guided Learning Hours (GLH)	6
Credit value	1
Level	2
Validity	It is recommended that the qualification is refreshed every 3 years
Assessment	Invigilated MCQ paper
Achieving the qualification	Learners must achieve the mandatory unit

11. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
Mandatory units				
H/601/9699	Health and Safety in the Workplace	2	1	6

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. However, learners should be able to work at level 1 and above.

13. Delivery

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.

13.1. Venue Requirements

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

13.2. Equipment Requirements

Centres are advised to consider and utilise the range of Health and Safety related equipment that learners may encounter in their work.

13.3. Blended Learning

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

13.4. 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	45 minutes
Pass mark	70% (21/30)
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 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.

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 Health and Safety in the Workplace (H/601/9699)

Unit Summary

This unit develops understanding of the roles and responsibilities for Health, Safety and Welfare in the workplace. Learners will understand how risk assessments contribute to Health and Safety and how to identify and control the risks from common workplace hazards. The procedures for responding to accidents and incidence in the workplace are also covered.

1. The learner will: Understand roles and responsibilities for Health, Safety and Welfare in the workplace		
Assessment Guidance		Types of Evidence
1.1	Outline employers and employee's duties relating to Health, Safety and Welfare at work	MCQ
1.2	Outline the consequences for non-compliance with Health and Safety legislation	MCQ
1.3	Outline the requirements for training and competence in the workplace	MCQ
1.4	Outline the ways in which Health and Safety information can be communicated	MCQ

2. The learner will: Understand how risk assessments contribute to Health and Safety		
Assessment Guidance		Types of Evidence
2.1	Define the terms 'hazard' and 'risk' including: hazard and risk	MCQ
2.2	Outline the process for carrying out a risk assessment	MCQ
2.3	Describe how risk assessment can be used to reduce accidents and ill health at work	MCQ

3. The learner will: Understand how to identify and control the risks from common workplace hazards		
Assessment Guidance		Types of Evidence
3.1	Describe the hazards that may be found in a range of workplaces	MCQ
3.2	Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment	MCQ
3.3	Describe the principle of the risk control hierarchy	MCQ
3.4	List examples of risk controls for common workplace hazards	MCQ

4. The learner will: Know the procedures for responding to accidents and incidents in the workplace		
Assessment Guidance		Types of Evidence
4.1	State the common causes of workplace accidents and ill health	MCQ
4.2	Identify the actions that might need to be taken following an incident in the workplace	MCQ

4.3	List the arrangements that should be in place in a workplace for emergencies and First Aid	MCQ
4.4	Outline why it is important to record all incidents, accidents and ill health	MCQ

Rationale for level			
	Level	Emphasis	Comments
Knowledge	2	Strong	
Skills	N/A		
Overall	2		

Rationale for TUT and credit			
	Hours	Comments	
Guided learning	6		
Directed study	N/A		
Independent study	N/A		
Non invigilated assessment	N/A		
TQT:	6	Credit:	1

What needs to be learnt?	
Unit 1	
1.1	The importance of Safety and Welfare at work including: <ul style="list-style-type: none"> employers' responsibilities of 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 and employees' responsibilities of protecting the safety of themselves and those affected by their acts or omissions; to co-operate with their employer and to highlight any concerns.
1.2	The importance of non-compliance with Health and Safety legislation including the Health and Safety inspector's powers; difference between information and advice; improvement notices; prohibition notices; level of fines and sentencing.
1.3	The requirements of induction training; refresher training; elements that define competence; need for competence advice.
1.4	Measures that can reduce risks including safety signs and signals; information posters; Health and Safety law poster; staff meetings agenda items; safety representatives; safety committees; training videos; webinars; staff training; toolbox talks.
2.1	What is meant by 'hazard' and 'risk' including: <ul style="list-style-type: none"> hazards - something with the potential to cause harm risks - the likelihood of harm being realised.
2.2	The process for carrying out a risk assessment including the 5 steps as outlined http://www.hse.gov.uk/pubns/indg163.pdf

2.3	The benefits of risk assessments at work including help to identify possible causes of accidents; the controls required; the training and information that can be provided to reduce the risk of injury and ill-health.
3.1	Different work hazards including asbestos; display screen equipment; hazardous substances; mental health; noise; electricity; fire; the workplace; working at heights; work equipment; workplace transport; workplace violence; vibration.
3.2	The effects of hazards to people in the workplace including how the hazards noted in AC3.1 cause typical harm as outlined in HSE guidance and accident statistics.
3.3	The importance of 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	Typical risk controls for common workplace hazards including common controls for the above hazards as outlined in HSE guidance and information sheets.
4.1	The HSE statistics; to include over 7-day injury; fatalities; ill health.
4.2	The stages to be taken following an incident in the workplace including completion of accident/incident reports forms; accident investigation; RIDDOR reports; review of risk assessment.
4.3	The importance of following policies and guidance including fire; structural collapse; explosion; aims of First Aid; contents of a First Aid container.
4.4	The importance of record keeping including insurance; defending civil and criminal claims; contribution towards risk assessment; Health and Safety training.

Appendix 2: 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