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Qualification Specification
Highfield Level 1 International
Award in Principles of Health
and Safety

Version 1.0 April 2018

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Highfield Level 1 International Award in Principles of Health and Safety

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

Guided Learning Hours:	4 hours
Assessment Method:	Multiple-choice examination

Qualification overview

This qualification is 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.

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 that learners can meet the necessary standards of the language in which the course is being delivered.

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 a maximum of 20 learners in any one instance.

Guidance on delivery

The recommended guided learner hours for this qualification is 4 hours. Guided learning hours is the time an average learner is taught by means of lectures; tutorials; supervised study; and blended learning. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstance.

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 15 questions that must be completed within 30 minutes. Successful learners must achieve a

minimum pass mark of 9 correct answers (60%). Learners who achieve a minimum pass mark of 12 correct answers (80%) will be awarded a distinction.

Centre requirements

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

- Classroom with suitable seating and desks; and
 - A projector, if using a slide presentation (or similar).
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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:

- Highfield Level 3 health and safety qualification, or equivalent; and
- Any other qualification and/or experience deemed appropriate by Highfield.

Suitable teaching qualifications include:

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

Highfield also 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 Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

https://www.highfieldqualifications.com/Assets/Files/Highfield_Reasonable_Adjustments_Policy.pdf

ID requirements

All learners should 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". HABC 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 license;
- 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 HABC Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 1 International Award in Safe Moving and Handling;
- Highfield Level 1 International Award in Fire Safety Awareness;
- Highfield Level 2 International Award in Health and Safety;
- Highfield Level 2 International Award in Fire Safety;
- Highfield Level 2 International Award in the Control of Substances Hazardous to Health (COSHH);

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 Qualifications)
 - www.Highfieldinternational.com (Highfieldabc MEA)
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Recommended training materials

- *The Essentials of Health and Safety: General.* Sprenger R.A and Farrar D. Highfield Products
 - *The Essentials of Health and Safety: in Food Premises.* Sprenger R.A and Wordsworth M. Highfield Products
 - *The Essentials of Health and Safety.* Level 1 Training PowerPoint. Sprenger, Christian M R. Highfield Products
 - *The Essentials of Fire Safety Awareness (Level 1)* Presentation. Highfield Products
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Appendix 1

Unit Title:	Understanding of Health and Safety
Level:	1
Recommended Duration:	4 hours

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the importance of health and safety	1.1 State the main responsibilities of employees and employers in health and safety
	1.2 Define the key terms used in health and safety
2. Understand the scope of hazards and risks	2.1 Identify common hazards in a workplace
	2.2 Identify control measures for common hazards
3. Understand the range of conditions that can affect health and safety	3.1 Outline the benefits of maintaining a tidy, well organised setting.
	3.2 State the importance of maintaining suitable environmental conditions .
	3.3 Outline the different types of health and safety signage.
4. Understand the important health and safety procedures at workplace	4.1 Identify the need for reporting accidents, ill health, dangerous events and near misses.
	4.2 Explain the purpose of first-aid provision.
	4.3 Outline the actions to take in case of a fire in the workplace
	4.4 Outline the types and uses of personal protective equipment.
	4.5 State the importance of personal hygiene.

Indicative content

This section expands on the assessment criteria shown earlier and includes suggested content that a training course should cover to adequately prepare learners for the assessment.

LO1: Understand the importance of health and safety.

- Employer responsibilities can include:
 - To provide a safe place of work
 - To provide drinking water
 - To provide toilets and washing facilities

- To provide personal protective equipment
- Employee responsibilities can include:
 - Duty of care
 - To follow employer instructions
 - Not to interfere with or misuse equipment provided for health and safety
 - To report hazards, accidents and near misses
- Definition of the key terms used in health and safety
 - Hazard
 - Risk
 - Control Measure
 - Risk Assessment.

LO2: Understand the scope of hazards and risks.

- Common hazards in a workplace - to include **causes** of these hazards and the **effects** of these on the individual and the business
 - Slips, trips and falls
 - Working at heights
 - Manual handling
 - Machinery and Vehicles
 - Hazardous substances
 - Electricity
 - Fire
 - Stress
- Control measures of the common hazards
 - Slips, trips and falls
 - i. Prevention methods associated with slips, trips and falls
 - Working at heights
 - i. How to work at height safely
 - Manual handling
 - ii. Need for risk assessment for this type of work
 - iii. Correct way to lift and carry objects
 - Machinery and Vehicles
 - i. Safe use and operation of work equipment
 - ii. Correct way to use display screen equipment
 - iii. Safe use and operation of vehicles
 - iv. Reporting of defects to machinery and/or vehicles
 - Hazardous substances
 - i. Procedures to be carried out when handling chemicals
 - ii. Safe storage and disposal of chemicals
 - Electricity
 - i. Safe use of electric equipment
 - Fire
 - i. Fire triangle
 - ii. How fire can be prevented in the workplace
 - Stress
 - i. Recognise the signs of stress
 - ii. Support with working procedures to deal with stress

LO3: Understand the range of conditions that can affect health and safety.

- The benefits of maintaining a tidy, well organised setting
 - Fewer accidents
- The importance of maintaining suitable environmental conditions
 - Light
 - Temperature
 - Ventilation

- Space
- Noise
- The different types of health and safety signage
 - Understanding of what different colour coding signifies on safety signs
 - Identification of some of the most commonly used safety signs

L04: Understand the important health and safety procedures at workplace.

- The need for reporting accidents, ill health, dangerous events and near misses
 - The responsibilities on every employee to prevent accidents
 - How reporting procedures can reduce the risks
 - An appreciation of how employees can create hazards which lead to accidents and how these hazards can be prevented
- The purpose of first-aid provision
 - Reporting any first aid issues to the responsible person
 - The need for designated first aiders to undergo appropriate training
- The actions to be taken in case of a fire in the workplace
 - Know who the fire warden is and how and where to contact them
 - Be aware of different types of fire extinguishers
 - Know location of assembly point
 - Be aware of procedures to follow – raise the alarm, evacuate, contact emergency services, fight fire if able
- The types and uses of personal protective equipment
 - The importance of wearing Personal Protective Equipment (PPE) and the purpose of its provision
 - The importance of reporting unsuitable or damaged PPE to the employer
- The importance of personal hygiene.