Qualification Specification

Highfield Level 4 International Award in Health and Safety in the Workplace

Version 1   September 2019

Contents

Highfield Level 4 International Award in Health and Safety in the Workplace

Introduction

This 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 centre manager.

Key facts

Assessment method:	MCQ examination and centre marked practical activities
Guided learning hours (GLH):	40

Qualification overview and objective

The objective of the qualification is to support a role in the workplace.

This qualification is aimed at supervisors and managers with a direct responsibility for health and safety management. The qualification is intended for learners already working in the capacity of supervisor or manager and those who are preparing to start work at this level.

Learners gaining this qualification will know that supervisors and managers have legal and moral obligations to ensure health and safety within a business and that this includes obligations to employees, contractors, visitors and suppliers. Its subject areas are regarded by the health and safety executive as being important to developing safe working procedures in the workplace.

Entry requirements

It is recommended that learners already possess a Level 3 Health and Safety qualification.

Guidance on delivery

The guided learning hours (GLH) for this qualification is 40 hours.

The GLH is the time an average learner is taught by means of lectures, tutorials, supervised study, practical demonstrations and blended learning, including the time spent on assessment. The delivery of this programme may be adjusted in accordance with the learners' needs and/or local circumstances.

Guidance on assessment

This qualification is assessed in **two** parts:

Part 1: Learners are expected to undertake the following activities:
- undertake a risk assessment
- construct a safe system of work

These activities should be completed during the course and do not need to be done under examination conditions. Guidance for completion of part 1 is contained within the Tutor and Assessor Support Pack which is available to download from the Highfield International website. Suggested forms are contained in a Learner Pack but are also available to download from the Highfield website. Once complete, the assessor (usually the same person as the course tutor) will mark the work. This part of the assessment will be subject to external quality assurance by Highfield. Only once EQS has taken place will the learner's result be confirmed. Guidance on external quality assurance is contained within the **Tutor and Assessor Support pack.**

Part 2 is assessed by a multiple-choice examination, containing **60** questions. The exam must be completed in **2 hours.** Successful learners will have to demonstrate knowledge across the unit content and correctly answer **36** questions or more to achieve a pass, **42** questions to achieve a merit and **48** questions to achieve a distinction.

Completed examination papers should be returned to Highfield for marking. Results will then be provided to the centre.

Part 1 must be sent to Highfield at the same time the examination paperwork is returned for the assessments to be more efficiently processed.

Following the assessment, a list of results will be provided to the centre contacts stating whether learners have passed or failed. Learners must achieve a pass in both assessment parts to achieve the qualification.

Assessment Pack:
Learners may use the example forms provided by Highfield within the Assessment Pack which is available to download from the Highfield website. These suggested forms are not mandatory, with the exception of the following which **must** be used**:**

- Form 1: Practical Assessment Summary
- Form 2: Risk Assessment Cover Sheet
- Form 6: Risk Assessment Activity Feedback Form
- Form 7: Safe System of Work Activity Feedback Form
- Form 8: Developmental Feedback Form

Guidance on acceptable alternative documentation can be found within the Tutor Assessment Guidance Pack, available to download from the Highfield website.

Tutor Assessment Guidance Pack:
For full guidance on the risk assessment and safe system of work activities, please refer to the **tutor and assessor support pack**. Guidance on external quality assurance procedures for this activity is also found within this document.

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.

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 documentation.

Tutor requirements

Highfield recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification or have experience, which could include any of the following:
  - Highfield Level 4 Award in Health and Safety in the Workplace (RQF) (must have achieved a minimum of Merit award) or equivalent
  - NEBOSH National/International General Certificate in Occupational Safety and Health or above
  - HNC/D in a related subject
  - Any other qualification deemed appropriate by Highfield

- hold a recognised teaching qualification or have experience, 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
  - Any other qualification and/or experience deemed appropriate by Highfield

Assessor requirements

The assessor will be required to internally assess the risk assessment and safe system of work activities. This role is usually carried out by the person in the role **of nominated tutor**.

Highfield requires that assessors of this qualification hold a qualification in the relevant subject area as specified in the 'nominated tutors' section above. It is not a requirement that assessors of this qualification hold a formal assessing qualification, however it is recognised as good practice.

Assessors should also be able to demonstrate relevant experience and knowledge in a work context in the subject field and continuing professional development.

Internal quality assurance (IQA) requirements

Highfield requires centres to have in place a robust mechanism for quality assurance. The quality assurance checks of the training delivery and assessments must be completed by a competent person at the centre, who must ensure that all Highfield training and assessment paperwork is completed to the correct standard and within the timescales advised by Highfield. Persons completing the quality assurance function should not have been involved in any aspect of the delivery/assessment of the course they are quality assuring.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

Reasonable adjustments and special considerations

Highfield has measures in place for learners who require additional support. Centres can allow 25% additional exam time for learners with English as a second language, when they sit the English exam. Centres must inform Highfield on the invigilation declaration document, of any learners who were allowed additional time. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

https://www.highfieldinternational.com/download

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:

- national identity card (e.g. Emirates ID card)
- valid passport (any nationality)
- signed photo card driving licence
- valid warrant card issued by police, government department or equivalent
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card

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 Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:
- Level 4/5 Occupational health and safety qualifications

Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
- www.highfield.co.uk (Highfield Products)
- www.hse.gov.uk (Health and Safety Executive)
- www.healthandsafetyatwork.com
- www.worksafe.vic.gov.au

Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification.

- Health and Safety for Management, Stranks, J. Highfield Products
- Advanced Health and Safety Presentation, Highfield Products

Unit: **Health and Safety in the Workplace**
GLH: 40
Level: 4

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
1 Understand the duties and responsibilities of employers, employees and others in relation to health and safety at work	1.1 Explain the duties and responsibilities of employers, employees and others in relation to health and safety at work
	1.2 Explain the moral, social and economic reasons for maintaining and promoting good health and safety standards within the workplace
	1.3 Explain the role of training, maintenance and workplace layout in reducing risks
2 Understand the process by which health and safety is managed in an organisation	2.1 Explain the role of health and safety policies in managing health and safety
	2.2 Explain methods to ensure employers and employees communicate and co-operate on health and safety issues effectively
	2.3 Explain the role of risk assessments and safe systems of work in the management of health and safety
	2.4 Describe management and audit processes and documentation used to maintain and improve health and safety standards
	2.5 Outline sources of information and instructions on health and safety and where they are found
3 Understand procedures for developing and implementing risk assessment	3.1 Outline procedures for the development, implementation and recording of risk assessments
	3.2 Construct risk assessments for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment
4 Understand procedures for developing and implementing safe systems of work	4.1 Outline procedures for the development, implementation and recording of safe systems of work
	4.2 Construct a safe system of work for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment
5 Know how to review health and safety across an organisation	5.1 Explain procedures for reviewing an organisation's practices and policy with regards to health and safety at work
	5.2 Explain the principles of incident investigation

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
	5.3 State how changes can be implemented following a review of risk assessments, safe systems of work and incidents
6 Understand international legislation	6.1 Outline International standards and conventions such as International Standards Organisation (ISO) and the International Labour Organisation (ILO)

Additional assessment guidance/requirements

It is important to lay the foundations of health and safety early in the course to then go on to apply this theory to real, workplace examples. The content below has been split into 5 sections. The first 4 outline the principles of health and safety and relate directly to the unit. The last section outlines important areas that learners should be taught when applying the theory to real examples. Centres may wish to increase this section depending on the needs of the learners they are teaching.

Core health and safety topics

1.1 The duties and responsibilities of employers, employees and others in relation to health and safety at work internationally

- The duties and responsibilities of individuals and organisations internationally
- The main duties and responsibilities of employers, contractors, manufacturers and designers internationally
- Levels of duty:
  - absolute
  - practicable
  - reasonably practicable

1.2   The potential cost and effects of poor health and safety standards
- Costs of poor health and safety standards
- Benefits of good health and safety standards
- Moral, legal and social aspects

1.3   The role of training, maintenance and workplace layout in reducing risks
- Effective staff training
- Competence of staff
- The main requirements for a safe workplace as required, including:
  - welfare amenity provision
  - the organisation of the workplace
  - safety signage
  - floors and traffic routes
  - structural safety and maintenance
  - temperature, ventilation and lighting

Management of health and safety
Learners will understand the process by which health and safety is managed in an organisation

2.1   The role of health and safety polices in managing health and safety
- Safety policy and the elements of a policy including:

- the statement of intent
  - the organisation to make the policy effective
  - the arrangements for putting the policy into practice
  - contents of a health and safety management system

2.2 Methods to ensure employers and employees communicate and co-operate on health and safety issues effectively
- Improve and establish good health and safety culture by:
  - consulting
  - communication
  - training
  - information
- Behavioural safety
- Toolbox talks and staff training
- Emergency procedures
- Communication methods
- Barriers to communication

2.3 The role of risk assessments and safe systems of work in the management of health and safety
- Familiarity with the terms: risk, risk assessment, hazard, danger, risk variables and control measures
- Risk control hierarchy
- The purpose of a risk assessment
- Typical types of risk assessment include:
  - quantitative
  - qualitative
  - dynamic
- The requirement to implement the findings of a risk assessment
- Special considerations and responsibilities relating to new or expectant mothers or young persons

2.4 Management and audit processes and documentation used to maintain and improve health and safety standards
- The 4 Cs: control, co-operation, communication, competence
- Refer to guidance on management processes, such as ISO45001, **HSG 65 Plan, Do, Check, Act**, but have an appreciation that there may be other systems that businesses can use
- Methods used for the consultation of employees
- Documentation and record keeping within a health and safety management system
- Permits to work and understanding of requirements for permits to work and different permits to work such as Working at Height, Hot Works, Working in Confined Spaces, Working with High Voltage Electricity, etc

2.5 Outline sources of information and instructions on health and safety and where they are found
- Advice and guidance sources in order to comply with health and safety legislation including:
  - HSE website
  - www.ccohs.ca (Canada)
  - www.safeworkaustralia.gov.au
  - approved codes of practice
  - guidance notes
  - industry associations
  - trade unions
  - risk assessments

Risk assessments and safe systems of work
Learners will understand procedures for developing and implementing risk assessments and safe systems of work

3.1   Procedures for the development, implementation and recording of risk assessments. The term 'suitable and sufficient' and 'significant findings' with regard to a risk assessment

3.2   Construct risk assessments for a range of tasks and procedures, such as manufacturing/construction tasks, general hazards of the working environment

4.1   Procedures for the development, implementation and recording of safe systems of work (method statement or standard operating procedures)

4.2   Construct a safe system of work for a range of tasks and procedures, such as manufacturing/construction tasks, general hazards of the working environment

Accidents and incidents
Learners will know how to review health and safety across an organisation

5.1 Explain procedures for reviewing an organisation's practices and policy with regards to health and safety at work
  • Safety monitoring techniques including:
    o inspections
    o audits
    o checklists
    o health surveillance
  • Proactive strategies – safety monitoring, safe workplace, equipment, processes, systems of work, access, supervision, training and behaviour
  • Reactive strategies – feedback from accidents (statistics, implement safe systems after accidents), emergency planning, complaints from employees

5.2   Explain the principles of incident investigation
  • Practical accident investigation
  • Causation factors:
    o environmental
    o occupational
    o human
    o organisational
  • Root cause analysis
  • The requirements for reporting all accidents and near misses
  • The objectives and possible outcomes of accident investigations

5.3   State how changes can be implemented following a review of risk assessments, safe systems of work and incidents
  • The requirement for regular review of risk assessments as part of a health and safety management system
  • The use of accident statistical data

Specific health and safety topics

The following sections outline specific health and safety areas that should be taught drawing on each of the core areas outlined in the 4 sections above: best practice guidance, management, risk assessment and accident/incident investigation and review.

The areas in the sections below have been chosen as they apply to most workplaces. Centres may wish to draw upon other specific areas in addition as appropriate for the learners they are teaching. The areas outlined below may be tested in the Highfield examination.

Health and safety topics

- **Fire safety** and the prevention of fire
    - o Principles of fire risk assessment
    - o Duties of the 'responsible person' and fire safety inspections
    - o Main fire hazards and risks
    - o Fire prevention and preventing fire spread
    - o Fire safety training
    - o The principles of combustion, classification of fires, heat transmission and the causes of fires
    - o Fire spread and how this can be controlled
    - o Fire alarm system and fire-fighting arrangements
    - o Evacuation of the workplace in the event of fire

- The principles of **electrical safety**
    - o The hazards from electricity and risk assessment with regards to premises, equipment and tasks
    - o Examples of protection and prevention measures o maintenance and inspections
    - o Earthing
    - o Circuit breakers
    - o Earth leakage circuit breakers (residual current devices)
    - o Reduced voltage
    - o Portable electrical appliances and risk
    - o Control measures when working with electrical systems or using electrical equipment in the workplace

- The main requirements of workplace equipment safety
    - o General requirements for work equipment
    - o Hazards and controls for handheld tools
    - o Specific risks
    - o Guarding
    - o Suitability
    - o Maintenance
    - o Inspection
    - o Information, instruction and training
    - o Declaration of conformity
    - o CE marked
    - o Mechanical and non-mechanical machinery hazards
    - o Control measures for working with workplace machinery
    - o Duty holders

- The main requirements of lifting equipment safety and requirements
    - Application
    - Markings
    - Examination and testing requirements

- Musculoskeletal hazards in the workplace and risk control
    - Work related upper limb disorders (WRULDS)
    - Common types of manual handling injuries
    - Common causes of manual handling injuries
    - Manual Handling Control Measures
- Safe manual handling practices in the workplace
- The requirements for assessing the risks posed by manual handling activities by focusing on factors outlined in the schedule attached to the regulations:
    - the task
    - the load
    - individual capability
    - the environment

- The requirements for Display Screen Equipment, risk assessment and risk reduction. Including:
    - workstations
    - equipment
    - environment
    - interface between equipment and user
    - information, instruction and training
    - the risks to health from the prolonged use of DSE
- The factors that must be considered in an **ergonomics**-based approach to health and safety at work including:
    - the human system
    - environmental factors
    - person-machine interface
    - the task
    - design ergonomics

- Safety when working at height
    - Definition of working at height
    - Hazards of working at height
    - Factors affecting risk from working at height
    - Organisation and planning
    - Avoidance of risk
    - Selection of equipment
    - Safe working practices

- Chemical and biological health hazards and risk control
    - Classification, labelling and packaging of substances and mixtures requirements
    - Assessment and reduction of health risks posed by biological and chemical hazardous substances by:
        - forms of chemical and biological agents
        - assessment of health risks
        - health surveillance and maintaining records
        - monitoring exposure at the workplace
        - preventing or controlling exposure
        - implementing control measures

- maintaining, examining and testing of control measures
- information, instruction and training for those who may be exposed
- emergency procedures
    - The principles of toxicology to include:
        - effects of exposure to toxic substances
        - routes of entry of toxic substances
        - forms taken by a hazardous substance
        - classification of hazardous substances and their health effects
        - material safety data sheets
        - workplace exposure limits
- Control of Asbestos Requirements
    - Duty to manage asbestos
    - Health effects
    - Controls for reducing the risks
- The causes of occupational diseases and conditions including:
    - physical
    - chemical
    - biological
- Legionella growth in water systems increasing the risk of Legionnaires' disease
    - Duty holder's responsibilities
    - Health effects of Legionnaires' disease and how it is contracted
    - Common sources of legionella bacteria
    - Responsible person and appointed deputy's responsibilities
    - Managing the risk (preventing or controlling risk)

- Physical and psychological health hazards and risk control
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- Control of vibration at work
    - Health effects from vibration at work
    - Vibration control measures
    - Information, instruction, training and supervision
    - Health surveillance

- Control of noise at work
    - Physical and psychological effects from noise exposure
    - Noise measurement
    - Action values
    - Noise control strategies
    - Hearing protection
    - Information, instruction, training and supervision
    - Health surveillance

- Stress
    - Meaning of work-related stress
    - Causes of stress
    - The risks to health from stress
    - Requirements to risk assess and prevent stress in the workplace

- Radiation
    - The risks to health from radiation

- Types of and differences between different types of radiation – ionising and non-ionising radiation
- Typical occupational sources of radiation – ionising and non- ionising radiation
- Basic radiation protection strategies
- Information, instruction, training and supervision
- Health surveillance

- The employer and employee responsibilities with regards to Personal Protective Equipment at work:
  - the selection, compatibility and provision of PPE
  - classification of PPE
  - assessment of PPE
  - maintenance and accommodation of PPE
  - information, instruction, supervision and training of employees

- Construction, design and management responsibilities
  - Supervisors
  - Employees
  - Contractors
  - Workers
  - Maintenance repairs

- Working in confined spaces and associated hazards
  - Definition of confined spaces
  - Avoid entry, assess the risk if unavoidable
  - Implement safe system of work and emergency procedures

- Transportation safety
  - Transportation hazards in the workplace
  - Safe movement of vehicles in the workplace
  - Control measures for safe workplace transport operations
  - Driving at work

- Drugs, alcohol and lifestyle initiative
  - Types of substances commonly misused at work
  - Risks to health and safety from substance misuse at work

- Violence at work
  - Risk factors relating to violence at work from both workers and third parties
  - Control and prevention strategies