
RSPH Level 1 Award in Health and Safety in the Workplace

January 2020

Guided Learning Hours: 6 hours
Total Qualification Time: 6 hours

Ofqual Qualification Number 600/0325/X

Description:

The RSPH Level 1 Award in Health and Safety in the Workplace qualification covers the principle requirements of Health and Safety in the workplace. The qualification is suitable for everyone about to enter employment or who has just started work, and is also applicable to young people as part of their preparation for work experience.

The objective of this qualification is 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.

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Unit: Introduction to Health and Safety for People at work

Guided Learning: 6 hours

Total Unit Time: 6 hours

Unit Level: 1

Unit reference number: T/601/8007

Summary of Outcomes:

To achieve this qualification a candidate must:

1. **Understand the importance of health, safety and welfare standards in the workplace, *with reference to:***
 - 1.1. Duties of employers to contribute to a healthy and safe workplace
 - 1.2. Duties of employees to contribute to a healthy and safe workplace
 - 1.3. Suitable workplace welfare arrangements.

2. **Know how hazards and risks are controlled in the workplace, *with reference to:***
 - 2.1. How hazards and risks contribute to workplace risk assessments
 - 2.2. The importance of workers following procedures at work
 - 2.3. The methods for controlling risks in the workplace

3. **Be aware of the main causes and effects of poor health and safety at work, *with reference to:***
 - 3.1. The main causes of workplace injury
 - 3.2. The main causes of workplace ill-health
 - 3.3. The reasons why accidents occur
 - 3.4. The effects of accidents at work
 - 3.5. The need to report accidents and near misses at work

4. **Understand how health and safety information is communicated in the workplace, *with reference to:***
 - 4.1. The main safety signs and signals found in the workplace
 - 4.2. The sources of health and safety information found in the workplace
 - 4.3. The importance of workers notifying health and safety concerns to their employer

Candidates successfully achieving this unit will have basic factual knowledge of Health and Safety in the Workplace and knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and will be aware of aspects of information relevant to health and safety.

Content:

1. **Importance of health, safety and welfare standards in the workplace**
 - 1.1. *Duties of employers to contribute to a healthy and safe workplace:* Main duties and responsibilities of employers with regard to health and safety as determined by the Health and Safety at Work etc Act 1974, to include the obligation to provide and maintain safe plant, safe systems of work, safe place of work and welfare facilities and to provide information, instruction, training and supervision with regards to health and safety.
 - 1.2. *Duties of employees to contribute to a healthy and safe workplace:* Main duties and responsibilities of employees with regard to health and safety, to include taking reasonable care of their own health and safety and that of others and to not interfere with or misuse anything provided for health, safety and welfare; responsibility to use correctly any personal protective equipment (PPE) provided and to ensure their personal behaviour does not put themselves or others at risk.
 - 1.3. *Workplace welfare arrangements:* Requirements for suitable ventilation, lighting and temperature in the workplace; provision of sanitary facilities, washing facilities, drinking water and rest rooms; design of work stations.
2. **How hazards and risks are controlled in the workplace**
 - 2.1. *Hazards and risks contribute to workplace risk assessments:* What workplace risk assessments are; purpose of risk assessments; meaning of the terms 'hazard' and 'risk'; role of hazard identification and evaluation of risk in workplace risk assessments.
 - 2.2. *Importance of workers following procedures at work:* Procedures are designed to protect the worker and others from harm; examples of safe working procedures such as if working at height, in confined spaces or with substances hazardous to health.
 - 2.3. *Methods for controlling risk in the workplace:* Use of safe systems of work; examples of and correct use of PPE; importance of good housekeeping; use of guards on machinery; importance of checking equipment before use; manual handling safety.

3. **Main causes and effects of poor health and safety at work**
 - 3.1. *Main causes of workplace injury:* Outline of common hazards in the workplace, to include: slips, trips and falls; manual handling; repetitive movements; use of machinery; electricity.
 - 3.2. *Main causes of workplace ill-health:* Outline of common causes of ill-health, to include: stress; use of hazardous substances; inhalation of dust, vapours and gases; extremes of temperature; use of display screen equipment; noise.
 - 3.3. *Reasons why accidents occur:* Human, occupational and environmental factors that can cause, or contribute to, accidents such as: lack of training, ability, supervision or concentration; inappropriate behaviour; poor maintenance of equipment; lack of, or inappropriate, safe systems of work; poor lay-out, ventilation and lighting of workplace.
 - 3.4. *Effects of accidents at work:* Outline of effects to the individual of common hazards in the workplace and common causes of ill-health; effect to the business/employer such as financial, legal and reputational consequences
 - 3.5. *Need to report accidents and near misses at work:* Legal requirements for accident and near-miss reporting; use of accident reporting to reduce the risk of future accidents.

4. **How health and safety information is communicated in the workplace**
 - 4.1. *Safety signs and signals in the workplace:* Colour codes for safety signs in the workplace; description of safety signs for toxic, corrosive, harmful, irritant and oxidising materials and where these signs would be located.
 - 4.2. *Sources of health and safety information in the workplace:* Sources of health and safety information such as: dedicated notice boards, operating instructions on machinery, hazard information sheets, supervisors, staff health and safety representatives, health and safety officers.
 - 4.3. *Importance of workers notifying health and safety concerns to their employer:* How reporting of health and safety concerns to employers enable these concerns to be addressed and improves the health and safety of the workplace.

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 13 out of 20 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 20 questions and is of 30 minutes duration.

Guidance:

Suggested Reading:

Five Steps to Risk Assessment. Health & Safety Executive www.hse.gov.uk
Essentials of Health & Safety at Work. HSE Books ISBN 0 7176 6179 2

Useful web-sites

HSE Website: www.hse.gov.uk

The Royal Society for the Prevention of Accidents: www.rosopa.com

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 *Level 1* (but see notes on Special Assessment Needs below)

National Occupational Standards

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

Unit HSS1 Make sure your own actions reduce risks to health and safety

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

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).

How to apply to offer this qualification:

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. 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 if you need any assistance.

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 1 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 Public Health's Advanced Diploma in Health and Safety in the Workplace or Level 3 Award in Health and Safety for Supervisors in the Workplace

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

Progression Opportunities:

On completion of this qualification, learners will be able to implement the knowledge they have gained in any environment they are in.

Successful candidates can also progress on to further qualifications, such as:

- RSPH Level 2 Award in Health and Safety in the Workplace

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:

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