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Qualification Specification

Highfield Level 2 Award in Health and Safety within Health and Social Care Settings (RQF)

Qualification Number: 603/2975/0

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Contents

Introduction 3
Qualification regulation and support 3
Key facts 3
Qualification overview and objective 3
Entry requirements 3
Tutor requirements 4
Reasonable adjustments and special considerations 5
ID requirements 5
Progression opportunities 5
Useful websites 5
Appendix 1: Qualification structure 6
Appendix 2: All Units 7
Appendix 3: Sample Assessment Material 10

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Introduction

This qualification 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 account manager

Qualification regulation and support

The Highfield Level 2 Award in Health and Safety within Health and Social Care Settings (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification Number:	603/2975/0
Learning Aim Reference:	60329750
Credit Value:	1
Assessment Method:	Multiple Choice Question Examination
Guided Learning Hours (GLH):	7
Total Qualification Time (TQT):	10

Qualification overview and objective

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

This qualification is designed for those learners who currently or who wish to work in a health and social care setting and will provide them with the knowledge of basic health and safety practices essential in a health and social care environment.

The qualification provides learners with: an understanding of the roles and responsibilities for health, safety and welfare; an understanding of the process of risk assessment and how they improve health and safety at work; knowledge of procedures for responding to accidents, near misses and ill-health and knowledge of how to control the risks of infection.

Entry requirements

To register for this qualification, learners are required to be 16 years of age or above.

Guidance on delivery

The total qualification time for this qualification is 10 hours and of this 7 hours is recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

This qualification will usually be delivered in a classroom environment, however, if it is delivered via e-learning or a blended learning approach then GLH would be adjusted accordingly

Guidance on assessment

The qualification is assessed through a multiple-choice question (MCQ) examination. This method of assessment is an end-of-course exam and must follow the Highfield Qualifications Examination and Invigilation Procedures. The examination for this qualification contains **20 questions** that must be completed within **45 minutes**. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a minimum **pass mark of 60%**. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

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 Qualifications documentation.

Tutor requirements

Highfield Qualifications recommend that nominated tutors for this qualification meet the following standards:

- hold a relevant subject area qualification, which could include any of the following:
  - Level 3 or 4 qualification in health and safety or equivalent;
  - Level 3 Diploma in Adult Care; or
  - Level 2 Award in Health and Safety within Health and Social Care Settings (RQF) or equivalent; or
  - Proof of at least 30 hours delivery of health and safety in a care setting
- hold occupational competence in the health and social/healthcare sector;
- hold a recognised teaching qualification, which could include any of the following:
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Highfield Level 3 International Award in Delivering Training
  - Level 3 Award in Education and Training, or equivalent
  - Certificate in Education or above;
  - Level 3 NVQ in training and/or development or above; or
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

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 the Highfield Qualifications Core Manual.

Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in the Control of Substances Hazardous to Health (RQF)
- Highfield Level 2 Award in Risk Assessment (RQF)
- Highfield Level 3 Award in Health and Safety within the Workplace (RQF)
- Highfield Level 2 Award in Understanding Infection Prevention and Control in Health and Care Settings (RQF)
- Highfield Level 2 Certificate in the Principles of Prevention and Control of Infection in Health Care Settings (RQF)

Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
- www.highfieldinternational.com (Highfield International)
- www.hse.gov.uk (Health and Safety Executive)

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in Health and Safety within Health and Social Care Settings (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	Credit
L/616/8849	Health and safety within Health and Social Care	2	1

Appendix 2: All Units

Unit 1: **Health and Safety within Health and Social Care**
Unit number: L/616/8849
Credit: 1
GLH: 7
Level: 2

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand roles and responsibilities for health, safety and welfare in health and social care settings	1.1 Describe **employers' duties** relating to health, safety and welfare at work 1.2 Describe **employees' duties** relating to health, safety and welfare at work 1.3 Outline **tasks** that should not be carried out without additional training 1.4 Outline the **benefits** of good health and safety in the workplace
2. Understand the process of risk assessment	2.1 Define the terms hazard, risk, accident, near miss and risk assessment 2.2 Describe the **steps** involved in a risk assessment
3. Understand how risk assessments improve health and safety ~~in health and social care~~at work	3.1 Explain the common **causes** and **effects** of workplace accidents, near misses and ill health in health and social care settings 3.2 Describe how risk assessment can reduce accidents, near misses and ill health 3.3 Describe examples of **risk controls** for common workplace hazards ~~in health and social care~~
4. Know the procedures for responding to accidents, near misses and ill-health in health and social care settings	4.1 Identify procedures that should be in place for dealing with **emergencies** 4.2 Outline why it is important to record all accidents, near misses and ill health occurrences
5. Know how to control the risk of infection in health and social care settings	5.1 Describe the causes and spread of infection 5.2 Identify how to prevent the spread of infection 5.3 Explain the terms cleaning, disinfection, sterilisation and decontamination 5.4 Describe **common cleaning procedures** in health and social care workplaces

Additional assessment guidance/requirements
1.1 Describe **employer's duties** relating to health, safety and welfare at work • Providing, so far as is reasonably practicable a safe place to work • Have a duty of care to: staff, visitors, contractors, individuals who use services and the public • Provide information, instruction, training and supervision

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- Provide adequate welfare facilities
- Ensure safe access and egress
- Provide equipment and PPE which is suitable and fit for purpose
- Ensure policies and procedures are in place, reviewed and updated

1.2 Describe **employee's duties** relating to health, safety and welfare at work

- Have a duty of care to themselves & others
- Must follow the instructions, guidance and training given by their employer
- Must use equipment according to the risk assessment and manufacturer's instructions and not interfere with or misuse equipment provided
- Must report and record diseases, accidents and near misses.
- Must report and record hazards that could potentially cause a risk

1.3 Outline **tasks** that should not be carried out without additional training

- Use of equipment
- First aid
- Administration is medication
- Health care procedures
- Food handling and preparation

1.4 Outline the benefits of good health and safety in the workplace

- economic
- moral
- duties or legal requirements

2.1 Define the terms used in risk assessment

- Hazard
- Risk
- Accident
- near miss
- risk assessment

2.2 Describe the **steps** involved in a risk assessment

- Identification of hazards and how they cause harm
- People at risk
- Evaluate
- Record
- Review

3.1 Explain the common **causes** of workplace accidents, near misses and ill health in health and social care settings

- Slips, trips, falls
- Ergonomics
- Manual handling objects /moving and positioning of individuals
- Stress
- Hazardous materials
- Violence
- Contamination/cross contamination
- Infection /cross infection

3.3 Describe examples of risk **controls** for common workplace hazards
- Good housekeeping
- Safe manual handling and moving of people techniques and equipment
- Regular breaks/reporting procedures
- Safe storage of hazardous materials
- Personal Protective Equipment
- Control of microbiological hazards
  - safe handling of food,
  - hand washing
  - handling of laundry or equipment

4.1 Identify procedures that should be in place for dealing with **emergencies**
- First aid
- Accidents
- Evacuation procedures
- Missing person

5.1 Describe the **causes and spread** of infection in care settings
- Causes
  - Direct
  - indirect

5.2 Identify how to prevent the spread of infection

5.3 Explain the terms cleaning, disinfection, sterilisation and decontamination

5.4 Describe **common cleaning procedures** in health and social care workplaces
- Use and storage of cleaning products,
- Specific cleaning routines for outbreaks of infection
- Dealing with waste
  - linen
  - sharps
  - spillages

Appendix 3: Sample Assessment Material

Sample questions:

Low, medium and high levels of decontamination refer to the:

a) level of risk to the individual by the contaminant
b) amount of time needed to complete the process
c) volume of disinfectant required
d) number of staff involved in the process

Which of the following is a way in which infection can spread?

a) Weather changes
b) Orally
c) Psychologically
d) Temperature changes

Infections can be spread:

a) by droplets through coughing and sneezing
b) through ingestion and body contact
c) by getting cold and poor weather
d) through skin-to-skin contact