



Fundamentals of Health and Safety in the Workplace

Description:

The *Fundamentals of Health and Safety in the Workplace* is a Level 2 qualification that is designed to create a better understanding of Health and Safety. The emphasis is on making the employee safe for him/herself, safe for others and capable of identifying potential hazards. "Health and Safety" takes as its starting point the fact that most accidents are attributable to a lack of knowledge or carelessness and that the key to improvement is increased awareness on everybody's part.

The qualification is equivalent to the Royal Society for Public Health's *Level 2 Award in Health and Safety in the Workplace* and any superseding qualifications.

The material for this qualification can be covered within 9 Guided Learning Hours.

Summary of Outcomes:

To achieve this qualification a candidate must:

1. **Define terms and systems relating to Health and Safety**
2. **Identify hazards in the workplace and state their possible effects**
3. **Outline methods for creating a safe working environment and dealing with incidents**

Content:

1. **Terms and Systems**

Importance of Health and Safety. Costs and effects of poor Health and Safety. Benefits of good standards of Health and Safety. Most common causes of accidents. Most common injuries/illnesses in the U.K. Definitions of accident, First Aid, hazard, health, injury, occupational health, risk assessment, safety and safety policy.

Personnel and systems. Accident investigations. First Aiders and appointed persons. Safety representatives. Composition and functions of Safety committees. First Aid boxes and equipment. Purpose of Accident Book. Significance of safety policy. Use of risk assessments.

Legislation. Main requirements of Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 1999, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1996, Personal Protective Equipment (PPE) at Work Regulations 1992 and any superseding legislation or amendments. Enforcement of legislation.

2. **Hazards and Effects**

Environmental. Levels of risk of accident in different work activities and occupations. Hazards associated with floors, walls, ceilings and windows. Direct and indirect effect of smoking. Noise.

Equipment. Common dangers from work equipment. Identification of dangerous equipment. Requirements for people under 18. Display screen equipment. Hazards of and injuries due to manual handling. Common causes of back injury.

Fire and electricity. Effects of electrocution. Hazards associated with plugs, sockets and extension leads. Effect of smoke, toxic fumes and heat on the body.

3. **Safe Working Environment**

Safe environment. Principal accident prevention strategies. Good lighting, heating and ventilation. Importance of good housekeeping. Safety signs and symbols. Functions of fuses and circuit breakers. Correct wiring of plugs. Regular hazard spotting. Machinery guards. Maintenance and safe siting of machinery and VDUs. Importance of training in safe use of machinery. Noise reduction.

Incidents. Treatment of person(s) suffering from electrocution. Action on discovering gas leaks. Principles of fire fighting re. fire triangle. Fire doors, alarms, sprinklers and panic bolts in event of fire. Location of fire alarms and buttons. Contents and uses of fire extinguishers. Emergency procedures in the event of fire. Principles of correct manual handling of loads. Reducing risk of injury due to manual handling.

Assessment:

Attainment of the Learning Outcomes will be assessed by a multiple choice test. The test consists of 20 questions and is of thirty minutes duration. Candidates must achieve a score of 14/20 in order to pass the assessment.

Guidance:

Recommended prior learning:

There are no recommended prior learning requirements for this qualification. The Society does, however, recommend that candidates have a level of literacy equivalent to *Entry Level 2* (but see notes on Special Assessment Needs below).

Special Needs:

Centres that have candidates with special needs should consult The Society's *Regulations and Guidance for Candidates with Special Assessment Needs*, this is available from The Society and The Society's web site (www.rsph.org).

Recommended Qualifications and Experience of Tutors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience.

Suitable qualifications for the *Fundamentals of Health and Safety in the Workplace* include:

- a) Degree or Dip. HE in Environmental Health
- b) HNC/D in the above.
- c) Level 3 qualification in Health and Safety such as:

The Royal Society for the Promotion of Health's *Diploma in Health and Safety Management (Advanced Diploma in Health and Safety in the Workplace* with effect from April 2002)
The Chartered Institute of Environmental Health's *Advanced Health and Safety Certificate*.

- d) NEBOSH Diploma in Occupational Safety and Health.
- e) NEBOSH Certificate in Occupational Safety and Health.

Qualifications and Credit Framework

Centres should note that the *Fundamentals of Health and Safety in the Workplace* is not accredited by Ofqual and is not part of the Qualifications and Credit Framework. Centres are advised to check the availability of government funding for this qualification if this is required.

The Society does offer accredited qualifications in health and safety. If such a qualification is required centres should apply for permission to offer The Society's *Level 2 Award in Health and Safety in the Workplace*. Copies of the syllabus for this qualification can be obtained from the address below or from The Society's web-site.

Centres should be registered with The Society

Any enquiries about this qualification should be made to:

The Qualifications Department,
Royal Society for Public Health,
3rd Floor, Market Towers,
1, Nine Elms Lane,
London SW8 5NQ

Tel. 020 3177 1600

Fax. 020 3177 1601

E.mail qualificationdevelopment@rsph.org.uk