

Level 2 Award in Health and Safety in the Workplace

June 2008

9 Guided Learning Hours

QCA Accreditation Number 500/4144/7

Description:

This Level 2 qualification 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.

Summary of Outcomes:

To achieve this qualification a candidate must:

1. **Describe the general principles of Health and Safety in the workplace, by being able to:**
 - Define terms and systems relating to Health and Safety
 - Outline employers' responsibilities for Health and Safety
 - Outline employees' responsibilities for Health and Safety
 - Describe the role of risk assessments.

2. **Outline the nature of hazards and risks in the workplace and state their possible effects, by being able to:**
 - Identify hazards and risks relating to the environment of the workplace and their appropriate controls
 - Identify hazards and risks relating to work equipment and their appropriate controls
 - Identify hazards and risks relating to fire and electricity in the workplace and their appropriate controls

3. **Identify hazards and risks likely to affect the occupational health of individuals, by being able to:**
 - Describe substances that are hazardous to health and their appropriate controls
 - Outline hazards and risks due to manual handling, noise and stress; and their appropriate controls.

Content:

1. **General principles of Health and Safety in the Workplace**

Terms and systems relating to Health and Safety: Definitions of health and safety, hazard, harm, risk, accident, controls, occupational health and occupational disease, personal protective equipment, manual handling, substances hazardous to health, risk assessment, safe systems of work, first aid; examples of personal protective equipment and occupational diseases

Employers' responsibilities for Health and Safety: Responsibility to comply with the Health and Safety at Work etc Act 1974, Control of Substances Hazardous to Health Regulations (COSHH) and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); responsibilities to include safe-guarding the H&S at work of employees, non-employees and visitors, consulting with employees, provision of personal protective equipment, suitable and sufficient training, first aid facilities, welfare facilities and health and safety policies where

required; ensuring safe systems of work are in place and risk assessments are carried out as appropriate.

Employees' responsibilities for Health and Safety: Responsibility to comply with the Health and Safety at Work etc Act 1974, Control of Substances Hazardous to Health Regulations (COSHH) and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) with regard to the health and safety of themselves and others; need to co-operate with the employer by reporting any health and safety issues (such as faulty equipment, hazards, missing guards) accidents and near misses or ill-health; responsibility to correctly use PPE and report any defective or missing personal protective equipment; responsibility to follow the health and safety procedures laid down by their employer; need to ensure their personal behaviour does not put themselves or others at risk

Role of risk assessment: Purpose of risk assessments; when risk assessments are needed; stages in risk assessment; responsibility of employees to follow risk assessments.

2. **The nature of hazards and risks in the workplace and their possible effects**

Hazards and risks relating to the environment of the workplace and their appropriate controls: Hazards associated with the workplace such as floors, windows and stairways, obstruction and trip hazards, moving vehicles and falling objects; hazards associated with working at height, lone working and working in confined spaces; control measures to reduce the risk from these hazards; importance of suitable lighting, heating and ventilation; provision and meaning of safety signs and information.

Hazards and risks relating to work equipment and their appropriate controls: Hazards associated with display screen equipment and workstations, repetitive work and machinery; methods and systems for eliminating or reducing the risk from these hazards; importance of safety checks before operating equipment; need for regular maintenance and inspection of machinery and equipment.

Hazards and risks relating to fire and electricity in the workplace and their appropriate controls Hazards associated with electrical systems and equipment such as plugs, sockets, cables and extension leads; methods and systems for eliminating or reducing the risk from these hazards; possible causes of fire such as flammable materials and substances, accumulation of waste and sparking from equipment; the fire triangle, explosion risks; fire safety in the workplace such as fire doors, emergency exits, fire detection and warning systems, fire drills and testing of equipment; fire risk assessments; different types of fire extinguishers; risks associated with the incorrect use of fire extinguishers; importance of training in the use of fire extinguishers; what to do in the event of a fire.

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

Substances that are hazardous to health and their appropriate controls: Hazardous substances such as chemicals, gases, fumes, dust, bacteria and viruses; how hazardous substances may enter the body; methods and systems for eliminating or reducing the risk from these hazards such as elimination, ventilation and substitution, provision and use of PPE; types of PPE; safe use and storage of chemicals; hazards associated with the presence of asbestos in the workplace.

Hazards and risks due to manual handling, noise and stress; and their appropriate controls: Hazards of and injuries due to manual handling; common causes of back injury; principles of correct manual handling of loads; reducing risk of injury due to manual handling; effects of noise in the workplace and methods for reducing these effects; possible causes of stress in the workplace and ways to reduce this.

Assessment:

Attainment of the Learning Outcomes will be assessed by a multiple-choice examination

The examination is provided by RSPH Qualifications. The multiple choice 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 RSPH does, however, recommend that candidates have a level of literacy equivalent to *Level 1* (but see notes on Special Assessment Needs below).

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 Level 2
Communication Level 2
Information and Communication Technology Level 1

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 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 2 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:

The Royal Society for the Promotion of Health's *Advanced Diploma in Health and Safety in the Workplace* or *Level 3 Award in Health and Safety for Supervisors in the Workplace*

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.

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.	Information regarding the incidence of accidents at work could be obtained from graphical information
N2.2 Use your information to carry out calculations to do with: a amounts or sizes b scales or proportion c handling statistics d using formulae.	Statistics regarding the incidence of accidents at work and their economic cost could be used to help develop this key skill

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

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.

Information about any part of the content could be obtained from leaflets, books and articles.

Information and Communication Technology

Skill

Specification Content

ICT1.1 Find and select relevant information.

Information about any part of the content could be obtained from and presented by the use of Information Technology

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 leaflets, books and articles.