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Qualification Specification
Highfield Level 2 International
Award in Health and Safety in
the Workplace

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Highfield Level 2 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.

Qualification Details

The Level 2 International Award in Health and Safety is a qualification intended for learners working in any environment or about to start work for the first time.

Learners gaining this qualification will know that health and safety is the responsibility of everyone within a business, including themselves, their colleagues, contractors, visitors and suppliers.

Key Facts

Recommended Duration: 6 hours (1 day)

Assessment Method: Multiple-choice examination

Qualification Overview and objective

This qualification is designed for those learners wishing to gain an international level 2 qualification in health and safety.

The aim of the qualification is to provide candidates with knowledge of the basic health and safety practices essential in the workplace. Achievement of this qualification will enable learners to work safely and to recognise and deal with hazards in the workplace, and ensure awareness of cost-effective, practical control methods.

This qualification is applicable for any private or public sector working environment and provides employees with an awareness of their own safety, as well as the safety of customers, contractors and members of the public.

The objective of the qualification is to prepare learners to progress into further/higher level training.

Important Note: Highfield 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 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

Learners must achieve 4 learning outcomes in order to attain the qualification. Further details are included in Appendix 1.

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/assessor to a maximum of 20 learners in any one instance.

Guidance on Delivery

It is recommended that the qualification is delivered over a 1-day period or 2 half days. This delivery programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on Assessment

The qualification is assessed by a multiple-choice question examination. This method of assessment is an end of course exam and must follow the Highfield Security and Invigilation Guidelines. During the exam learners are required to choose one of the prescribed options to answer a set of examination questions.

This examination contains **20 questions** that must be completed within **45 minutes**. Successful learners must achieve a minimum pass mark of 12 correct answers (60%). Learners who achieve a pass mark of 16 or above correct answers (80%) will be awarded a distinction.

Centre Requirements

In order 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.
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Geographical Coverage

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

Progression

Progression and further learning routes include:

- Highfield Level 2 International Award in Risk Assessment;
- Highfield Level 2 International Award in the Control of Substances Hazardous to Health (COSHH);
- Highfield Level 3 Award in Health and Safety within the Workplace (RQF);
- Highfield Level 2 Award in Safe Moving and Handling (RQF);
- Highfield Level 2 Award in the Control of Substances Hazardous to Health (COSHH) (RQF)

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

Useful websites

- www.Highfieldproducts.com (Highfield Products)
 - www.Highfieldqualifications.com (Highfield UK)
 - www.Highfieldinternational.com (Highfieldabc MEA)
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Recommended Training Materials

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

- *A Question of Health & Safety (Level 2), Sprenger, Christian M.R. Highfield International*
 - *The Health and Safety Handbook (Level 2), Sprenger, Christian M.R. Highfield International*
 - *Level 2 Health & Safety E-learning, Highfield International*
 - *Level 2 Award in Health and Safety, Digital Download PowerPoint, Trasler, K; Fisher, I. Highfield International*
 - *Level 2 Interactive Health and Safety Training Package, Sprenger, Christian M.R. Highfield International*
 - *Health & Safety 4U DVD, Highfield International*
 - *Level 2 health & safety challenge DVD, Sprenger, Christian M.R. Highfield International*
 - *Level 2 cards4safety health and safety, Highfield International*
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Appendix 1

Unit 1

Health and Safety in the workplace

Level: 2

Recommended Duration: 6 hours

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand roles and responsibilities for health, safety and welfare in the workplace	1.1 Identify employer's and employee's duties relating to health, safety and welfare at work 1.2 Outline the benefits of good health and safety standards 1.3 Outline the requirements for training and competence in the workplace 1.4 Outline the ways in which health and safety information can be communicated
2. Understand how risk assessments contribute to health and safety	2.1 Define the terms hazard, risk, accident and near miss 2.2 Outline the process for carrying out a risk assessment 2.3 Describe how risk assessment can be used to reduce accidents and ill health at work
3. Understand how to identify and control the risks from common workplace hazards	3.1 Describe the common hazards and effects of accidents, near miss and ill health at workplace 3.2 Describe the principle of the risk control hierarchy 3.4 List examples of risk controls for common workplace hazards
4. Know the procedures for responding to accidents, near miss and ill health in the workplace	4.1 Identify the procedures that should be in place for dealing with accidents at workplace 4.2 Outline why it is best practise to record all incidents, accidents and ill health
This unit is assessed via knowledge based assessment methods.	

Unit Content: Delivery Guidance

This section of the specification expands on the assessment criteria defined in the unit and includes suggested content that a training course should cover in order to adequately prepare learners for the assessment.

LO1 Understand roles and responsibilities for health, safety and welfare in the workplace

Employer's best practice:

- a) Providing, so far as is reasonably practicable a safe place to work
- b) Provide information, instruction, training and supervision
- c) Provide adequate welfare facilities
- d) Ensure safe access and egress
- e) Provide equipment and PPE which is suitable and fit for purpose
- f) Ensure policies and procedures are
 - o in place,
 - o reviewed, and
 - o updated

Employee's best practice:

- a) Duty of care
- b) Must follow the instructions, guidance and training given by their employer including on equipment
- c) Must not interfere with equipment provided for H&S
- d) Must report and record;
 - o hazards that could cause a risk
 - o accidents
 - o near misses, and
 - o diseases

Benefits of good health and safety:

- a) Economic
- b) Moral
- c) Best practise

The requirements for training and competence in the workplace:

- a) **Definition of competent persons or Benefits of training and why it is required:**
 - o To comply with the law
 - o To ensure staff have the knowledge to complete a task
 - o To ensure competent staff
 - o To ensure employees have the ability to use particular equipment in the workplace
 - o To keep employees safe whilst at work
- b) **The ways in which health and safety information can be communicated:**
 - o Safety signs – types, shapes and colours
 - o Toolbox talks
 - o Team meetings or briefings

- Safety representatives
- Company newsletters
- Emails
- Posters and notices
- Verbal communication
- Safe systems of work
- Risk assessments

LO2 Understand how risk assessments contribute to health and safety

a) Definition of terms

b) Examples of hazards and risk rating

c) The process of carrying out a risk assessment:

- Definition of a risk assessment
- Definition of a control measure
- The five step process for risk assessment

d) How risk assessment can be used to reduce accidents and ill health at work:

- Benefits of good health and safety in the workplace
- Identifies hazards and creates awareness
- Puts in place control measures to protect employees
- Prioritises highest risks for action first
- Provides information, instruction and training for employees
- Monitoring and health surveillance

LO3 Understand how to identify and control the risks from common workplace hazards

a) Hazards

- Slips, trips and falls from height
- Manual handling
- Fire
- Electricity
- Working at height
- vehicles
- Ergonomics
- Manual handling
- Stress
- Hazardous materials
- Violence

b) Effects

- Injury
- Illness
- Financial Loss
- Loss of Reputation

c) The principle of the risk control hierarchy:

- The process of determining suitable risk control measures:
 - eliminate the task if practicable
 - substituting harmful substances
 - engineering controls
 - safe systems of work
 - training, information, supervision

- personal protective equipment

d) Examples of risk controls for common workplace hazards:

- Machine guards
- Barriers and enclosures
- Fire detection and extinguishing
- Mechanical hoists and safe lifting techniques
- Design and layout
- Good housekeeping
- Effective and safe storage
- Electrical safety devices
- Personal protective Equipment

LO4 Know the procedures for responding to accidents, near miss and ill health in the workplace

a) Procedures that should be in place for dealing with emergencies

- Evacuation
- Following procedures
- Serious injury procedures and accident reporting
- Evacuation procedures
- Fire procedures
- Awareness of arrangements for:
 - Gas leak procedures
 - Flood procedures
 - Electric shock
 - Bomb procedures

c) Why it is important to record all incidents, accidents and ill health:

- Accident triangle
- Reporting near misses
- Accident book requirements
- Records available to investigate incidents to prevent a recurrence