

## **RSPH Level 3 Award in Health and Safety for Supervisors in the Workplace**

**January 2020**

**Guided Learning Hours: 18 hours**  
**Total Qualification Time: 21 hours**

Ofqual Qualification Number 600/5100/0

### **Description**

The RSPH Level 3 Award in Health and Safety for Supervisors in the Workplace covers the principles of supervising Health and Safety requirements in the workplace for staff and the procedures that are required to be in place for managing risks and dealing with accidents and ill health.

The objective of the qualification is to provide individuals with the knowledge to be able to supervise staff in the area of health and safety in the workplace; and to make the individual 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 Health and Safety at Work etc Act 1974 places responsibilities on employers and employees with respect to health and safety at work.

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# Unit Health and Safety for supervisors in the workplace

Guided Learning: 18 hours

Total Unit time: 21 hours

Unit Level: 3

Unit reference number: J/503/9434

## Summary of Outcomes:

To achieve this unit a candidate must:

1. **Understand the principal legal requirements for health, safety and welfare in the workplace, with reference to:**
  - 1.1 Principal requirements of health, safety and welfare legislation
  - 1.2 How health, safety and welfare legislation is enforced
  - 1.3 Responsibilities of employers, employees and supervisors for health and safety
  
2. **Understand how safety management systems can contribute to health and safety in the workplace, with reference to:**
  - 2.1 Key elements and benefits of safety management systems
  - 2.2 Training requirements for health and safety
  - 2.3 How health and safety information can be communicated to employees and visitors to the workplace
  
3. **Understand how the likelihood of accidents and ill health in the workplace can be reduced, with reference to:**
  - 3.1 Hazards in the workplace due to:
    - the working environment
    - work equipment
    - electricity, fire and hazardous substances
  - 3.2 How the risk from these hazards can be controlled
  - 3.3 The role of risk assessments and safe working practices in accident reduction
  
4. **Know how health and safety is monitored in the workplace, with reference to:**
  - 4.1 Why health and safety should be monitored in the workplace
  - 4.2 Procedures for workplace inspections in monitoring health and safety
  - 4.3 Procedures for investigating accidents and incidents in the workplace

Candidates successfully achieving this unit will have factual, procedural and theoretical knowledge and understanding of Health & Safety in the Workplace to complete tasks that while well-defined, may be complex and non-routine. Candidates can interpret and evaluate relevant information and ideas, they are aware of the nature of Health and Safety and the different perspectives or approaches within Health and Safety.

## Content:

### 1. Understand the principal legal requirements for health, safety and welfare in the workplace:

- 1.1 *Principal requirements of health, safety and welfare legislation:* Requirements of Health and Safety at Work etc Act 1974, to include section 2 (safe plant and safe systems of work; safe handling, storage and transport of articles and substances; necessary information, instruction, training and supervision; safe place of work, with safe access and egress; safe working environment with adequate welfare facilities; requirement for a health and safety policy and consultation with employees), section 3 (requirement for employers to ensure as far as is reasonably practicable, the health and safety of others), section 7 (requirement for employees to take reasonable care of themselves and others and to co-operate with their employer), section 8 (offence to recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety) and sections 37 and 38 (personal prosecution of managers); requirements of the following regulations and orders:

Management of Health and Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations 2002  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Workplace (Health, Safety and Welfare) Regulations 1992  
Work at Height Regulations 2005  
Health and Safety (Safety Signs and Signals) Regulations 1996  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998  
Health and Safety (Display Screen Equipment) Regulations 1992  
Regulatory Reform (Fire Safety) Order 2005 / Fire (Scotland) Act 2005  
Electricity at Work Regulations 1989  
The control of Noise at work Regulations 2005

Role and legal standing of approved codes of practice.

Main points of the Workplace (Health, Safety and Welfare) Regulations that relate to welfare at work, to include: Regulation 6 (ventilation), Regulation 7 (workplace temperature), Regulation 8 (lighting), Regulation 9 (cleaning and disposal of waste), Regulation 10 (room size), Regulation 11 (suitability of workstations), Regulation 20 (provision of sanitary conveniences), Regulation 21 (washing facilities), Regulation 22 (supply of drinking water) and Regulation 25 (provision of rest areas).

- 1.2 *Health, safety and welfare legislation enforcement:* Outline of actions and responsibilities of Authorised Officers of Local Authorities, Health & Safety Executive and Fire Authorities in their role of legislation enforcement and investigation of incidents & accidents; role of judiciary; understanding of different means of obtaining improvements by use of verbal or written information and advice; Improvement Notices, Prohibition notices and Prosecution; Powers of Entry of Authorised Officers.

- 1.3 *Responsibilities of employers, employees and supervisors:* Responsibility of employers to comply with health & safety legislation, 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.

Responsibility of employees to comply with health and safety legislation 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

Responsibility of supervisors for monitoring and supervision of staff to ensure they work safely and follow safe working practices; 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 basic H&S records; supervision of contract staff.

## **2. Understand how safety management systems can contribute to health and safety in the workplace**

- 2.1 *Key elements and benefits of safety management systems:* Elements to include those set out in 'Successful health and safety management' (HSG65).

- policy development
- organisation of staff (to include competence, control, co-operation and communication)
- planning and setting standards (to include risk assessment, legal requirements, health and safety targets)
- design of safe systems of work
- procedures for dealing with serious and/or imminent danger), performance measurement (to include active and reactive monitoring)
- audit and review of health and safety activities and performance.

Benefits to include reduced costs, increased staff productivity and morale, improved public image, reduction in likelihood of contravening health and safety legislation; benefits to staff such as better working environment, decreased risk of having an accident or incident at work, increased morale, potential financial benefits due to increased productivity and reduced costs.

- 2.2 *Training requirements for health and safety:* Purpose of training; benefits; legal requirements; identification of training needs; training methods such as toolbox talks; training of new staff; training for new systems/procedures; refresher/remedial training; content of training programmes.
- 2.3 *Health and safety information can be communicated to employees and visitors to the workplace:* Methods to include communication via training sessions, staff meetings, supervisors and staff representatives; use of dedicated notice boards, instruction manuals/sheets, safe operating procedures and operating instructions on machinery; hazard information sheets; safety signage.

### **3. Understand how the likelihood of accidents and ill health in the workplace can be reduced**

- 3.1 *Identification of main hazards in the workplace:* Hazards associated with the working environment, such as floors, windows and stairways, working at height, lone working, working in confined spaces, general noise levels, obstruction and trip hazards, manual handling, moving vehicles and stress. (During coverage of this material, particular reference as appropriate should be made to:  
Workplace (Health, Safety and Welfare) Regulations  
Work at Height Regulations  
Manual Handling Operations Regulations  
Health and Safety (Safety Signs and Signals) Regulations)

Hazards associated with work equipment such as display screen equipment and workstations, repetitive work, moving machinery, hoists and lifts. (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)

Hazards associated with electricity, fire and hazardous substances in the workplace such as electrical systems and equipment (plugs, sockets, cables and extension leads), fire hazard due to flammable materials and substances, accumulation of waste and sparking from equipment; hazardous substances such as chemicals, gases, fumes, dust, bacteria and viruses. (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  
Control of Substances Hazardous to Health Regulations  
Personal Protective Equipment at Work Regulations  
Control of Asbestos Regulations)  
Control of Noise at Work Regulations

- 3.2 *Control of risks from these hazards:* Application of hierarchy of control to include; Elimination; Substitution; Control of risk at source; local exhaust

ventilation; Personal Protective Equipment; Appropriate work organisation; Education and Training; regular review; appropriate control measures for hazards associated with the working environment, work equipment, electricity and hazardous substances; control of the risk due to fire by removal of one or more parts of the fire triangle; manual handling techniques; principles of correct manual handling of loads; use of personal protective equipment (PPE); importance of practicable and reasonably practicable. Appropriate references should be made to the regulations outlined in section 3.1 above.

- 3.3 *Role of risk assessments and safe working practices in accident and ill health reduction:* Purpose of risk assessment; qualitative and quantitative risk assessments; fundamental requirement to assess general risks; risk assessments required by the 'six pack' of regulations (The Management of Health and Safety at Work Regulations, The Display Screen Equipment Regulations, The Manual Handling Operations Regulations, The Personal Protective Equipment at Work Regulations, The Workplace Health, Safety and Welfare Regulations); risk assessments for Control of Substances Hazardous to Health (COSHH), fire and exposure to asbestos; specific risk assessments for pregnant women and young people; the five steps of risk assessment; methods for carrying out each step; need for risk assessments to be suitable and sufficient; record keeping.

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. Role of the supervisor in ensuring safe systems of work are followed.

#### **4. Know how health and safety is monitored in the workplace**

- 4.1 *Why health and safety should be monitored:* Monitoring effectiveness of health and safety policy and procedures; potential problem identification; responding to incidents; measurement and assessment of overall effectiveness of safety management system; reduce costs of incidents/accidents; improve morale and productivity; legal compliance; measurement against standards/goals; confirmation of maintenance of health and safety standards; monitoring workforce exposure to substances hazardous to health; monitoring condition of asbestos containing material; health surveillance.
- 4.2 *Procedures for workplace inspections in monitoring health and safety:* Use of proactive monitoring – formal regular safety inspections of premises and equipment; statutory inspections such as those required under LOLER, Electricity at Work Regulations and Provision and Use of Work Equipment Regulations; recording results and standard report forms; evaluation; prioritising of highest risks; detailed safety audits; implementation and prioritisation of corrective measures; employee /representative involvement.

- 4.3 *Procedures for investigating accidents and ill health in the workplace:* Reasons for investigating accidents, incidents and near misses; structured approach; appropriate terminology; when and who to investigate; information gathering – physical, written and verbal; information analysis; examination of risk control measures; action plan; SMART objectives; implementation programme; RIDDOR.



## **Assessment:**

The knowledge and understanding of the candidates will be assessed by a multiple-choice examination. The multiple choice examination is provided by RSPH. A candidate who is able to satisfy the learning outcomes will achieve a score of at least 30 out of 45 in the examination. Strong performance in some areas of the qualification content may compensate for poorer performance in other areas.

The multiple choice test consists of 45 questions and is of 90 minutes duration.

## **Guidance:**

### **Useful web-sites**

HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)

The Royal Society for the Prevention of Accidents: [www.rosipa.com](http://www.rosipa.com)

### **Recommended prior learning:**

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

### **National Occupational Standards**

The qualification has been mapped to the following National Occupational Standards:

PROHSS9 Supervise the health, safety and welfare of an individual at work  
PROHSS1 Make sure your own actions reduce risks to health and safety

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

### **Restrictions on Candidate Entry:**

There are no restrictions on candidate entry.

### **Special Assessment Needs:**

Centres that have candidates with special assessment needs should consult The Society's Reasonable Adjustments and Special Consideration Policy; this is available from RSPH Qualifications and RSPH Qualification's web site ([www.rsph.org](http://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 RSPH Level 3 Award in Health and Safety for Supervisors in the Workplace include:

- a) Degree or Dip. HE in Environmental Health
- b) HNC/D in the above.
- c) Level 4 qualification in Health and Safety
- d) NEBOSH Diploma in Occupational Safety and Health.
- e) NEBOSH Certificate in Occupational Safety and Health.

### **Progression Opportunities**

Successful candidates achieving this qualification will be able to undertake health & safety supervisory roles within a company and lead teams on various related issues.

### **How to apply to offer this qualification:**

Centres should be registered with RSPH Qualifications. To become a centre approved to offer this qualification, please complete the 'Centre Application Form' which can be found on our website in the Qualifications and Training section. If you are already an approved centre, please complete the 'Add an additional qualification form' which can be downloaded from the Centre area on the website [www.rsph.org.uk](http://www.rsph.org.uk) Please ensure that you include details of your quality assurance procedures. You will need to attach a CV to this application. Please contact the Qualifications Department at [centreapproval@rsph.org.uk](mailto:centreapproval@rsph.org.uk) if you need any assistance.

### **Other Information:**

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To check the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Centres must be registered with RSPH.

Any enquiries about this qualification should be made to:

The Qualifications Department,  
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