

# Qualification Specification

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## QNUK Level 3 Award in Workplace Risk Assessment (RQF)

603/0713/4

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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 this 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.

Version 2: May 2020 – new qualification template applied

Document owner	Qualifications Manager
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## 4. Qualification Objective

This qualification develops understanding of risk assessments and how they can contribute to safer environments and workplaces. Learners will understand the principles of risk assessments and apply them by completing an assessment in a working environment, producing a report outlining findings and justification of reasons for implementing recommended control measures. This qualification will support a role in the workplace.

## 5. Geographical Coverage of this Qualification

This qualification is available in England, Wales and Northern Ireland. The qualification can be delivered in other countries; however, learners should be aware that it was developed in line with UK Legislation.

## 6. Benefit for Learners

This qualification will develop skills and understanding of completing risk assessments which can be applied in any industry or sector where manual handling risk assessments are required.

## 7. Progression

Learners could progress to:

- QNUK Level 3 Award in Health and Safety in the Workplace (RQF)
- employment

## 8. Recognition of Prior Learning

QNUK would welcome requests for recognition of prior learning (RPL) where a learner is able to provide sufficient, reliable and valid evidence, such as:

- Achievement of the QNUK Level 2 Award in Principles of Workplace Risk Assessment (RQF)

## 9. Complementary Courses

Learners who have achieved the QNUK Level 2 Award in Principles of Workplace Risk Assessment (RQF) can undertake the risk assessment and complete the associated report to complete the assessment requirements of the QNUK Level 3 Award in Workplace Risk Assessment (RQF) and achieve this qualification. Additional learning may be required.

## 10. Qualification Information

Qualification Number (QN)	603/0713/4
Learning Aim	60307134
Total Qualification Time (TQT)	20
Guided Learning Hours (GLH)	12
Credit value	2
Level	3
Validity	Lifetime
Assessment	Invigilated MCQ paper, Assignment
Achieving the qualification	Learners must achieve the mandatory unit

## 11. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
<b>Mandatory units</b>				
R/615/3267	Undertaking Workplace Risk Assessments	3	3	12

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 16 years and over to take this qualification.

Learners must have sufficient command of the English language, recommended minimum of level 2 literacy, 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 2 and above.

## 13. Delivery

This qualification is delivered in a face-to-face setting over a one-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. Learners are expected to complete both directed and self-directed learning. The risk assessment assignment is undertaken independently with feedback being provided remotely.

### 13.3. Trainer to Learner Ratio

The maximum Trainer to learner ratio for this qualification is 1:12

## 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 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)
4. Hold a recognised teaching qualification as outlined in our centre resource manual
5. 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, or be working towards a recognised qualification related to the Internal Quality Assurance of Assessment;
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. Portfolio of evidence

Learners must complete a risk assessment. The risk assessment is ideally undertaken in a Real Work Environment. The assessment should consider the potential hazards within workplace operations. The risk assessment will be supported by a report outlining the risk(s) assessed and recommended controls.

Language of assessment	English
Duration	As required
Pass mark	100%
Grading	Pass/Fail

### 15.2. 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 Undertaking Workplace Risk Assessments (R/615/3267)

#### Unit Summary

This unit develops understanding of risk assessments and how they can contribute to safer work environments. Learners will understand the principles of a risk assessment and apply it through completion of a risk assessment in a work environment, completion of a report outlining findings and justification of reasons for implementing recommended control measures.

1. The learner will: Understand how risk assessment can contribute to a safer work environment		
Assessment Guidance		Types of Evidence
1.1	State the main causes of workplace fatalities, injuries and ill health	MCQ
1.2	List the main costs of work-related accidents and ill health to employers, employees and the wider society	MCQ
1.3	Outline the duties and responsibilities of employers, employees and others with respect to workplace Health and Safety	MCQ
1.4	Outline how workplace Health and Safety legislation is enforced and the penalties for non-compliance	MCQ
1.5	Describe the provisions for risk assessment contained in key legislation	MCQ

2. The learner will: Understand the principles of a workplace risk assessment		
Assessment Guidance		Types of Evidence
2.1	Describe what is meant by the term 'risk assessment'	MCQ
2.2	Outline the necessary competencies of a risk assessor	MCQ
2.3	State sources of advice and information that can support the undertaking of workplace risk assessments	MCQ
2.4	Describe the stages involved in a typical risk assessment	MCQ
2.5	Outline the requirements for recording, monitoring, reviewing and revising workplace risk assessments	MCQ

3. The learner will: Be able to complete a risk assessment of a work environment		
Assessment Guidance		Types of Evidence
3.1	Identify hazards in a work environment	Portfolio
3.2	Identify those that may be harmed by workplace hazards and how this harm may occur	Portfolio
3.3	Evaluate the level of risk created by workplace hazards	Portfolio



<b>3.4</b>	Suggest appropriate controls to reduce the risk of hazards in a workplace to an acceptable level	Portfolio
<b>3.5</b>	Record the findings of a risk assessment of a workplace	Portfolio

<b>4. The learner will:</b> Be able to complete a risk assessment report		
<b>Assessment Guidance</b>		<b>Types of Evidence</b>
<b>4.1</b>	Produce a report outlining hazards and controls identified within a risk assessment	Portfolio
<b>4.2</b>	Justify the reasons for implementing recommended control measures	Portfolio

<b>Rationale for level</b>			
	<b>Level</b>	<b>Emphasis</b>	<b>Comments</b>
<b>Knowledge</b>	2	Strong	
<b>Skills</b>	3	Strong	
<b>Overall</b>	3		

<b>Rationale for TUT and credit</b>			
	<b>Hours</b>	<b>Comments</b>	
<b>Guided learning</b>	12		
<b>Directed study</b>	0		
<b>Independent study</b>	3		
<b>Non invigilated assessment</b>	5	Completion of a workplace risk assessment, identification of suitable controls and completion of a report.	
<b>TQT:</b>	20	<b>Credit:</b>	2

<b>What needs to be learnt?</b>	
<b>Unit 1 Undertaking Workplace Risk Assessments</b>	
<b>1.1</b>	The most common causes of workplace fatalities, injuries and ill health as outlined in the latest HSE statistics. Learners will also develop an awareness of the most common industries in which these fatalities, injuries and cases of ill-health.
<b>1.2</b>	The typical costs associated with ill-health and accidents in the workplace. Learners will also be able to differentiate between common direct and indirect costs/impacts. Costs related to employees, employers and the wider community to include customers, contractors and neighbours.
<b>1.3</b>	Duties and responsibilities as outlined in Section 2 and 7 in the Health and Safety at Work Act. Learners should be able to use these principles in context.
<b>1.4</b>	Enforcement includes the rights and powers of Inspectors as well as the level of fines and prison terms.

1.5	Provisions include specific regulations that require risk assessment, such as those related to noise, manual handling, COSHH, Personal Protective Equipment and DSE. Risk assessments should consider the risk to individuals including contractors, employees, members of the public, new and expectant mothers, lone workers, trespassers and young people.
2.1	A risk assessment is a systematic review of what can cause harm and what can be done to reduce the likelihood of that occurrence and the impact of any occurrence.
2.2	Competencies of a risk assessor include skills, knowledge, attitude, training and experience. Learners will be able to give examples of these.
2.3	Sources of advice may include HSE website, manufacturer's instructions, maintenance records, accident reports, best practice guidance and competent persons. Learners will know which source is appropriate for different stages of the risk assessment.
2.4	Stages of a risk assessment as outlined in the HSE 5 Steps to Risk Assessment.
2.5	The reasons for reviewing assessments, the number of employees employed before assessments need to be recorded and the type of information to be recorded. Also the roles of individuals in monitoring and reviewing assessments.
3.1	Hazards found within the learners work environment. For those without a work environment a suitable live workplace should be used. Simulation is not acceptable.
3.2	Who can be harmed to include staff, contractors, visitors, customers and others. How these individuals can be harmed should relate to the identified hazards.
3.3	A recognisable risk rating system and how it may change once controls have been implemented. Learners should understand not all rating will change, for example if controls do not change the severity.
3.4	Suitable controls should be investigated and suggested. These controls should be reasonably practicable.
3.5	How to record the findings of a risk assessment in a manner that is useable by others and contains sufficient information. The risk assessment should be suitable and sufficient and to a standard that would be acceptable to an employer.
4.1	The typical headings in a report. Learners reports should reflect the findings of their risk assessment and should expand on the hazards, who is at risk, any potential health and safety breaches and the potential impact of these and finally
4.2	The importance of justifying controls measures and associated costings/impact to introduce these.

## Appendix 2: Specimen Assessment Material

1. Which of the following is one of the 5 steps of a risk assessment?

- A Number of people at work
- B Identify the hazards
- C Name of enforcing authority
- D Record the time and date

2. A risk assessment always needs to be recorded:

- A if a hazard is found
- B where a business has been established for more than 2 years
- C where more than 5 people are employed
- D if there is electrical equipment on site

3. Which of the following is the most common cause of workplace injuries?

- A Manual handling incidents
- B Slips, trips and falls
- C Work-related violence
- D Being struck by a moving object