
RSPH Level 2 Award in Health and Safety in the Workplace

January 2020

Guided Learning Hours: 7 hours
Total Qualification Time: 9 hours

Ofqual Qualification Number: 600/0082/X Qualification Wales: C00/0303/2

Description:

The RSPH Level 2 Award in Health and Safety in the Workplace covers the principles of Health and Safety requirements whilst at work and the procedures that are required to be in place for managing risks and dealing with accidents and ill health.

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.

The qualification is suitable for everyone in employment or who has just started work for the first time or with a new employer and is also applicable to young people as part of their preparation for work experience.

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Unit: Health and Safety in the workplace

Guided Learning: 7 hours

Total Unit time: 9 hours

Unit Level: 2

Unit reference number: H/601/9199

Summary of Outcomes:

To achieve this qualification a candidate must:

1. **Understand roles and responsibilities for health, safety and welfare in the workplace, *with reference to:***
 - 1.1. Employers' and employees' duties relating to health, safety and welfare at work
 - 1.2. The consequences of non-compliance with health and safety legislation
 - 1.3. The requirements for training and competence in the workplace
 - 1.4. The ways in which health and safety information can be communicated.

2. **Understand how risk assessments contribute to health and safety, *with reference to:***
 - 2.1. The terms 'hazard' and 'risk'
 - 2.2. The process for carrying out a risk assessment
 - 2.3. How risk assessment can be used to reduce accidents and ill-health at work

3. **Understand how to identify and control the risks from common workplace hazards, *with reference to:***
 - 3.1. Hazards that may be found in a range of workplaces
 - 3.2. Hazards that can cause harm or damage to people, work processes, the workplace and the environment
 - 3.3. The principles of the risk control hierarchy
 - 3.4. Risk controls for common workplace hazards

4. **Know the procedures for responding to accidents and incidents in the workplace, with reference to:**
 - 4.1. the common causes of workplace accidents and ill health
 - 4.2. the actions that might need to be taken following an incident in the workplace
 - 4.3. the arrangements that should be in place in a workplace for emergencies and first aid
 - 4.4. the importance of recording all incidents, accidents and ill health.

Candidates successfully achieving this unit will have knowledge and understanding of facts, procedures and ideas for health and safety in the workplace, in order to complete well-defined tasks and address straight-forward problems. They will be able to interpret relevant information and ideas and will be aware of a range of information that is relevant to health and safety.

Content:

1. Roles and responsibilities for health, safety and welfare in the workplace

- 1.1. *Employers and employees duties relating to health, safety and welfare at work:* Main duties and responsibilities of employers 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.

Main duties and responsibilities of employees with regard to health and safety, to include compliance 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

- 1.2. *Consequences of non-compliance with health and safety legislation:* Role and powers of enforcement officers, including providing advice, serving of improvement and prohibition notices and commencing legal proceedings; legal penalties for non-compliance with health and safety legislation; financial and reputational consequences to employers and businesses that do not comply with health and safety legislation.
- 1.3. *Requirements for training and competence in the workplace:* Legal requirements for training and competency; when training is required (on recruitment, change of responsibilities, introduction of new equipment, introduction of new system of work); need for training to include training in manual handling, use of substances hazardous to health and use of personal protective equipment (PPE); training records.
- 1.4. *Ways in which health and safety information can be communicated:* 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; meaning and use of safety signs within the workplace.

2. **How risk assessments contribute to health and safety**
 - 2.1. *Definition of 'hazard' and 'risk':* Standard definitions of the terms; examples of hazards and risks.
 - 2.2. *Process for carrying out a risk assessment:* Stages in risk assessment; responsibility of employees to follow risk assessments; COSHH risk assessments.
 - 2.3. *How risk assessments can be used to reduce accidents and ill health at work:* Purpose and use of risk assessments; when risk assessments are needed; specific requirements for pregnant women and young people; requirements for ensuring risk assessments are available to employees.

3. **How to identify and control the risks from common workplace hazards**
 - 3.1. *Hazards that may be found in a range of workplaces:* Common hazards in the workplace, to include: slips, trips and falls; manual handling; repetitive movements; use of machinery; use of display screen equipment; substances hazardous to health; electricity; noise; moving vehicles; fire; dust and fumes.
 - 3.2. *Hazards that can cause harm or damage to people, work processes, the workplace and the environment:* Potential effect of hazards on individuals to include injury, death and occupational disease; effect on work processes and work place such as lost production, damage to equipment, repair and replacement costs; effect on the environment such as release of toxic substances into the atmosphere or water supplies.
 - 3.3. *Principles of the risk control hierarchy:* The risk control hierarchy; hierarchy signifies order of effectiveness of control measures; use of hierarchy in evaluating and determining control measures; use of personal protective equipment (PPE) as last resort.
 - 3.4. *Examples of risk controls for common workplace hazards:* Controls for common hazards in the workplace, to include: slips, trips and falls; manual handling; repetitive movements; use of machinery; use of display screen equipment; substances hazardous to health; electricity; noise; moving vehicles; fire (to include reference to the fire triangle); dust and fumes. General workplace control methods such as use of PPE, maintenance of equipment and machinery, use of safe systems of work.

4. **Procedures for responding to accidents and incidents in the workplace**
 - 4.1. *Common causes of workplace accidents and ill health:* 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.
 - 4.2. *Actions that might need to be take following an incident in the workplace:* Actions to be taken immediately following an incident such as ensuring no further harm or damage occurs and first aid; need to investigate the incident; reporting of incidents.
 - 4.3. *Arrangements that should be in place in a workplace for emergencies and first aid:* Evacuation procedures; fire detection systems, fire alarms and escape routes; emergency lighting, signage and assembly points; training in evacuation procedures; use and provision of fire extinguishers; provision of first aid equipment; specially trained staff such as fire marshals, first aiders and appointed persons.
 - 4.4. *Importance of recording all incidents, accidents and ill-health:* Legal requirements for accident and near-miss reporting; use of accident reporting to reduce the risk of future accidents.

Assessment:

The knowledge and understanding of the candidates will be assessed by a multiple-choice examination. The multiple choice examination is provided by RSPH. The examination consists of 25 questions. A candidate who is able to satisfy the learning outcomes will achieve a score of at least 16 out of 25 in the examination. Strong performance in some areas of the qualification content may compensate for poorer performance in other areas.

The duration of the examination is 40 minutes.

Centre 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.rosipa.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 HSK1 Basic Hazard Awareness

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.

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).

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 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 Public Health's *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 3 Award in Health and Safety in the Workplace

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. 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.

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,
Royal Society for Public Health,
John Snow House
59 Mansell Street,
London E1 8AN

Tel. 020 7265 7300
Fax. 020 7265 7301
Email: examinations@rsph.org.uk
Website www.rsph.org.uk