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**Qualification Specification**  
Highfield Level 3 International  
Award in Health and Safety in the  
Workplace

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## Highfield Level 3 International Award in Health and Safety within the Workplace

### Introduction

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

### Key Facts

Duration	24 hours
Assessment Method:	Multiple Choice Question Examination

### Qualification Overview

This qualification is aimed at learners already working in the capacity of supervisor, manager or team leader and also those who are preparing to start work at this level.

The qualification provides learners with an understanding of:

- the requirements of health, safety and welfare;
- the benefits of a health and safety management system;
- the risks and control methods for common workplace hazards;
- the principles of risk assessment and incident investigation.

**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 regulatory departments.**

### Entry Requirements

Centres are responsible for ensuring candidates can meet the necessary level of language in which the course is being delivered. It is recommended that learners are a minimum of 16 years of age.

### 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

The total qualification time for this qualification is 24 hours, which may be adjusted in accordance with learners' needs and/or local circumstances. 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

This qualification is assessed by a multiple-choice question 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 **45** questions that must be completed within **90** minutes. Successful learners must achieve a score of at least **30** out of 45 (66%). Learners will achieve a Distinction at **36** out of 60 (80%).

The examination will be completed via Highfield's e-assessment platform [www.highfieldworks.com](http://www.highfieldworks.com) and the result will be available instantly. If paper-based examination was requested as a special consideration, completed examination papers should be returned to Highfield for marking. Results will be provided to the centre once the marking is completed.

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.

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### Recognition of Prior Learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent 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 website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

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### Guidance on Internal Quality Assurance

Highfield recommends 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 conduct external quality assurance engagements to support Centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling Centre paperwork or conducting support visits to Centres.

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### Geographical Coverage

This qualification is for learners outside of the UK.

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### Tutor/Assessor Requirements

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

- **hold a relevant subject area qualification, which could include any of the following:**
  - Highfield Level 4 Award in Health and Safety in the Workplace (RQF) or international or equivalent;
  - NEBOSH National General Certificate in Occupational Safety and Health or above;
  - HNC/D in a related subject;

- **hold a recognised teaching qualification, which could include any of the following:**
  - 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 Master’s Degree in Education;
  - Level 3 or 4 NVQ in training and/or development;
  - Proof of at least 30 hours of training in any subject; and
  - Any other qualification and/or experience deemed appropriate by Highfield

Registered tutors are expected to keep up-to-date with developments in this subject through continuous professional development.

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### Reasonable Adjustments and Special Considerations

Highfield has measures in place for learners who require additional support. Reasonable adjustment such as additional time for the exam; assistance during the exam, such as using a scribe or a reader; translations; requests for remote delivery, is available upon approval from Highfield. Please refer to Highfield’s Reasonable Adjustments Policy for further information/guidance on this.

<https://www.highfieldinternational.com/downloads>

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### ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the assessor. The assessor must note the type of photo identification provided by each learner on the learner list document. 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; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card

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

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### Progression

Progression and further learning routes include:

- Highfield Level 3 Award in Risk Assessment (RQF)
- Highfield Level 4 International Award in Health and Safety in the Workplace
- Highfield Level 4 Award in Health and Safety in the Workplace (RQF)

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

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### Useful Links

The following links are recommended to support centres in the delivery of this qualification:

- <https://www.highfieldinternational.com/download> (For First Aid Videos)
- [www.highfieldproducts.com](http://www.highfieldproducts.com) (Highfield Products)
- [www.hse.gov.uk](http://www.hse.gov.uk) Health and Safety Executive

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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 3), Wordsworth, M. Highfield Products
  - Health and Safety for Supervisors and Managers. Fisher, I. Highfield Products
  - Level 3 Health & Safety E-learning, Highfield Products
  - Intermediate Health and Safety Training Presentation, Trasler, K. Wordsworth, M. Highfield Products
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## Appendix 1: Qualification Unit

**Unit Title:** International Health and Safety within the Workplace (Level 3 International)

**Level:** 3

**Duration:** 24 hrs

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the requirements for health, safety and welfare in the workplace	1.1 Outline the welfare provisions that should be made by the employer 1.2 Outline ways that health and safety information can be communicated 1.3 Define the terms 'incident', 'accident' and 'occupational ill health' 1.4 Describe the main causes of injuries and ill health at work
2. Understand the benefits of using a safety management system	2.1 Outline the costs associated with accidents and ill health 2.2 Summarise the typical elements of a safety management system 2.3 Outline the benefits of using a safety management system
3. Understand the principles of risk assessment	3.1 Outline the benefits of assessing and controlling risks at work 3.2 Describe the different types of risk assessment that can be used 3.3 State where specific risk assessments may be required 3.4 State the steps to be taken to complete a simple risk assessment
4. Understand the risks and control methods for common workplace hazards	4.1 Explain how the risks from different hazards may be affected by occupational, environmental, human and organisational factors 4.2 Explain how injuries, ill health and other damage may result following exposure to common workplace hazards 4.3 Identify suitable risk control measures using the principles of the hierarchy of control
5. Understand how to manage the effects of accidents and incidents	5.1 Describe the actions that need to be taken following an accident or incident in the workplace 5.2 Describe how simple accident investigation techniques can reveal immediate and root causes

## Amplification

### LO1: Understand the requirements for health, safety and welfare in the workplace

- The welfare provisions that should be made by the employer
  - Workplace (as per relevant local/international regulations)
  - Duties of employees and employers
  - Provide a healthy and safe place to work
    - Ventilation
    - Temperature
    - Lighting
    - Noise
    - Room space
  - Provide safe plant and equipment
  - Safe systems of work
  - Safe handling, storage and transport of articles and substances
  - Information, instruction, training and supervision
  - Safe access and egress and traffic routes
  - Adequate welfare facilities, such as number of toilets and providing drinking water
  - First aid
  
- Ways that health and safety information can be communicated
  - Safety signs – types, shapes and colours
  - Toolbox talks
  - Team meetings or briefings
  - Representatives of employee safety
  - Safety representatives/committees
  - Company newsletters
  - Emails
  - Posters and notices
  - Verbal communication
  - Safe systems of work
  - Risk assessments
  - Safety tours
  - Induction
  - Training
  
- Define the terms
  - incident and near miss
  - accident
  - occupational ill health
  
- The main causes of injuries and ill health at work (availability of HSE statistics)
  - Slips, trips and falls
  - Manual handling
  - Falls from height
  - Workplace vehicles
  - Stress



**LO2: Understand the benefits of using a safety management system**

- The costs associated with accidents and ill health
  - Costs of poor health and safety standards
  - Moral, financial and legal aspects
- The typical elements of a safety management system
  - Plan, Do, Check, Act
  - Health and safety policies
  - Emergency arrangements
  - Training and competence in the workplace
  - Competent persons
  - Proactive/reactive measuring and monitoring
- The benefits of using a safety management system
  - Benefits of good health and safety standards
  - Legal compliance
  - Reducing risks and controlling hazards
  - Promoting a positive health and safety culture

**LO3: Understand the principles of risk assessment**

- The benefits of assessing and controlling risks at work
  - 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
  - Proactive and reactive strategies
- Health and safety inspections
- Health and safety audits
- Health surveillance
- Reviewing accident/incident records
- The different types of risk assessment that can be used
  - Qualitative risk assessment
  - Quantitative risk assessment
  - Dynamic
- Where specific risk assessments may be required
  - Young persons
  - Lone workers
  - New of expectant workers
  - General risk assessment
  - Control of Substances Hazardous to Health (COSHH)
  - Manual handling
  - Fire
  - Display Screen Equipment (DSE)
- The steps to be taken to complete a simple risk assessment
  - The 5-step process for risk assessment
  - Employee consultation
  - Risk evaluation methods

#### LO4: Understand the risks and control methods for common workplace hazards

- How the risks from different hazards may be affected by occupational, environmental, human and organisational factors
  - Examples of hazards for:
    - Human factors
    - Environmental factors
    - Occupational factors
    - Organisational factors
  - Control measures for each factor
- How injuries, ill health and other damage may result following exposure to common workplace hazards
  - How the hazards can realise their potential in the workplace
  - Identifying what harm can occur from workplace hazards:
    - Manual handling
    - Slips, trips and falls
    - Working at height
    - Noise
    - Machinery
    - Vehicles
    - Fire
    - Electricity
    - Hazardous substances (including Asbestos)
    - Stress
    - Workplace violence
    - The workplace (temperature, design, housekeeping, lighting, ventilation, doors and windows)

Workstation and task design Suitable risk control measures using the principles of the hierarchy of control

- The process of determining suitable risk control measures:
  - eliminate the task if practicable
  - substituting harmful substances
  - engineering controls
  - administration controls
    - safe systems of work
    - safety signs
    - isolation
    - reduce time exposure
    - supervision
    - training
  - Personal Protective Equipment (PPE)
- Examples of risk controls for common workplace hazards:
  - Design and layout
  - Good housekeeping
  - Machine guards
  - Barriers and enclosures
  - Fire prevention, detection and extinguishing
  - Electrical safety devices

- Personal Protective Equipment (PPE)

- Maintenance of workplace and equipment
- Provide safe plant and equipment
- Safe systems of work
- Safe handling, storage and transport of articles and substances
- Information, instruction, training and supervision
- Safe access and egress and traffic routes

**LO5: Understand how to manage the effects of accidents and incidents**

- The actions that need to be taken following an accident or incident in the workplace
  - Reporting of accidents/incidents, including near misses
  - Recording in the accident book/log
  - Legal requirement to investigate an accident
  - Information required to conduct accident investigation
    - Type
    - Severity
    - Frequency
    - Details of who and what involved
  - Take remedial action
- How simple accident investigation techniques can reveal immediate and root causes
  - Accident triangle
  - Sequence of events/conditions
  - Establish what happened and why
  - Team approach or conducted by impartial/unbiased personnel

*References to legal requirements in this unit: tutors may use local regulations for reference or refer to other international health and safety regulations as best practice.*