

Level 3 Award in Health and Safety for Supervisors in the Workplace

June 2008

36 Guided Learning Hours

QCA Accreditation Number 500/4122/8

Description:

The syllabus explores all the areas about which supervisors are required to have working knowledge to ensure compliance with Health and Safety legislation. Supervisors should feel able, on the completion of the qualification, to design, implement and monitor a health and safety programme within a small to medium sized organisation having moderate risks.

Unit HSS1: Safety in the Working Environment

Summary of Outcomes:

To achieve this unit a candidate must:

1. **Discuss the importance of supervision with regard to Health and Safety in the workplace, by being able to:**
 - Discuss the role of the supervisor.
2. **Evaluate hazards and risks in the workplace and their possible effects, by being able to:**
 - Discuss hazards and risks relating to the environment of the workplace and their appropriate controls
 - Discuss hazards and risks relating to work equipment and their appropriate controls
 - Discuss hazards and risks relating to fire and electricity in the workplace and their appropriate controls
3. **Determine hazards and risks likely to affect the occupational health of individuals, by being able to:**
 - Assess the risks due to substances hazardous to health and their appropriate controls
 - Explain hazards and risks due to manual handling and methods for reducing these risks
 - Evaluate the effect of noise and stress at work and methods for controlling this.

Content:

1. **Importance of supervision with regard to Health and Safety in the workplace**

Role of the supervisor: Employers and employees legal responsibilities for H&S in the workplace; monitoring and supervision of staff to ensure they work safely and follow safe working practices; importance of regular H&S inspections of plant and premises; definition of hazard and risk; methods for dealing with and reporting hazards and risks; need to ensure staff have the capability and training to undertake specific tasks safely and methods for doing this; communication of H&S procedures to staff; recognising and dealing with inappropriate behaviour; maintenance of H&S records; sources of H&S information; supervision of contract staff; permit to work systems; role of the supervisor in accident investigations; role and nature of enforcing authorities; effect of non-compliance with regulations.

During coverage of this material, particular reference as appropriate should be made to:

Health and Safety at Work etc Act
Management of Health and Safety at Work Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

or any superseding legislation and related Approved Codes of Practice

2. **Hazards and risks in the workplace and their possible effects**

Hazards and risks relating to the environment of the workplace and their appropriate controls: Need for adequate space for, and suitable layout of, workstations; basic requirements for heating, lighting, ventilation, sanitary and welfare facilities; importance of good housekeeping; appropriate use and location of safety signs; maintenance of traffic routes; organisation of traffic routes to ensure safe movement of pedestrians and vehicles; need to ensure safe access and egress in the workplace; hazards and risks of working at height, working in confined spaces and lone working; reducing, managing and controlling the risks associated with working at height, working in confined spaces and lone working; hierarchy of regulations for working at height and working in confined spaces; management and maintenance of the work environment to reduce the risk of slips, trips and falls.

During coverage of this material, particular reference as appropriate should be made to:

Workplace (Health, Safety and Welfare) Regulations
Work at Height Regulations
Health and Safety (Safety Signs and Signals) Regulations

or any superseding legislation and related Approved Codes of Practice.

Hazards and risks relating to work equipment and their appropriate controls: Hazards and risks associated with work equipment and display screen equipment; procedures for reducing, controlling and managing the risks associated with work equipment and display screen equipment; guarding of machinery; electrical safety; hazards associated with the use of electricity, cables and electrical equipment; reporting of defective or unsafe equipment.

During coverage of this material, particular reference as appropriate should be made to:

Provision and Use of Work Equipment Regulations;
Lifting Operations and Lifting Equipment Regulations
Health and Safety (Display Screen Equipment) Regulations

or any superseding legislation and related Approved Codes of Practice.

Hazards and risks relating to fire and electricity in the workplace and their appropriate controls: Legal requirement for fire risk assessments; causes of fire, the fire triangle, effects of smoke, toxic fumes and heat; procedures to prevent or reduce the risks of fire and its effects; actions to be taken in the event of fire;

hazards and risks from electricity, electrical equipment and appliances; procedures to reduce the risk from electricity and associated electrical equipment; safety testing of electrical equipment.

During coverage of this material, particular reference as appropriate should be made to:

Regulatory Reform (Fire Safety) Order / Fire (Scotland) Act
Electricity at Work Regulations

or any superseding legislation and related Approved Codes of Practice.

3. **Hazards and risks likely to affect the occupational health of individuals**

Risks due to substances hazardous to health and their appropriate controls: How dust, vapours, chemicals and gases enter the body; effects of dust, vapours, chemicals and gases on the body; methods for reducing the risks and effects of dust, vapour, chemicals and gases; use of personal protective equipment; possible locations of asbestos in the workplace; procedures to follow if the presence of asbestos is suspected; requirements for health surveillance.

During coverage of this material, particular reference as appropriate should be made to:

Control of Substances Hazardous to Health Regulations
Personal Protective Equipment at Work Regulations
Control of Asbestos Regulations

or any superseding legislation and related Approved Codes of Practice

Hazards and risks due to manual handling and methods for reducing these risks: Manual handling techniques; principles of correct manual handling of loads; hazards and risks due to manual handling; risk assessment of manual handling operations; appropriate corrective actions.

During coverage of this material, particular reference as appropriate should be made to:

Manual Handling Operations Regulations

or any superseding legislation and related Approved Codes of Practice

Effect of noise and stress at work and methods for controlling this: Sources and effects of noise; methods for reducing noise; measurement of noise volumes and action levels; causes and effects of work-related stress; methods for reducing work-related stress; HSE's management standards for work-related stress.

During coverage of this material, particular reference as appropriate should be made to:

Noise at Work Regulations

or any superseding legislation and related Approved Codes of Practice.

Assessment and Grading:

Attainment of the Learning Outcomes for this unit will be assessed by an examination. This will be of two hours duration and will consist of thirty short answer questions. In order to be awarded a *Distinction*, candidates must be able to recall relevant knowledge and facts from the entire unit specification with few significant omissions and demonstrate a high level of understanding of the principles and concepts used in Health and Safety in the workplace. All answers to examination questions will be substantially correct and relevant. Candidates who achieve a *Distinction* for this unit will be awarded a mark of 80% or greater for the examination.

In order to be awarded a *Pass*, candidates must be able to recall relevant knowledge and facts from some parts of the unit specification and demonstrate a satisfactory level of understanding of the principles and concepts used in Health and Safety in the workplace. The majority of answers to examination questions will contain some information of relevance. Candidates who achieve a *Pass* for this unit will be awarded a mark of 50% or greater for the examination.

Unit HSS2: Safe Working Procedures

Summary of Outcomes:

To achieve this unit a candidate must:

1. **Identify hazards to Health and Safety, by being able to:**
 - Identify hazards and risks relating to the working environment
 - Identify hazards and risks relating to work equipment
 - Identify hazards and risks relating to fire and electricity in the workplace

2. **Assess risks to Health and Safety in the workplace, by being able to:**
 - Produce risk assessments

3. **Discuss the requirements of safe systems of work, by being able to:**
 - Devise safe systems of work

Content:

1. Hazards to Health and Safety

Hazards and risks relating to the working environment: Hazards associated with workplace such as floors, windows and stairways; working at height; lone working; working in confined spaces; general noise levels; obstruction and trip hazards; hazards associated with manual handling and, moving vehicles; work-related violence and stress.

Hazards and risks relating to work equipment: Hazards associated with display screen equipment and workstations, repetitive work, moving machinery, hoists and lifts such as repetitive strain injury, tiredness, stress, entanglement, entrapment and ejection, impact, noise and vibration.

Hazards and risks relating to fire and electricity in the workplace: Hazards associated with electrical systems and equipment such as plugs, sockets, cables and extension leads; hazardous substances such as chemicals, gases, fumes, dust, bacteria and viruses; fire hazard due to flammable materials and substances, accumulation of waste and sparking from equipment; explosion risks.

2. Risks to Health and Safety in the Workplace

Risk assessments: Legal requirements for, and purpose of, risk assessments; formats for risk assessments; stages in the risk assessment process such as hazard identification, identification of people at risk, evaluating and controlling the risk, recording and implementation, reviewing and updating; requirements and

procedures for each stage of the risk assessment process; hierarchy of control measures for risks.

3. **Safe systems of work**

Safe systems of work: Legal requirement to provide safe systems of work; definition of safe system of work; factors to consider during the design of safe systems of work such as safe layout of the work area, sequence of operations, analysis of tasks, instructions for each task, specification of safe working procedures and the working environment; need to communicate safe systems of work to employees; job safety instructions.

Assessment and Grading:

Attainment of the Learning Outcomes for this unit will be assessed by a coursework assignment. The assignment will be a scenario provided by RSPH Qualifications. Candidates will have to identify a number of possible health and safety hazards in the scenario. Candidates must then produce risk assessments for three of the hazards and devise safe systems of work with respect of these three hazards.

In order to be awarded a *Distinction*, candidates must be able to correctly identify a minimum of 80% of the hazards requested from the scenario. Risk assessments produced should correctly identify all of the major risks and the majority of minor risks to identified people and must provide practical solutions for reducing the risks. Safe systems of work provided by candidates must be readily applicable to the workplace and be easily understood by the target employees. The safe systems of work suggested should eliminate the risks from the identified hazards or reduce them to an acceptable level.

In order to be awarded a *Pass*, candidates must be able to correctly identify a minimum of 60% of the hazards requested from the scenario. Risk assessments produced should correctly identify all of the major risks to identified people and must provide solutions for reducing the risks, although some of the solutions proposed may be difficult to implement. Safe systems of work provided by candidates must be applicable to the workplace. The wording or terminology used may make the procedures difficult to understand by some of the target workforce. The safe systems of work suggested should eliminate the majority of the risks from the identified hazards or reduce them to an acceptable level.

Guidance:

The assignment and examination are provided and assessed by RSPH Qualifications. Dates of assignments and examinations are contained in the RSPH's timetable of examinations.

Award of the qualification:

The qualification will be awarded to any candidate who attains the learning outcomes for both units of the qualification. Candidates who attain a *Distinction* grade for both units will be awarded a *Distinction* for the qualification.

Recommended prior learning:

It is recommended that candidates already possess a qualification in Health and Safety at Level 2 prior to commencing this qualification.

Key Skills:

It is expected that the delivery of this qualification should provide opportunities for the development of the following *key skills*:

- Application of Number Levels 2 and 3
- Communication Levels 2 and 3
- Improving own Learning and Performance Levels 2 and 3
- Information and Communication Technology (ICT) Levels 2 and 3
- Problem Solving Levels 2 and 3
- Working with Others Levels 2 and 3

Guidelines for key skills are shown in Appendix 1.

Other Issues:

The delivery of this qualification could provide opportunities for contributing to an understanding of Spiritual, Moral, Ethical, Social and Cultural issues and an awareness of Environmental issues, Health and Safety considerations and European developments. Possible areas for discussion are shown below.

Spiritual	The qualification can contribute to an understanding of spiritual issues by allowing students to discuss how the requirements of different religions relating to items of dress can affect health and safety.
Moral and Ethical	Moral and ethical issues can be developed in a discussion of the legal responsibilities of employees and employers with respect to health and safety.
Social and Cultural	Candidates can discuss attitudes to health and safety in different working environments and the effect of peer pressure on how seriously health and safety is viewed.

Health and Safety	Health and Safety considerations are explicit in the qualification.
Environment	Awareness of environmental issues can be raised through discussion of how environmental concerns can affect occupational health, such as the use and disposal of toxic chemicals.
European	The influence of European legislation on UK law can be discussed in the context of health and safety legislation.

Restrictions on Candidate Entry:

There are no restrictions on candidate entry

Special Needs:

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

Recommended Qualifications and Experience of Tutors:

The RSPH 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 Level 3 Award in 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 those offered by RSPH Qualifications or the British Safety Council:
- d) NEBOSH Diploma in Occupational Safety and Health.
- e) NEBOSH Certificate in Occupational Safety and Health.

For c, d and e above RSPH Qualifications would normally expect the tutor to have a number of years of relevant work experience.

Centres should be registered with RSPH Qualifications

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
SW8 5NQ

Appendix One: Key Skills Guidelines

This qualification provides a number of opportunities for candidates to develop competence in key skills and to produce evidence towards attainment of key skills. Successful completion of the qualification does not in itself imply attainment of the listed key skills; this is dependent on the candidate producing a portfolio of evidence and the teaching and learning methods adopted by the tutor(s) and candidate in the delivery of the qualification.

The specification content, which provides the most appropriate opportunity for key skill development, is signposted below.

Application of Number

<i>Skill</i>	<i>Specification Content</i>
N2.1 Interpret information from a suitable source.	Candidates could obtain and analyse statistical information relating to health and safety and accidents at work.
N3.1 Plan an activity and get relevant information from relevant sources.	Candidates could be asked to obtain information relating to the incidence of a particular health and safety problem in the past, and determine what effect the use of particular procedures, or the introduction of specific legislation has had in reducing this incidence.

Communication

<i>Skill</i>	<i>Specification Content</i>
C2.1a Take part in a group discussion.	Any part of the content could be used as the basis for a discussion.

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| C2.2 | Read and summarise information from at least two documents about the same subject. Each document must be a minimum of 500 words long. | Any part of the content could be researched from textbooks and specialist journals |
| C3.1a | Take part in a group discussion. | Any part of the content could be used as the basis for a discussion. |
| C3.2 | Read and synthesise information from at least two documents about the same subject. Each document must be a minimum of 1,000 words long. | Any part of the content could be researched from textbooks and specialist journals |

Improving own Learning and Performance

<i>Skill</i>	<i>Specification Content</i>
LP2.1 Help set targets with an appropriate person and plan how these will be met.	The manner in which candidates plan and carry out their programme of learning for this qualification, in consultation with their tutors/trainers, could provide evidence for this key skill or some elements of this key skill.
LP2.2 Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance.	
LP2.3 Review progress with an appropriate person and provide evidence of your achievements.	
LP3.1 Set targets using information from appropriate people and plan how these will be met.	
LP3.2 Take responsibility for your learning, using your plan to help meet targets and improve your performance.	
LP3.3 Review progress and establish evidence of your achievements.	

Information and Communications Technology

<i>Skill</i>	<i>Specification Content</i>
ICT2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case.	Information about any part of the content could be obtained from web-sites dealing with health and safety. Books and articles can be accessed by on-line searches.
ICT3.1 Search for information, using different sources, and multiple search criteria in at least one case.	

Problem Solving

<i>Skill</i>	<i>Specification Content</i>
PS2.1 Identify a problem, with help from an appropriate person, and identify different ways of tackling it.	A number of areas within the specification can be delivered by using a problem-based approach to teaching and learning.
PS2.2 Plan and try out at least one way of solving the problem.	For example, any area of the syllabus relating to managing and reducing risks.
PS3.1 Explore a problem and identify different ways of tackling it.	
PS3.2 Plan and implement at least one way of solving the problem.	

Working with Others

<i>Skill</i>	<i>Specification Content</i>
WO2.1 Plan work with others.	The manner in which candidates work with others in carrying out their programme of learning for this qualification, in consultation with their tutors and trainers, could provide evidence for this key skill or some elements of this key skill.
WO2.2 Work co-operatively towards achieving the identified objectives.	
WO2.3 Review your contributions and agree ways to improve work with others.	
WO3.1 Plan work with others.	
WO3.2 Seek to develop co-operation and check progress towards your agreed objectives.	
WO3.3 Review work with others and agree ways of improving collaborative work in the future.	