

Level 2  
Progression Award  
in Health and  
Safety in the  
Workplace  
(Scheme number 3681)

*Scheme handbook*

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## **Level 2 Progression Award in Health and Safety in the Workplace**

### **Introduction**

This award is aimed at candidates who cannot yet complete an NVQ whilst providing a worthwhile qualification and raising candidates' awareness of health and safety at their workplace or place of learning.

The award is designed to contribute towards the knowledge and understanding for the N/SVQ stand alone units in Health and Safety for People at Work (City & Guilds 3042-01), while containing additional skills and knowledge which go beyond the scope of the National Occupational Standards. It also provides some of the knowledge and understanding for units of the Level 3 N/SVQ in Occupational Health and Safety (City & Guilds 3044-03). It provides a valuable alternative for those candidates who do not have access to the N/SVQ.

Some candidates may wish to progress to the Level 3 N/SVQ in Occupational Health and Safety (City & Guilds 3044-03), or, alternatively, the scheme may be taken in conjunction with some of the N/SVQ free standing units Health and Safety for People at Work (City & Guilds 3042-01).

Some candidates may simply want to ensure they are adopting correct practice and procedures in health and safety relating to their work.

Employers will find that a programme of staff training which promotes safe working and leads to a nationally recognised qualification is an appropriate way to both demonstrate investment in people and create the beginning of a risk management culture throughout their organisation.

It is intended that the award (or units) would be suitable for staff and pupils in schools in order to fulfill the requirement of the National Curriculum that school children are taught Health and Safety, hazard and risk identification (The Health & Safety document 'Revitalising Health and Safety'). It would also meet the need of those responsible for work placement and for school field trips.

Undertaking the qualification either prior to or during other full or part-time studies will also raise safety awareness of students undertaking business related subjects or a practical skills course.

Many other NVQs also contain a health and safety specific unit. This qualification has very wide ranging application for persons in employment or undertaking training who need basic health and safety awareness and competence.

Progression Awards are available in a range of vocational areas; please contact the Customer Services Enquiry unit at City & Guilds for further information.

## **General information**

Progression Awards have been designed by City & Guilds to support government initiatives towards the National Qualifications Framework. They can contribute towards the knowledge and understanding required for the related N/SVQ while not requiring or proving evidence of occupational competence.

## **General structure**

Progression Awards are made up of units expressed in a standard format. Each unit is preceded by details of

- the structure of the unit
- the aims and general coverage of the unit
- the relationship of the unit to the appropriate N/SVQ National Occupational Standards
- the outcomes
- the assessment methods
- signposting of opportunities to generate evidence for Key Skills.

For the Level 2 Progression Award in Health and Safety in the Workplace, the units are:

Unit 1: Comply with health and safety law to ensure the safety of self and others

Unit 2: Maintain safe working conditions and safe working systems

Unit 3: Understand how to control and monitor risk in the workplace (not externally tested)

Unit 4: Maintain positive attitudes towards safety at work

Unit 5: Use personal protective equipment

Unit 6: Understand how to deal with accidents

Unit 7: Understand how to prevent risks from fire

Unit 8: Understand how to prevent risks from chemicals

Unit 9: Manual handling techniques.

Candidates must achieve all nine units, plus the written (multiple choice) test for the full Level 2 Progression Award in Health and Safety in the Workplace Certificate.



## Assessment and quality assurance

National standards and rigorous quality assurance are maintained by the use of

- City & Guilds set and marked written test (s)
- City & Guilds assignments marked by the centre according to externally set marking criteria, with quality assurance assured by the centre and monitored by City & Guilds' external verification system, to ensure that national standards are maintained.

Quality assurance includes initial centre approval, scheme approval, the centre's own procedures for monitoring quality and City & Guilds' ongoing monitoring by an External Verifier. Details of City & Guilds criteria and procedures, including roles of centre staff and External Verifiers can be found in *Providing City & Guilds Qualifications - a guide to centre and scheme approval*.

The written test assesses knowledge and understanding. It is a multiple choice test and is set synoptically, ie covers the content of more than one unit.

Assignments (one per unit) assess practical activities. City & Guilds provides an assessor's guide and a candidate's guide for the assignments. As assignments are designed to sample practical activities, it is essential that the centres ensure that candidates cover the content of the whole unit. Assignments are made up of tasks and candidates must pass all tasks to pass the assignment overall.

Assessment components for this award are graded Pass/Fail. Candidates should know how to recognise and deal with risks and hazards but these should not be created for the purposes of assessment.

For candidates with particular requirements, centres should refer to City & Guilds policy document *Access to assessment, candidates with particular requirements*.

## Health and safety

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate fail to follow health and safety practice and procedures during an assessment (eg practical assessment, assignment) the test must be stopped and the candidate advised of the reasons why. The candidate should be informed that they have failed the assessment. Candidates may retake the assessment at a later date.

## Course Design

In terms of delivering Progression Awards, the emphasis is expected to be on learning by doing. Although the awards do not imply occupational competence, candidates will be expected to carry out practical activities as a means of learning and to promote discussion and understanding.

Teacher/assessors should familiarise themselves with the structure and content of the award before designing an appropriate course; in particular they are advised to consider the knowledge and understanding requirements of the relevant N/SVQ. Tutors/assessors for this qualification should be qualified at, or have experience at, NVQ level 3 or equivalent.

City & Guilds does not itself provide courses of instruction or specify entry requirements. As long as the requirements for the award are met, teachers/assessors may design courses of study in any way that best meets the needs and capabilities of the candidates. Candidates should possess sufficient key skills to be able to deal with the demands of the course and the assessment.

It is recommended that centres cover the following in the delivery of the course, where appropriate

- Key Skills (such as Communication, Application of Number, Information Technology, Working with Others, Improving own Learning and Performance, Problem Solving)
- Health and safety considerations, in particular the need to impress candidates that they must preserve the health and safety of others as well as themselves
- Spiritual, moral, ethical, social and cultural issues
- Equal opportunities
- Environmental education
- related European issues.

It is essential that candidates and teachers/assessors should be aware of health and safety considerations at all times. The need to ensure that candidates preserve the health and safety of others, as well as themselves, should be emphasised.

Candidates are likely to come from a variety of backgrounds, in that they will have had different education and training experiences, ambitions and opportunities.

Teachers/assessors may therefore find it helpful to

- conduct an initial assessment of achievement for each candidate, so that prior learning can be credited and the entry level established
- consider what approaches to learning will best suit the candidates.

Teachers/assessors need to make these judgements by referring to the requirements of the Progression Award, and establish what candidates already know/can do to clarify where they need no further preparation before assessment.

During this initial assessment, teachers are likely to consider what, if any

- previous educational qualifications the candidates have, what training they have had and, in particular, what experience they have had in relevant GNVQ programmes/key skills.
- previous practical experience the candidates have had which is relevant to the aims of the scheme, and from which relevant skills and knowledge may have been informally acquired.

When selecting appropriate approaches to learning and locations, teachers are likely to consider the results from initial assessments, as well as the availability and suitability of open or distance learning materials, or co-operative working with other centres.

It is recommended that, for candidates with no prior knowledge or experience, 120 hours should be allocated for the 9 core units required for certification. However, candidates in employment or who have prior knowledge or experience, will require significantly fewer formal taught or supervised hours, whereas candidates with little or no experience of work are likely to need longer to achieve the qualification in order to gain experience of health and safety issues eg by video, exercises. Centres must ensure that candidates have opportunities to achieve all of the outcomes during the course of study and should deliver units wherever possible in a practical context.

Distance learning materials are available for this scheme - contact Group Markets and Products, Sector 4 for details.

## **Centre and scheme approval**

Centres wishing to offer City & Guilds qualifications must gain approval.

New centres must apply for centre and scheme approval.

Existing City & Guilds centres will need to get specific scheme approval to run this Progression Award.

Full details of the process for both centre and scheme approval are given in *Providing City & Guilds qualifications – a guide to centre and scheme approval* which is available from City & Guilds' regional offices.

City & Guilds reserves the right to suspend an approved centre, or withdraw its approval from an approved centre to conduct a particular City & Guilds scheme or particular City & Guilds schemes, for reasons of debt, malpractice or for any reason that maybe detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds.

## Registration and certification

For the award of a certificate, candidates must successfully complete the assessments for all 9 units, plus the written (multiple choice) test.

Units	Assessment components required
Unit 1: Comply with health and safety law to ensure the safety of self and others	<i>Assignment 3681-01-001</i>
Unit 2: Maintain safe working conditions and safe working systems	<i>Assignment 3681-01-002</i>
Unit 3: Understand how to control and monitor risk in the workplace	<i>Assignment 3681-01-003</i>
Unit 4: Maintain positive attitudes towards safety at work	<i>Assignment 3681-01-004</i>
Unit 5: Use personal protective equipment	<i>Assignment 3681-01-005</i>
Unit 6: Understand how to deal with accidents	<i>Assignment 3681-01-006</i>
Unit 7: Understand how to prevent risks from fire	<i>Assignment 3681-01-007</i>
Unit 8: Understand how to prevent risks from chemicals	<i>Assignment 3681-01-008</i>
Unit 9: Manual handling techniques	<i>Assignment 3681-01-009</i>
Written test (multiple choice)	<i>Written paper (multiple choice) 3681-01-010 covering the knowledge requirements for units 1, 2 and 4 - 9</i>

- Candidates must be registered at the beginning of their course. Centres should submit registrations using Form S (and tick the 'registrations' box), under scheme/complex no 3681-01. Those wishing to complete single units must be register using Form S (tick the 'registrations' box) under scheme/complex no 3681.91.
- When assignments have been successfully completed, candidate results should be submitted on Form S (tick 'results submission' box). Centres should note that results will **NOT** be processed by City & Guilds until verification records are complete.
- Written tests are available four times each year during December, March, June and September. Candidates must be entered for written (timetabled) assessment component using Form S (and examination month entered in the 'dated entry' box).
- Candidates achieving one or more assessment components will receive a Certificate of Unit Credit listing the assessment components achieved. Candidates achieving the required number and combination of assessment components will, in addition, be issued with the full Certificate.

- Full details on all the above procedures, together with dates and times of written tests are given in the *Directory of Vocational Awards* published annually by City & Guilds. This information also appears on City & Guilds Web site <http://www.city-and-guilds.co.uk>.

## Test specification

The knowledge requirements will be assessed by a multiple choice written paper covering units 1, 2 and 4 to 9.

<b>Written (multiple choice) paper: Safe working principles</b>		
<b>Test duration: 1 hour</b>		<b>Total number of questions: 40</b>
<b>Unit</b>	<b>Outcome</b>	<b>No. of questions</b>
1	<ol style="list-style-type: none"> <li>1. Understand the main statutory provisions relating to health and safety and disability discrimination in the working environment</li> <li>2. Understand the basic principles of negligence and contributory negligence in the work environment</li> <li>3. Recognise when employees must inform their employer of situations they consider unsafe or unhealthy</li> </ol>	6
2	<ol style="list-style-type: none"> <li>1. Understand the need to work in a safe area</li> <li>2. Ensure the safe use of work equipment and comply with instructions relating to its safe use</li> <li>3. Recognise when portable electrical equipment must not be used</li> <li>4. Understand the requirements for healthy and safe use of display screen equipment</li> </ol>	6
4	<ol style="list-style-type: none"> <li>1. Participate in health and safety awareness training</li> <li>2. Communicate effectively with others</li> </ol>	2
5	<ol style="list-style-type: none"> <li>1. Understand statutory provision relating to the use of personal protective equipment</li> <li>2. Understand the use of personal protective equipment</li> </ol>	4
6	<ol style="list-style-type: none"> <li>1. Understand when an internal accident book must be completed</li> <li>2. Recognise when an accident report must be sent to the Health and Safety Executive</li> <li>3. Recognise the importance of analysing accident reports</li> <li>4. Understand how to deal with casualties</li> </ol>	6
7	<ol style="list-style-type: none"> <li>1. Understand statutory provisions relating to fire</li> <li>2. Identify the causes of fires and complete a basic fire risk assessment</li> </ol>	6
8	<ol style="list-style-type: none"> <li>1. Identify chemicals in use at the workplace or institution</li> <li>2. Recognise risks associated with regular use of chemicals</li> <li>3. Understand when chemical risks have been controlled</li> </ol>	4
9	<ol style="list-style-type: none"> <li>1. Identify the causes of accidents relating to manual handling</li> <li>2. Understand statutory provisions relating to manual handling</li> <li>3. Complete a manual handling assessment</li> <li>4. Understand manual handling techniques</li> </ol>	6

## Relationship to NVQ units

Unit	Outcome	This award contributes towards the knowledge and understanding of the following elements of the NVQ(s) as shown
1	<ol style="list-style-type: none"> <li>1. Understand the main statutory provisions relating to health and safety and disability discrimination in the working environment</li> <li>2. Understand the basic principles of negligence and contributory negligence in the work environment</li> <li>3. Recognise when employees must inform their employer of situations they consider unsafe or unhealthy</li> </ol>	<p>3042 A1, pcs 2 &amp; 3 A2, pcs 1 &amp; 2</p> <p>3042 A2, pcs 1 &amp; 2</p> <p>3042 A1, pcs 4 &amp; 6, A2 pc7</p>
2	<ol style="list-style-type: none"> <li>1. Understand the need to work in a safe area</li> <li>2. Ensure the safe use of work equipment and comply with instructions relating to its safe use</li> <li>3. Recognise when portable electrical equipment cannot be used</li> <li>4. Understand the requirement of healthy and safe use of display screen equipment</li> </ol>	<p>3042 A1 pcs 2 &amp; 7, A2 pcs 1, 2, 3,4,5,6, &amp; 8, H2 pc 1.</p> <p>3042 A1 pcs 2,3,4 &amp; 6, A2 pcs 1,2,3,4,5,6,7 &amp; 8, H2 pc 1.</p> <p>3042 A1 pcs 2 &amp; 6, A2 pcs 1,2,3,4,5,6,7 &amp; 8, H2 pc1.</p> <p>3042 A1 pcs 2,3,6 &amp; 7, A2 pcs 1,2,3,4,5,6,7 &amp; 8, H2 pc1</p>
3	<ol style="list-style-type: none"> <li>1. Recognise potential hazards</li> <li>2. Recognise risks associated with specific hazards</li> </ol>	<p>3042 A1 pcs 3 &amp; 4, G1 all pcs, G2 all pcs. 3044 G031.1 &amp; G031.2 all pcs in relation to one evidence specification from the range.</p> <p>3042 A1 pcs 2,3 &amp; 4, A2 pcs 1,2,4,5,6,7 &amp; 8, G1 all pcs, G2 all pcs. 3044 G031.1 &amp; G031.2 all pcs in relation to one evidence specification from the range.</p>

Continued

	<p>3. Understand when risk has or can be eliminated</p> <p>4. Identify suitable control measures if risks cannot be eliminated</p>	<p>3042 A1 pcs 2,3 &amp; 5, A2 pcs 1,2,4,5,6,7 &amp; 8, G1 all pcs, G2 all pcs. 3044 G031.1 &amp; G031.2 all pcs in relation to one evidence specification from the range.</p> <p>3042 A1 pcs 2,3,4,5 &amp; 6, A2 pcs 1,2,4,5,6,7 &amp; 8, G1 all pcs, G2 all pcs. 3044 G031.1 &amp; G031.2 all pcs in relation to one evidence specification from the range.</p>
4	<p>1. Participate in health and safety awareness training</p> <p>2. Communicate effectively with others</p>	<p>3042 E1 pc 1, H2 pcs 1,2,3,4,5,6,7 &amp; 8.</p> <p>3042 E1 pc 1, H2 pcs 1,2,3,4,5,6,7 &amp; 8. 3044 C009.1 pc a.</p>
5	<p>1. Understand statutory provision relating to the use of personal protective equipment</p> <p>2. Understand the use of personal protective equipment</p>	<p>3042 A1 pcs 2, 3 &amp; 4, A2 pcs 1, 2,5,6,7 &amp; 8, B1 pc 1, H2 pc 1.</p> <p>3042 A1 pcs 2,3 &amp; 4, A2 pcs 1,2,5,6,7 &amp; 8, B1 pc 1, H2 pc 1.</p>
6	<p>1. Understand when an internal accident book must be completed</p> <p>2. Recognise when an accident report must be sent to the Health and Safety Executive</p> <p>3. Recognise the importance of analysing accident reports</p> <p>4. Understand how to deal with casualties</p>	<p>3042 A1 pc 1 &amp; 2, A2 pc 1 &amp; 2, B1 pc 1, H2 pc1, 2,3 &amp; 4.</p> <p>3042 A1 pc 1 &amp; 2, A2 pc 1 &amp; 2, B1 pc 1, H2 pc1, 2,3 &amp; 4.</p> <p>3042 B2 pcs 2,3,4,5,6,7 &amp; 8, H2 pc 3.</p> <p>3042 H2 pc 1, 2, 3 &amp; 4.</p>

Continued



7	<ol style="list-style-type: none"> <li>1. Understand statutory provisions relating to fire</li> <li>2. Identify the causes of fires and complete a basic fire risk assessment</li> </ol>	<p>3042 A1 pcs 1, 2,3,4,5 &amp; 6.</p> <p>3042 A1 pcs 1,2,3,4,5 &amp; 6, G1 pcs 1,2,3,4,5,6,7 &amp; 8, G2 pcs 1,2,3,4,5,6,7 &amp; 8, H1 pc 1, H2 pcs 1, 2, 3 &amp; 4. 3044 G031.1 &amp; G031.2 all pcs in relation to Range Statement (i) Workplace - fire.</p>
8	<ol style="list-style-type: none"> <li>1. Identify chemicals in use at the workplace or institution.</li> <li>2. Recognise risks associated with regular use of chemicals.</li> <li>3. Understand when chemical risks have been controlled.</li> </ol>	<p>3042 A1 pc 4.</p> <p>3042 A1 pcs 1,2,3,4,5 &amp; 6, G1 pcs 1,2,3,4,5,6,7 &amp; 8, G2 pcs 1,2,3,4,5,6,7 &amp; 8, H1 pc 1, H2 pcs 1, 2, 3 &amp; 4. 3044 G031.1 &amp; G031.2 all pcs in relation to Range Statement (i) Agents. Single well documented hazardous substance.</p> <p>3042 A1 pcs 1,2,3,4,5 &amp; 6, G1 pcs 1,2,3,4,5,6,7 &amp; 8, G2 pcs 1,2,3,4,5,6,7 &amp; 8, H1 pc 1, H2 pcs 1,2,3 &amp; 4. 3044 G031.1 &amp; G031.2 all pcs in relation to Range Statement (i) Agents. Single well documented hazardous substance.</p>
9	<ol style="list-style-type: none"> <li>1. Identify the causes of accidents relating to manual handling</li> <li>2. Understand statutory provisions relating to manual handling</li> <li>3. Complete a manual handling assessment</li> <li>4. Understand correct manual handling techniques</li> </ol>	<p>3042 G1 pcs 1,2,3,4 &amp; 6.</p> <p>3042 G1 pcs 1,2,3,4 &amp; 6.</p> <p>3042 A2 pcs 1,2,5,6,7 &amp; 8, G1 pcs 1,2,3,4,5,6,7 &amp; 8, G2 pcs 1,2,3,4,5,6,7 &amp; 8, G3 pc 1. 3044 G031.1 &amp; G031.2 all pcs in relation to Range Statement (i) Organisation - manual handling.</p> <p>3042 A2 pcs 5 &amp; 6</p>

## Key Skills – Summary Statement

A detailed signposting document, showing the opportunities for students to generate portfolio evidence of Key Skills can be found within each unit.

The following summary shows the minimum opportunities available and gives further guidance to support assessors/tutors and candidates.

**Communication** – There are opportunities to meet the required level at KS1. The candidate will be required to work with and produce different documents e.g. risk assessments, reports, short handouts.

**Application of Number** – There are opportunities to meet all the level 1 requirements. At level 2 the KS could be covered in unit 6 by the production of an analysis of accident trends, within an organisation by using a graph, a chart and a diagram.

**Information Technology** – There are opportunities for achievement of the KS at both levels 1 and 2. The majority of the units require candidates to search for and select suitable sources of information, explore and derive new information and present information for at least two different purposes including examples of text, images and number.

**Working with Others** – There are opportunities for achievement of the KS at both levels 1 and 2 including: planning an activity with others, working with others to achieve the identified objectives, supporting co-operative working, exchanging information, e.g. planning and undertaking a presentation, undertaking and completing a risk assessment or audit.

**Improve Own Learning and Performance** – All units require candidates to set targets and plan how these will be met, identify support from others to meet targets, review progress with an appropriate person. Action planning and review are required for many of the practical activities in the qualification.

**Problem Solving** – The majority of units require candidates to identify problems e.g. the failure to store chemicals correctly, lack of a complete accident reporting system, plan and try out at least one option for solving the problem e.g. making everyone aware of the need to report all incidents, applying methods to see if the problem has been solved e.g. reviewing numbers of accidents reported at a later date.

**Sufficiency of Evidence** – Although completion of all the units will present opportunities for assessment of KS at level 1. However, assessors/tutors must take into account the assessment criteria of the KS award to ensure the frequency and variety of situations are met (e.g. 2 different type of documents). The units in themselves do not give sufficient opportunities to cover all of the KS at level 2 and therefore, if assessment is required at this level, assessors/tutors will need to provide additional learning situations.

**Element Reference Grid – Key Skills to Progression Award in Health and safety in the workplace – Level 2 (3681)**

**KEY SKILLS LEVEL 1 (i)**

	Communication			Application of Number			Information Technology			Working with Others			Improve own Learning & Performance			Problem Solving		
	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3
<i>Unit 1</i> Comply with Health & Safety law to ensure safety of self and others		✓	✓				✓			✓	✓	✓						
<i>Unit 2</i> Maintain safe working conditions and safe working systems		✓		✓	✓	✓												
<i>Unit 3</i> Understand how to control and monitor risk in the workplace			✓	✓	✓	✓												
<i>Unit 4</i> Maintain positive attitudes towards safety at work	✓	✓					✓	✓										
<i>Unit 5</i> Use Personal Protective Equipment		✓	✓		✓	✓												

**Element Reference Grid – Key Skills to Progression Award in Health and safety in the workplace – Level 2 (3681)**

**KEY SKILLS LEVEL 1 (ii)**

	Communication			Application of Number			Information Technology			Working with Others			Improve own Learning & Performance			Problem Solving		
	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3	1.1	1.2	1.3
<i>Unit 6</i> Understand how to deal with accidents		✓	✓	✓	✓					✓	✓	✓						
<i>Unit 7</i> Understand how to prevent risks from fire		✓	✓	✓	✓	✓												
<i>Unit 8</i> Understand how to prevent risks from chemicals		✓	✓	✓	✓	✓												
<i>Unit 9</i> Manual handling techniques		✓	✓	✓	✓	✓												

**Element Reference Grid – Key Skills to Progression Award in Health and safety in the workplace – Level 2 (3681)**

**KEY SKILLS LEVEL 2 (i)**

	Communication			Application of Number			Information Technology			Working with Others			Improve own Learning & Performance			Problem Solving		
	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3
<i>Unit 1</i> Comply with Health & Safety law to ensure safety of self and others							✓	✓	✓				✓	✓	✓	✓	✓	✓
<i>Unit 2</i> Maintain safe working conditions and safe working systems							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Unit 3</i> Understand how to control and monitor risk in the workplace							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Unit 4</i> Maintain positive attitudes towards safety at work	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Unit 5</i> Use Personal Protective Equipment							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Element Reference Grid – Key Skills to Progression Award in Health and safety in the workplace – Level 2 (3681)**

**KEY SKILLS LEVEL 2 (ii)**

	Communication			Application of Number			Information Technology			Working with Others			Improve own Learning & Performance			Problem Solving		
	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3	2.1	2.2	2.3
<i>Unit 6</i> Understand how to deal with accidents				✓	✓	✓	✓	✓	✓				✓	✓	✓			
<i>Unit 7</i> Understand how to prevent risks from fire							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Unit 8</i> Understand how to prevent risks from chemicals							✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>Unit 9</i> Manual handling techniques							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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## **Unit 1: Comply with health and safety law to ensure the safety of self and others**

### **Rationale**

This unit is concerned with familiarising candidates with the principle aspects of legislation and common law relating to health and safety at work.

### **Outcomes**

There are three outcomes to this unit. The candidate will be able to:

1. understand the main statutory provisions relating to health and safety at work and disability discrimination
2. understand the basic principles of negligence and contributory negligence in the work environment
3. recognise when employees must inform their employer of situations they consider unsafe or unhealthy

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 element A1 pcs 2 & 3.*

*Outcome 1 and 2 element A2 pcs 1 & 2.*

*Outcome 3 element A1 pcs 4 & 6, A2 pc 7.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.



Unit 1

**Key Skills Signposting Summary Relationship Table**

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.2		IT1.1 IT2.2 IT2.3	WO1.1 WO1.2 WO1.3	LP2.1 LP2.2 LP2.3	
Outcome 2	C1.2 C1.3		IT2.1 IT2.2 IT2.3		LP2.1 LP2.2 LP2.3	
Outcome 3				WO1.1 WO1.2 WO1.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3

***Outcome 1: Understand the main statutory provisions relating to health and safety and disability discrimination in the working environment***

**Practical activities**

The candidate will be able to

1. identify legislation which applies to health and safety and disability discrimination in the workplace, and its impact for the workplace and the working environment
2. identify where at the place of work or study the Health and Safety Executive law poster is displayed
3. report on the organisation's policy regarding health and safety and disability discrimination legislation
4. identify the contents of the organisation's induction course in relation to health and safety and open access
5. comply with health and safety and disability discrimination legislation and adopt the safety requirements of the organisation or institution

**Underpinning knowledge**

The candidate will be able to

1. list and state the purpose(s) of the main statutory provisions relating to health and safety in the workplace
  - a) Management of Health and Safety at Work Regulations 1999
  - b) Provision and Use of Work Equipment Regulations 1998
  - c) Workplace (Health, Safety and Welfare Regulations 1992
  - d) Health and Safety (Display Screen Equipment) Regulations 1992
  - e) Manual Handling Operations Regulations 1992
  - f) Personal Protective Equipment at Work Regulations 1992
  - g) Health and Safety at Work etc Act 1974
  - h) Disability Discrimination Act 1995
2. identify the legislation relating to:
  - i) reporting of injuries
  - ii) fire
  - iii) substances hazardous to health
  - iv) statutory nuisance as defined by Section 79 of The Environmental Protection Act 1990 eg smoke, fumes, dust
3. state the information relating to health and safety which should be included in an induction programme

***Outcome 2: Understand the basic principles of negligence and contributory negligence in the work environment***

**Practical activities**

The candidate will be able to

1. identify circumstances in which an employee who is injured at work may be able to claim compensation from an employer
2. identify when fault on the part of an employee can affect their claim for compensation

**Underpinning knowledge**

The candidate will be able to

1. state what is meant by a breach of duty of care by an employer e.g injury caused by defective equipment, stress
2. state what is meant by the test of foreseeability
3. state what is meant by contributory negligence

***Outcome 3: Recognise when employees must inform their employer of situations they consider unsafe or unhealthy***

**Practical activities**

The candidate will be able to

1. identify any potential hazards in own work area or elsewhere within the organisation or institution
2. inform line manager/supervisor of any unsafe or unhealthy situations

**Underpinning knowledge**

The candidate will be able to

1. identify the requirements of S7 and S8 of the Health and Safety at Work etc Act 1974
2. state the implications of Regulation 14 of the Management of Health and Safety at Work Regulations 1999

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## **Unit 2: Maintain safe working conditions and safe working systems**

### **Rationale**

This unit is concerned with ensuring that candidates are aware of and work in accordance with the legislation relating to safety in the workplace and the safe use of work equipment used by candidates at this level. Equipment used may include workshop machinery; portable electrical equipment e.g. soldering irons, hairdryers; display screen equipment or any other workplace equipment used by the candidate.

### **Outcomes**

There are four outcomes to this unit. The candidate will be able to

1. understand the need to work in a safe area
2. ensure the safe use of work equipment and comply with instructions relating to its safe use
3. recognise when, for reasons of safety, portable electrical equipment must not be used
4. understand the requirements for healthy and safe use of display screen equipment

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 elements A1 pcs 2 & 7, A2 pcs 1, 2, 3,4,5,6, & 8, H2 pc 1.*

*Outcome 2 elements A1 pcs 2, 3, 4 & 6, A2 pcs 1,2,3,4,5,6,7 & 8, H2 pc 1.*

*Outcome 3 elements A1 pcs 2 & 6, A2 pcs 1,2,3,4,5,6,7 &8, H2 pc1.*

*Outcome 4 elements A1 pcs 2, 3, 6 & 7, A2 pcs 1,2,3,4,5,6,7 & 8, H2 pc1.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.

Unit 2

**Key Skills Signposting Summary Relationship Table**

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1				WO2.1 WO2.2 WO2.3	CP2.1 CP2.2 CP2.3	
Outcome 2					CP2.1 CP2.2 CP2.3	
Outcome 3		NI.1 NI.2 NI.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	CP2.1 CP2.2 CP2.3	PS2.1 PS2.2 PS2.3
Outcome 4	C1.2		IT2.1 IT2.2 IT2.3		CP2.1 CP2.2 CP2.3	PS2.1 PS2.2 PS2.3

## ***Outcome 1: Understand the need to work in a safe area***

### **Practical activities**

The candidate will be able to

1. maintain the immediate work area in a safe condition
2. comply with control measures identified in risk assessment (to include relevant specific legislation such as e.g. the Construction (design and management) Regulations and permits to work as they apply to work areas
3. ensure that floors and traffic routes are not obstructed by materials or work in progress
4. ensure that entrances and exits in immediate work area are free from obstruction
5. work in accordance with safety instructions and procedures
6. report any hazards in work area to line manager/supervisor
7. correctly store work clothing
8. comply with Workplace Regulations regarding eating or drinking in the workplace

### **Underpinning knowledge**

The candidate will be able to

1. state the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992
2. recognise the need to follow safety instructions and procedures
3. recognise when anything in the work area considered hazardous or unhealthy must be reported
4. state where work clothing must be stored
5. state the requirements of the Workplace Regulations regarding eating or drinking in the workplace
6. state the main duties of an employer regarding safety and health in work areas



***Outcome 2: Ensure the safe use of work equipment and comply with instructions relating to its safe use***

**Practical activities**

The candidate will be able to

1. check control systems for safety before using equipment and ensure all emergency stop controls are working before use
2. comply with control measures identified in risk assessments when using work equipment
3. work in accordance with safety instructions
4. report any defects in equipment and safety devices to line manager/supervisor

**Underpinning knowledge**

The candidate will be able to

1. state the main requirements of The Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998
2. state when defects in equipment and safety devices must be reported
3. identify typical risks to which an employee might be exposed if control measures are not used when operating machinery
4. state the duties of employers and employees with regard to the safety of work equipment

### ***Outcome 3: Recognise when portable electrical equipment must not be used***

#### **Practical activities**

The candidate will be able to

1. identify items of portable electrical equipment in the workplace or organisation and report on their condition
2. report on items of portable electrical equipment which have been tested and show a valid test label

#### **Underpinning knowledge**

The candidate will be able to

1. state that portable electrical equipment must be tested in order to ensure compliance with the Electricity at Work Regulations 1989
2. give examples of the type of equipment to which the Regulations apply
3. state how often equipment should be tested
4. state the evidence which shows that portable electrical equipment has been tested and is safe to use

### ***Outcome 4: Understand the requirements for healthy and safe use of display screen equipment***

#### **Practical activities**

The candidate will be able to

1. adopt the correct posture when working at a display screen
2. use the correct seating
3. ensure the work area is kept in a safe and healthy condition
4. identify and work in accordance with any other specific instructions and training given in relation to the use of display screen equipment
5. report any defects in the display screen work area or equipment

#### **Underpinning knowledge**

The candidate will be able to

1. state the main provisions of the Health and Safety (Display Screen) Regulations 1992 relating to type and use of display screen equipment
2. identify the rights of employees who are classed as habitual users of display screens  
e.g. safety aids, eye sight tests, foot/wrist rests
3. state when shortcomings or defects in display screen work area or equipment must be reported

## **Unit 3: Understand how to control and monitor risk in the workplace**

### **Rationale**

This unit introduces the principles involved in undertaking risk assessments in the workplace. It is concerned with how to recognise hazards and associated risks and how to distinguish hazard and risk.

Candidates should also be able to recognise when risks can be eliminated or when suitable control measures should be introduced to minimise risk.

### **Outcomes**

There are four outcomes to this unit. The candidate will be able to

1. recognise potential hazards
2. recognise risks associated with specific hazards
3. understand when risk has or can be eliminated
4. identify suitable control measures if risks cannot be eliminated

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 elements A1 pcs 3 & 4, G1 all pcs, G2 all pcs.*

*Outcome 2 elements A1 pcs 2, 3 & 4, A2 pcs 1, 2, 4,5,6,7 & 8, G1 all pcs, G2 all pcs.*

*Outcome 3 elements A1 pcs 2, 3 & 5, A2 pcs 1, 2, 4,5,6,7 & 8, G1 all pcs, G2 all pcs.*

*Outcome 4 elements A1 pcs 2,3,4,5 & 6, A2 pcs 1,2,4,5,6,7 & 8, G1 all pcs, G2 all pcs.*

Level 3 NVQ in Occupational Health and Safety (3044)

*Outcome 1 elements G031.1 & G031.2 all pcs in relation to one evidence specification from the range.*

*Outcome 2 elements G031.1 & G031.2 all pcs in relation to one evidence specification from the range.*

*Outcome 3 elements G031.1 & G031.2 all pcs in relation to one evidence specification from the range.*

*Outcome 4 elements G031.1 & G031.2 all pcs in relation to one evidence specification from the range.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from a set assignment which will cover both the practical activities and the underpinning knowledge for the unit.

Unit 3

**Key Skills Signposting Summary Relationship Table**

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.3	NI.1	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1
Outcome 2	C1.3	NI.1 NI.2 NI.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2
Outcome 3	C1.3	NI.1 NI.2 NI.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3
Outcome 4	C1.3	NI.1 NI.2 NI.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3

## *Outcome 1: Recognise potential hazards*

### **Practical activities**

The candidate will be able to

1. identify and record actual or potentially unsafe working practices
2. identify and record actual or potentially unsafe work systems
3. identify and record actual or potentially unsafe work equipment

### **Underpinning knowledge**

The candidate will be able to

1. state the main principles relating to negligence and contributory negligence
2. identify the main provisions of:
  - i) the Health and Safety at Work etc Act 1974
  - ii) the Workplace (Health, Safety and Welfare) Regulations 1992
  - iii) the Provision and Use of Work Equipment Regulations 1998  
in relation to hazard identification
3. state the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 in relation to hazard identification

## ***Outcome 2: Recognise risks associated with specific hazards***

### **Practical activities**

The candidate will be able to

1. conduct and record a hazard and risk assessment

### **Underpinning knowledge**

The candidate will be able to

1. state the difference between hazard and risk
2. identify typical risks created by hazards in the work or study environment
3. state the requirements of the Management of Health and Safety at Work Regulations 1999 and associated Regulations in relation to identification of hazards and risks

### ***Outcome 3: Understand when risk has or can be eliminated***

#### **Practical activities**

The candidate will be able to

1. identify potential hazards in work or study area
2. identify hazards which can be eliminated and those which require, or have, suitable control measures
3. identify any situations where work practices may need to change to eliminate risk

#### **Underpinning knowledge**

The candidate will be able to

1. identify aspects of the Management of Health and Safety at Work Regulations 1999 relating to undertaking a hazard and risk assessment
2. identify risks
  - a) which can be eliminated  
(eg the risk of being cut by glass from a broken window pane )
  - and
  - b) which require suitable control measures  
(eg the risk of contact with moving machinery, controlled by guards etc)



***Outcome 4: Identify suitable control measures if risks cannot be eliminated***

**Practical activities**

The candidate will be able to

1. record control measures on a risk assessment sheet
2. record the frequency of the control measures and how often these must be reviewed
3. identify relevant safety instructions and procedures given at the workplace

**Underpinning knowledge**

The candidate will be able to

1. identify provisions of the Management of Health and Safety at Work Regulations 1999 relating to recording of control measures
2. identify control measures which reduce risk during day to day work activities

## **Unit 4: Maintain positive attitudes towards safety at work**

### **Rationale**

This unit is concerned with encouraging positive involvement of all relevant persons at work in the preparation of risk assessments and subsequent monitoring and auditing of the workplace to ensure safe working practices and conditions.

### **Outcomes**

There are two outcomes to this unit. The candidate will be able to

1. participate in health and safety awareness training
2. communicate effectively with others

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 elements E1 pc 1, H2 pcs 1,2,3,4,5,6,7 &8.*

*Outcome 2 elements E1 pc 1, H2 pcs 1,2,3,4,5,6,7 & 8.*

Level 3 NVQ in Occupational Health and Safety (3044)

*Outcome 2 element C009.1 pc a.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.

Unit 4

**Key Skills Signposting Summary Relationship Table**

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.1 C1.2 C2.1 a and b		IT1.1 IT1.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3
Outcome 2	C1.1 C1.2		IT1.1 IT1.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	

## ***Outcome 1: Participate in health and safety awareness training***

### **Practical activities**

The candidate will be able to

1. identify contents of training session which explains the main statutory provisions relating to health and safety in the workplace and risk assessment
2. adopt the safety requirements of the organisation or institution
3. report potential or actual hazards
4. identify ways to improve awareness of working in a safe and healthy manner
5. work with others to achieve objectives and record findings

### **Underpinning knowledge**

The candidate will be able to

1. identify the main provisions of the Management of Health and Safety at Work Regulations 1999 and associated Regulations relating to communication eg the review of current risk assessments
2. recognise the need to comply with any specific safety training instructions and procedures given by employer, trainer or lecturer eg fire lecture etc
3. recognise when to report anything in work area which is considered to be hazardous or unhealthy
4. list sources of help for obtaining health and safety information eg colleagues, external agencies

## ***Outcome 2: Communicate effectively with others***

### **Practical activities**

The candidate will be able to

1. seek clarification when necessary to ensure correct understanding of health and safety instructions
2. use methods of communication appropriate to the needs of others
3. listen effectively to others and feedback content
4. deal effectively with situations where there are communication differences

### **Underpinning knowledge**

The candidate will be able to

1. identify key aspects of effective communication e.g. correctly timing the communication; obtaining a person's attention; defining the subject
2. identify methods of communicating: verbal; non-verbal; facial expression; gestures; tone of voice; signs and symbols; appearance; behaviour
3. describe barriers to communication: e.g. cultural influences, physical environment
4. identify key aspects of effective listening
5. identify methods of assessing effectiveness of communication

## **Unit 5: Use personal protective equipment**

### **Rationale**

This unit is concerned with ensuring that candidates are aware of when personal protective equipment must be worn in the workplace.

Emphasis is placed on candidates identifying situations when specific items of personal protective equipment must be worn as a control measure to avoid injury.

### **Outcomes**

There are two outcomes to this unit. The candidate will be able to

1. understand statutory provision relating to the use of personal protective equipment
2. understand the use of personal protective equipment

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 elements A1 pcs 2,3 & 4, A2 pcs 1,2,5,6,7 & 8, B1 pc 1, H2 pc 1.*

*Outcome 2 elements A1 pcs 2,3 & 4, A2 pcs 1,2,5,6,7 & 8, B1 pc 1, H2 pc 1.*

*Outcome 3 elements A1 pcs 2,3 & 4, A2 pcs 1,2,5,6,7 & 8, B1 pc 1, H2 pc 1.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.

### Key Skills Signposting Summary Relationship Table

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1				WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1
Outcome 2	C1.2 C1.3	N1.2 N1.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2
Outcome 3	C1.2 C1.3	N1.2 N1.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3

***Outcome 1: Understand statutory provision relating to the use of personal protective equipment***

**Practical activities**

The candidate will be able to

1. use and request personal protective equipment
2. store personal protective equipment
3. participate in health and safety training relating to use of personal protective equipment
3. report loss of, or defects in, personal protective equipment

**Underpinning knowledge**

The candidate will be able to

1. identify the key aspects of the Personal Protective Equipment at Work Regulations 1992 regarding provision, suitability and storage of personal protective equipment
2. recognise the need to comply with safety instructions and procedures relating to personal protective equipment given by employer, trainer or lecturer



## ***Outcome 2: Understand the use of personal protective equipment***

### **Practical activities**

The candidate will be able to

1. identify different types of personal protective equipment which may be used in the workplace
2. ensure own requirements are met when wearing personal protective equipment
3. undertake and record a risk assessment which identifies the use of suitable personal protective equipment
4. report findings to line manager/supervisor

### **Underpinning knowledge**

The candidate will be able to

1. list types of personal protective equipment and state when it should be worn e.g. safety glasses, safety boots
2. state the importance of ensuring the suitability of personal protective equipment for the individual
3. identify the provisions of other associated Regulations relating to wearing of personal protective equipment including those relating to manual handling, the control of substances hazardous to health and the provision and use of work equipment

## **Unit 6: Understand how to deal with accidents**

### **Rationale**

This unit is concerned with the occasions on which accidents must be recorded both internally and externally to the Health and Safety Executive in compliance with the law.

It also considers the reasons why accidents must be reported and the fundamental principles in dealing with a casualty.

NB Candidates who complete this qualification (and or unit) are encouraged to attend a recognised First Aid Course in order to ensure adequate competence in administering first aid.

### **Outcomes**

There are four outcomes to this unit. The candidate will be able to

1. understand when an internal accident book must be completed
2. recognise when an accident report must be sent to the Health and Safety Executive
3. recognise the importance of analysing accident reports
4. understand how to deal with casualties

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 elements A1 pc 1 & 2, A2 pc 1 &2, B1 pc 1, H2 pc1, 2,3 & 4.*

*Outcome 2 elements A1 pc 1 & 2, A2 pc 1 &2, B1 pc 1, H2 pc1, 2,3 & 4.*

*Outcome 3 elements B2 pcs 2, 3, 4,5,6,7 & 8, H2 pc 3.*

*Outcome 4 element H2 pc 1, 2, 3 & 4.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.

**Key Skills Signposting Summary Relationship Table**

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.2 C1.3	N1.1 N1.2	IT2.1 IT2.2	WO1.1 WO1.2 WO1.3	WP2.1 WP2.2 WP2.3	
Outcome 2	C1.2 C1.3	N1.1 N1.2	IT2.1 IT2.2	WO1.1 WO1.2 WO1.3	WP2.1 WP2.2 WP2.3	
Outcome 3	C1.2 C1.3	N2.1 N2.2 N2.3	IT2.1 IT2.2 IT2.3	WO1.1 WO1.2 WO1.3	WP2.1 WP2.2 WP2.3	
Outcome 4	C1.2 C1.3			WO1.1 WO1.2 WO1.3	WP2.1 WP2.2 WP2.3	

***Outcome 1: Understand when an internal accident book must be completed***

**Practical activities**

The candidate will be able to

1. identify the accident reporting arrangements of the organisation or institution
2. complete an internal accident book

**Underpinning knowledge**

The candidate will be able to

1. identify the requirements for accident reporting of the Management of Health and Safety at Work Regulations 1999 in relation to the monitoring and review of non reportable accidents and incidents

***Outcome 2: Recognise when an accident report must be sent to the Health and Safety Executive***

**Practical activities**

The candidate will be able to

1. complete an accident report form F2508

**Underpinning knowledge**

The candidate will be able to

1. identify the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (in force 1996) in relation to accident reporting
2. identify the requirements for accident reporting of the Management of Health and Safety at Work Regulations 1999 in relation to monitoring and review of reportable accidents

### ***Outcome 3: Recognise the importance of analysing all accident reports***

#### **Practical activities**

The candidate will be able to

1. produce a simple analysis of accident trends (using case study provided or the organisation's or institution's accident statistics) for a 24-month period

#### **Underpinning knowledge**

The candidate will be able to

1. state the legal and practical reasons for producing accident statistics eg to avoid reoccurrence
2. identify primary and secondary causes of accidents

## *Outcome 4: Understand how to deal with casualties*

### **Practical activities**

The candidate will be able to

1. assess the scene of a minor accident
2. take appropriate action to deal with casualties
3. take appropriate actions when casualty has been dealt with

### **Underpinning knowledge**

The candidate will be able to

1. state how to assess an accident scene prior to administering any first aid
2. state the importance of seeking immediate help
3. state how to approach a casualty suspected of suffering cardiac arrest
4. state procedures for dealing with a casualty
  - i) who is not breathing and who has no pulse
  - ii) who is not breathing but who has a pulse
5. state the actions to be taken after a casualty has been dealt with

## **Unit 7: Understand how to prevent risks from fire**

### **Rationale**

This unit introduces the causes of fire. It is concerned with the legal framework which governs fire safety and fire risk assessments in the workplace.

### **Outcomes**

There are two outcomes to this unit. The candidate will be able to

1. understand relevant statutory provisions relating to fire
2. identify the causes of fire and complete a basic fire risk assessment

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 element A1 pcs 1, 2,3,4,5 & 6.*

*Outcome 2 elements A1 pcs 1,2,3,4,5 & 6, G1 pcs 1,2,3,4,5,6,7 & 8, G2 pcs 1,2,3,4,5,6,7 & 8, H1 pc 1, H2 pcs 1,2,3 & 4.*

Level 3 NVQ in Occupational Health and Safety (3044)

*Outcome 2 elements G031.1 & G031.2 all pcs in relation to Range Statement (i) Workplace - fire.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.



### Key Skills Signposting Summary Relationship Table

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.2 C1.3		IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3
Outcome 2	C1.2 C1.3	N1.1 N1.2 N1.3	IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3

## ***Outcome 1: Understand statutory provisions relating to fire***

### **Practical activities**

The candidate will be able to

1. work in accordance with fire drills and fire safety and legislation which regulates fire safety in the workplace
2. identify the organisation's induction course in relation to fire safety
3. follow organisation's instructions relating to fire drills and fire safety

### **Underpinning knowledge**

The candidate will be able to

1. state the main aspects of the Fire Precautions (Workplace) Regulations 1997 (as consolidated into the Management of Health and Safety at Work Regulations 1999) e.g. undertaking fire risk assessments
2. identify when a fire certificate must be applied for i.e. the organisations to which the Regulations apply, how the numbers of persons employed and where they are located determine the need to apply
3. state the information relating to fire which should be included in an organisation's induction programme
4. recognise the need to follow organisation's instructions relating to fire drills and fire safety

## ***Outcome 2: Identify the causes of fire and complete a basic fire risk assessment***

### **Practical activities**

The candidate will be able to

1. identify the three elements which allow a fire to start
2. use a fire risk assessment sheet to record fire safety systems
3. record location and type of fire fighting equipment within a given area

### **Underpinning knowledge**

The candidate will be able to

1. state the elements which must be present before a fire can start and state the significance of each
2. give examples of how a fire can begin in the workplace
3. identify fire risk control measures eg fire doors, alarm systems, evacuation procedures
4. identify types of fire fighting equipment eg bucket of sand, hoses, extinguishers and their uses

## **Unit 8: Understand how to prevent risks from chemicals**

### **Rationale**

This unit introduces the need to work safely with chemicals. It is also concerned with the information relating to chemicals which must be supplied to persons at work by manufacturers.

### **Outcomes**

There are three outcomes to this unit. The candidate will be able to

1. identify chemicals in use at the workplace or institution
2. recognise risks associated with regular use of chemicals
3. understand when chemical risks have been controlled

### **Connection with other awards**

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:

Stand alone units - Health and safety for people at work (3042)

*Outcome 1 element A1 pc 4.*

*Outcome 2 elements A1 pcs 1,2,3,4,5 & 6, G1 pcs 1,2,3,4,5,6,7 & 8, G2 pcs 1,2,3,4,5,6,7 & 8, H1 pc 1, H2 pcs 1,2,3 & 4.*

*Outcome 3 elements A1 pcs 1,2,3,4,5 & 6, G1 pcs 1,2,3,4,5,6,7 & 8, G2 pcs 1,2,3,4,5,6,7 & 8, H1 pc 1, H2 pcs 1,2,3 & 4.*

Level 3 NVQ in Occupational Health and Safety (3044)

*Outcome 2 elements G031.1 & G031.2 all pcs in relation to Range Statement (i) Agents. Single well documented hazardous substance.*

*Outcome 3 elements G031.1 & G031.2 all pcs in relation to Range Statement (i) Agents. Single well documented hazardous substance.*

### **Assessment**

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.

### Key Skills Signposting Summary Relationship Table

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.2 C1.3	N1.1	IT2.1 IT2.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1
Outcome 2	C1.2	N1.1 N1.2 N1.3	IT2.1 IT2.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2
Outcome 3	C1.2	N1.1 N1.2 N1.3		WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3

## ***Outcome 1: Identify chemicals in use at the workplace or institution***

### **Practical activities**

The candidate will be able to

1. identify chemicals stored at the workplace or institution
2. identify the safety precautions used for chemical storage and disposal at workplace or institution

### **Underpinning knowledge**

The candidate will be able to

1. state the five categories of substance to which the Control of Substances Hazardous to Health Regulations (COSHH) 1999 apply eg microbiological agents
2. state methods which can be used to ensure that substances to which the Regulations apply are stored safely in accordance with the Regulations
3. state the effect of section 33 of the Environmental Protection Act 1990

## ***Outcome 2: Recognise risks associated with regular use of chemicals***

### **Practical activities**

The candidate will be able to

1. undertake assessment of chemicals present in a given area using a COSHH assessment sheet
2. record the findings relating to substances, purpose and frequency of use and by whom the chemical is used
3. record potential risks

### **Underpinning knowledge**

The candidate will be able to

1. identify provisions of COSHH in relation to storage of chemicals, substances and agents
2. identify instructions and procedures at the workplace which relate to use and storage of chemicals, substances and agents

### ***Outcome 3: Understand when chemical risks have been controlled***

#### **Practical activities**

The candidate will be able to

1. record suitable control measures on a risk assessment sheet
2. record person(s) responsible for control measures
3. record Maximum Exposure Limits (MEL's) when applicable
4. record the method of disposal of chemical waste used by the organisation
5. identify relevant instructions and procedures at the workplace/place of study

#### **Underpinning knowledge**

The candidate will be able to

1. identify the relevant provisions of COSHH and amendments in relation to control of chemicals in the workplace
2. recognise the need to follow relevant instructions and procedures at the workplace
3. identify different types of control eg securely stored in cupboard, warning notices, safety training



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## Unit 9: Manual handling techniques

### Rationale

This unit introduces the fundamental principles of safe lifting and moving techniques. It is concerned with the legal framework on which manual handling assessments; training and practice should be based.

Emphasis is placed on identifying situations where manual handling takes place, conducting assessments relating to each load moved or carried and ensuring individuals adopt the correct procedure to lift or move these loads.

### Outcomes

There are four outcomes to this unit. The candidate will be able to

1. Identify the causes of accidents relating to manual handling
2. Understand statutory provisions relating to manual handling
3. Complete a manual handling assessment
4. Understand manual handling techniques

### Connection with other awards

This unit is designed to contribute to the underpinning knowledge of the following NVQ units:  
Stand alone units - Health and safety for people at work (3042)

*Outcome 1 element G1 pcs 1,2,3,4 & 6.*

*Outcome 2 element G1 pcs 1, 2, 3, 4& 6.*

*Outcome 3 element A2 pcs 1, 2,5,6,7 & 8, G1 pcs 1,2,3,4,5,6,7 & 8, G2 pcs 1,2,3,4,5,6,7 & 8, G3 pc 1.*

*Outcome 4 element A2 pc 5 & 6*

Level 3 NVQ in Occupational Health and Safety (3044)

*Outcome 3 elements G031.1 & G031.2 all pcs in relation to Range Statement (i) Organisation - manual handling.*

### Assessment

The outcomes for this unit will be assessed using evidence from:

1. *Practical activities*  
These are listed for each outcome. The assessment will be by means of a set assignment for each unit.
2. *Written tests*  
The underpinning knowledge requirements are listed for each outcome. These will be assessed by a synoptic multiple choice paper based on the test specification.

**Key Skills Signposting Summary Relationship Table**

Unit No and Title	Communication	Application of Number	Information Technology	Working with others	Improving own learning and performance	Problem Solving
Outcome 1	C1.2		IT2.1 IT2.2 IT2.3	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1
Outcome 2	C1.2 C1.3	N1.1 N1.2 N1.3	IT2.1 IT2.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2
Outcome 3	C1.2 C1.3	N1.1 N1.2 N1.3	IT2.1 IT2.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3
Outcome 4	C1.3	N1.1 N1.2	IT2.1 IT2.2	WO2.1 WO2.2 WO2.3	LP2.1 LP2.2 LP2.3	PS2.1 PS2.2 PS2.3

### ***Outcome 1: Identify the cause of accidents relating to manual handling***

#### **Practical activities**

The candidate will be able to

1. report on situations where manual handling operations should be avoided
  - a) unsafe acts
  - b) unsafe conditions

#### **Underpinning knowledge**

The candidate will be able to

1. state that the two underlying causes of accidents in the workplace are
  - a) unsafe acts
  - and
  - b) unsafe conditions
2. give examples of manual handling accidents caused by
  - a) unsafe acts: e.g. a load too heavy for an individual to carry
  - b) unsafe conditions: e.g. working with slippery loads in wet weather

## ***Outcome 2: Understand statutory provisions relating to manual handling***

### **Practical activities**

The candidate will be able to

1. distinguish between loads which require an assessment relating to individual lifting and those where the use of mechanical devices apply

### **Underpinning knowledge**

The candidate will be able to

1. identify the main aspects of the Manual Handling Operations Regulations 1992 in relation to individuals when manually handling specific loads, assessment and control of moving or carrying loads/persons
2. identify a range of mechanical devices for manual handling eg a patient hoist
3. identify the key aspects of the Lifting Operations and Lifting Equipment Regulations 1998
4. state how the requirements of individuals may be met when undertaking manual handling assessment

### ***Outcome 3: Complete a manual handling assessment***

#### **Practical activities**

The candidate will be able to

1. identify control measures relating to manual handling tasks
2. complete a manual handling assessment

#### **Underpinning knowledge**

The candidate will be able to

1. identify groups and individuals that undertake manual handling
2. identify specific loads and tasks involving manual handling

## ***Outcome 4: Understand manual handling techniques***

### **Practical activities**

The candidate will be able to

1. carry out a manual handling exercise which involves moving a load/person

### **Underpinning knowledge**

The candidate will be able to

1. explain the need to avoid top heavy bending
2. state the principles of the Base Movement
3. state when mechanical devices must be used for manual handling





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