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Qualification Specification

Highfield Level 1 International Award in Health and Safety for Construction Labourers and Site Visitors

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Contents

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Introduction

This qualification specification is designed to outline all you need to know to offer this qualification in your centre. If you have any further questions, please contact your centre manager.

Qualification details

The Highfield Level 1 International Award in Health and Safety for Construction Labourers and Site Visitors has been developed by Highfield, the UK and Middle East's leading supplier of safety and compliance-based qualifications.

Key facts

Recommended Duration:	0.5 days (3 hours)
Assessment Method:	Multiple choice examination

Qualification overview

This qualification has been developed for individuals who work in the construction industry.

Learners gaining this qualification will understand that keeping safe on a construction site is everyone's responsibility. The topics covered include health and safety, working at height, excavations, fire safety, welfare facilities, confined spaces, personal protective equipment (PPE) and first aid requirements.

Important Note: Highfield **MEA recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself.** Highfield **MEA approves centres based on its own criteria but does not represent any other organisations or departments.**

Entry requirements

Centres are responsible for ensuring learners can meet the necessary standard of language in which the course is being delivered.

Qualification structure

See Appendix 1. There are 16 learning outcomes that the learner must achieve to attain the qualification.

Delivery and assessment ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to 25 learners in any one instance.

Guidance on delivery

It is recommended that learners have 3 contact hours with the tutor. This may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on assessment

The qualification is assessed by multiple-choice question (MCQ) examination. This method of assessment is an end of course exam and must follow the Highfield Security and Invigilation Guidelines. The examination for this qualification contains 16 questions that must be completed within 30 minutes. Successful learners must achieve a minimum pass mark of 10 correct answers (60%). Learners who achieve a pass mark of 13 or above correct answers (80%) will be awarded a merit.

Centre requirements

To effectively deliver this qualification, Centres must have access to the following resources:

- Classroom with suitable seating and desks; and
- A projector or something similar, if using a PowerPoint presentation slides.

Geographical coverage

This qualification has been developed for learners outside of the UK.

Tutor requirements

Highfield recommends that nominated tutors have a health and safety qualification from a recognised awarding body together with a teaching qualification.

Suitable subject area qualifications include:

- Level 2 or above Construction qualification;
- Highfield Level 3 Health and Safety in the workplace (QCF)
- Highfield Level 4 Health and Safety in the workplace (QCF)
- NEBOSH International General Certificate in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health
- IOSH Construction qualification;
- SMSTS Site Manager's Safety Training Scheme qualification;
- Site Supervisor's Safety Training Scheme qualification;
- NEBOSH Construction qualification; or
- Any other qualification and/or experience deemed appropriate by HABC.

Suitable teaching qualifications include:

- Highfield Level 3 International Award in Delivering Training (IADT);
- Highfield Level 3 or 4 Award in Education and Training;
- Highfield Level 3 PTLLS, or above;
- Diploma or Certificate in Education;
- Bachelors or Masters Degree in Education;
- Level 3 or 4 NVQ in Training and/or Development;
- Proof of at least 30 hours of training in any subject; or
- Any other qualification and/or experience deemed appropriate by HABC.

Highfield recommends that nominated tutors can demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Reasonable adjustments and special considerations

Highfield have procedures in place for delegates that may require additional time or assistance during their assessment. Please refer to the Highfield Reasonable Adjustments Policy for more information and how to apply.

ID requirements

All learners must be instructed, prior to the course/assessment, when the learner registers and/or with any pre-course materials, to bring photographic identification to the assessment to be checked by the invigilator.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each learner's identification is checked before they can sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". Highfield will accept the following as proof of a learners Identity:

- National identity card (e.g. Emirates ID card);
- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 2 Award in Health and Safety in the Workplace (QCF)
- Highfield Level 2 Award in Risk Assessment (QCF)

Useful websites

- www.highfield.co.uk (Highfield International)
- www.highfieldabc.com (HABC UK)
- www.highfieldabc.ae (HABC MEA)

Recommended training materials

HABC offers a range of qualifications to help learners progress their careers and personal development. Please contact your Centre manager for further information.

- Construction Operative Safety Guide, Armstrong, T. *Highfield International*

Appendix 1

Unit title: **International Construction Operative Safety Awareness**

Level: 1

Recommended Duration: 3

Learning Outcomes	Assessment Criteria
The learner will:	***The learner can:***
1 **Understand the importance of health and safety in a construction environment**	1.1 State the role and responsibilities of a site operative 1.2 Identify basic on site welfare and first aid requirements 1.3 State the safety procedures in the event of a fire 1.4 Identify what personal protective equipment (PPE) is required on site and who is responsible for this 1.5 Identify the importance of correct and safe manual handling 1.6 Identify an operative's responsibilities when dealing with plant and machinery 1.7 State how to use a ladder safely 1.8 Identify an operative's responsibilities when working at height (including the safe use of scaffolding and fall protection equipment) 1.9 State best practice for basic lifting operation when using lifting equipment 1.10 Identify the requirements when working in confined spaces and excavations 1.11 State what safety principles need to be followed when using hazardous substances 1.12 Identify safety principles when working in noisy environments 1.13 State the cause, effective and safety principles relating to hand arm vibration 1.14 State organisational and legal responsibilities relating to the use of drugs and alcohol on site 1.15 Give examples of how to protect members of the public from site operations 1.16 Identify the benefits of health screening

Amplification of Standards

During the delivery of this programme, Centres are to ensure the following elements are taught within the learning programme:

1.1 State the role and responsibilities of a site operative

- Role and responsibilites of a site operative
  Learners are required to understand the role of a site operative is to work safely, take care of themselves and others on site. Be responsible to report all incidents and accidents and not to interfere with any safety equipment or systems that are in place.

- A site operative's role in keeping a site safe and tidy

Learners are to understand their role in keeping a clean, safe and tidy site by keeping it clear of any trip hazards and storing rubbish correctly.

- Why there are site inductions
  Learners are to understand that they have to have a site induction prior to starting any work.

1.2 Identify basic on site welfare and first aid requirements

- Welfare facilities required on site:
  Learners will understand what welfare facilities are to be on site prior to any work starting. These include; Washrooms, Toilets, Drying rooms and a rest area.
- First aid equipment that should be available on site:
  Learners should be able to identify their First Aider and know where the First Aid stations are on site in case of an accident or incident.

1.3 State the safety procedures in the event of a fire

- Procedure to follow when discovering a fire:
  Learners are to understand what action to take on discovering a fire and to follow site procedures. Raise the alarm by shouting Fire/Fire/Fire, Operate the nearest fire warning device, call the fire service, evacuate the area and report to the Fire assembly point. If time permits close all doors and windows behind you.
- Action to take on hearing an alarm:
  Learners are to understand the action to take on hearing the alarm, and move to the assembly area by the safest route.
- Recogntion of the fire triangle:
  Learners will discuss and list the 3 component parts of the fire triangle and list Fuel/Ignition and Oxygen sources.

1.4 Identify what personal protective equipment (PPE) is required on site and who is responsible for this

- The 5 basic types of PPE required on site
  Learners are to state the key pieces of PPE equipment used on their site.
- The mandatory signage that is required on site PPE use
  Learners are to describe the basic signage on construction site and what they mean.
- Responsibility for PPE
  Learners are to understand who has responsibility for the purchase and maintenance of their equipment.

1.5 Identify the importance of correct and safe manual handling

- Causes of manual handling injuries
  Learners are to discuss and state the causes of manual handling injurys. With the most common ones being; not being trained and not using the correct lifting technique.
- The hierarchy of control for manual handling
  Learners will discuss the hierarchy of control LITE (Load, Individual, Task, Environment) and state how each part can affect the lift.

1.6 Identify an operative's responsibilities when dealing with plant and machinery

- An operative's responsibilities when dealing with plant and machinery
  Learners will state their responsibilities when working with plant and machinery and understand that only trained persons are to operate, maintain and use plant. They are also to report any defects or deficiencies with the equipment they have been issued. If you are not trained to use it then don't.

1.7 State how to use a ladder safely

- Process of inspecting a ladder prior to its use.
  Learners will discuss and state how they are to inspect a ladder, ensuring that it has been risk assessed prior to use. They are to check that it is not damaged, corroded and has had a visual inspection prior to use.
- Using a ladder correctly

Learners are to state how to use a ladder correctly, looking at the angleof 4:1. That it is correctly tied on at the top. It extends 4 runs or 1.05m above the landing platform.

1.8 Identify an operative's responsibilities when working at height (including the safe use of scaffolding and fall protection equipment)

- The process to follow when working at height
  Learners are to discuss working at height and understand that all working at height will be properly planned. All workers will be trained. All equipment will be fit for purpose. Take into account the weather. Discuss risks from falling objects and that all working at height equipment is inspected daily.
- Responsibility for erecting, dismantling and altering scaffolds
  Learners are to understand that the only people who erect dismantle and alter scaffolds are trained and competent scaffolders.
- Using fall protection systems
  Learners are to discuss the use of fall protection and prevention systems they have on site.
- The hierarchy of control when working at height
  Learners are to understand the hierarchy of control when working at height of: Avoid working at height. If we have to work at height we try to prevent falls by using collective measures. If we can't prevent falls then we minimise the distance by using nets, air bags etc and issuing harnesses (PPE)

1.9 State best practice for basic lifting operation when using lifting equipment

- The principles of basic lifts
  Learners will discuss and understand the principles of basic lifts and that all lifts on site are correctly planned and controlled by the crane team.
- Responsibility for rigging loads
  Learners are to understand that the responsibility to rigg loads falls to the rigger/slinger marshaller only and that under no circumstances are any other operatives are to rigg loads that need lifting.

1.10 Identify the requirements when working in confined spaces and excavations

- The dangers with excavations
  Learners are to discuss the dangers of excavations, such as collapse, falls from height, falling objects, explosion, suffocation and drowning etc.
- How excavations can be made safe
  Learners are to state how excavations are to be made safe by using a safe system of work, by inspecting them prior to entry. Correct support and struts,safe entry and exit, safety helmets are to be worn.
- Control measures for making confined spaces safe
  Learners are to understand that a safe system of work should be in place prior to entering a confined space and that a permit to enter must be in place prior to starting work.

1.11 State what safety principles need to be followed when using hazardous substances

- Different types of hazardous substances
  Learners are to discuss what a hazardous substance is and that it can come in solid, liquid, vapour, bacterial form.
- Warning symbols and signage on packaging
  Learners are to identify different types of common signs that can be found on site and state what they are.
- Causes and symptoms of Weil's disease
  Learners are to understand that leptospirosis is a disease spread by rats urine. Learners are to be aware when working in sewers, canals or ditches or coming in to contact with rats.
- Precautions used to stop contamination of Weil's disease

Learners will state the following precautions when working in or near rats. Cover any cuts or abrasions with water proof plasters/dressings. Avoid contact with sewerage. Wear the correct PPE. Good personal hygiene. Report any symptoms.

1.12 Identify safety principles when working in noisy environments

- The three action values
  Learners are to discuss and understand the three action values of 80db, 85db and 87db.
- The actions taken for each noise value.
  Learners are to discuss and state what actions are to be taken for each action value and state the signage used.

1.13 State the cause, effective and safety principles relating to hand arm vibration

- Hand arm vibration
  Learners are to discuss and understand what causes hand arm vibration. Ie; Over exposure to a vibrating tool or equipment. Incorrect maintenance of equipment. Incorrect use of tool, not fit for purpose. They are also to discuss what symptoms they may feel and what to do about it.
- Control measures that can be put in place for hand vibration
  Learners are to discuss and state the control measures that should be in place when operating power tools that vibrate. Exposure time cards. Exercise and keeping hands warm and dry. Regular breaks.

1.14 State organisational and legal responsibilities relating to the use of drugs and alcohol on site

- Company and legal policies for drugs and alcohol used on site
  Learners are to discuss and understand their companies legal stance on operatives who are under the influence of drugs and alcohol. Operatives are to report any person who they think is under the influence of drugs and alcohol.

1.15 Give examples of how to protect members of the public from site operations

- Protection measures that are used to keep the public safe from harm
  Learners are to fully understand their actions on site may affect the health, safety and welfare of the public and need to act responsibly.

1.16 Identify the benefits of health screening

- Benefits of health screening
  Learners are to understand that health screening will be in place and that they can discuss any health issues must be reported to their supervisors.
- What an individual must declare when having a health screening
  Learners are to state to their employers on induction, that they have had previous injuries or are on any medication. This is for the company to put measures in place to safeguard the individual if required.