



Level 2 Award in Occupational Health and Safety - QAN 600/0074/0 - Issue 2 February 2011

Section 1: Qualification Overview

Qualification Overview

Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This Qualification Specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 2 Award in Occupational Health and Safety.

The NCFE Level 2 Award in Occupational Health and Safety is an ideal qualification for those who wish to develop knowledge of Health and Safety issues within the workplace and related aspects of legislation and risk assessment.

About this qualification

The NCFE Level 2 Award in Occupational Health and Safety has been accredited by the qualifications regulators for England, Wales and Northern Ireland¹, and is part of the Qualifications and Credit Framework (QCF).

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

NCFE is a Component Awarding Body (CAB) for the 14-19 Diploma.

The qualification will be submitted to the Additional Specialist Learning catalogue for the Society, Health and Development diploma, and other lines of learning. For more information on the Diplomas, visit the NCFE website (www.ncfe.org.uk/diplomas).

¹The qualifications regulators ('regulators') are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.

Geographical coverage

This qualification has been accredited for use in England, Wales and Northern Ireland. We're able to provide the Qualification Specification and assessment materials in the Welsh and/or Irish language where requested and appropriate.

Things you need to know

- Qualification accreditation number: 600/0074/0 Aim reference:
- 60000740
- Guided learning hours (GLH): 65 QCF
- level: 2
- Qualification credit value: 8
- Assessment requirements: internally assessed and externally moderated portfolio

Aims of the qualification

This qualification aims to give learners an overview of Health and Safety, focusing on the following areas:

- General Health and Safety requirements Fire safety
- Display screen equipment Control of hazardous substances Manual handling

Entry guidance

This qualification is designed for learners who wish to develop knowledge and skills associated with workplace Health and Safety. These may be learners who wish to access this training with a view to progress to further qualifications, or learners who wish to study this programme in order to complement other programmes. It is suitable for learners wishing to develop knowledge to prepare them for employment, or for learners who are already in employment and wish to study the programme as part of their own continuous professional development.

There aren't any specific recommended prior learning requirements for this qualification; however learners might find it helpful if they've already achieved a Level 1 qualification.

This qualification is suitable for learners aged pre-16 and above.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to

make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Learners registered on this qualification shouldn't undertake another qualification at the same level with the same, or a similar title, as duplication of learning may affect funding levels.

Achieving this qualification

This qualification consists of **5** mandatory units: Unit 01

Health and Safety in the workplace

Unit 02 Fire safety principles Unit 03

DSE risk assessment Unit 04 COSHH

risk assessment

Unit 05 Manual handling safety at work

Learning outcomes and assessment criteria for each unit are provided in Section 3 page 12.

To be awarded the NCFE Level 2 Award in Occupational Health and Safety (QCF) learners are required to successfully complete all the mandatory units.

To achieve the NCFE Level 2 Award in Occupational Health and Safety, learners must successfully demonstrate their achievement of all learning outcomes and assessment criteria detailed in this Qualification Specification. Grades are **not** awarded.

Learners who aren't successful can resubmit work within the registration period; however, a charge may apply. A Credit and Unit Summary Certificate can be requested for learners who don't achieve the full certificate but who have achieved at least one whole unit.

Progression opportunities

Learners who achieve this qualification could progress to Level 3 NVQ

- Certificate in Occupational Health and Safety

It may also be useful to those studying qualifications in the

following sectors:

- Health and Social Care
- Retail
- Manufacturing
- Construction

Credit Transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another. Learners who've already achieved one or more of the units included in this qualification elsewhere can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer on the Certificate Claim Form.

Please see the Register of Regulated Qualifications at <http://register.ofqual.gov.uk> for information about the units in the qualification.

Accreditation and certification end dates

All qualifications on the QCF have accreditation and certification end dates to ensure that qualifications remain current and valid. The accreditation end date is the last date we can register learners on a qualification, and the certification end date is the last date that learners can be certificated.

Learners have up to 2 years after the accreditation end date, to complete this qualification and claim their certificate (unless the certification end date passes before the end of the 2-year period). For further information about accreditation and certification end dates please refer to the information about this qualification on our website www.ncfe.org.uk or alternatively you can check the information on the Register of Regulated Qualifications <http://register.ofqual.gov.uk>.

What happens at the end of an accreditation period?

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'd apply to the regulators for an extension to the accreditation period. If an

Section 2:

Assessment and Moderation

Assessment and Moderation

How the qualification is assessed

Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

Internal Assessment

The NCFE Level 2 Award in Occupational Health and Safety is internally assessed.

Each candidate is required to create a portfolio of evidence which demonstrates achievement of all learning outcomes and assessment criteria associated with each unit. Learning outcomes and assessment criteria specify what each candidate has to achieve and are included within Section 3 of this Qualification Specification.

The main pieces of evidence for the portfolio could include:

- Assessor observation-completed observational checklists and related action plans
- witness testimony
- candidate product
- worksheets
- assignments/projects/reports
- professional discussion
- record of oral and written questioning
- candidate and peer reports
- Recognition of Prior Learning (RPL)

Evidence may be drawn from actual or simulated situations, where appropriate.

Assessment guidance is provided for each unit. Assessors can use other methods of assessment as long as they're valid, reliable and maintain the integrity of the assessment and of the standards required of the qualification. Acceptable methods of assessment could be drawn from the list above.

Assessors must be satisfied that candidates have achieved all learning outcomes and assessment criteria related to the unit being assessed prior to deciding whether candidates have been successful. Assessors are also responsible for supporting candidates through the assessment process.

For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team on 0191 239 8000.

The assessment arrangements for this qualification are in accordance with the criteria set out by the regulatory authorities.

How does moderation work?

What is Moderation?

Moderation is the process by which we confirm that assessment decisions in centres are:

- made by competent and qualified Assessors
- the product of sound and fair assessment practice recorded accurately and appropriately

We do this by:

- internal moderation - which you carry out
- external moderation - which we carry out through our External Moderators who, by supporting you, will make sure that assessments meet nationally agreed standards and that your quality assurance systems continue to meet our centre approval criteria.

The Internal Moderator provides the vital link between the Assessors and the External Moderator and acts as the centre's quality assurance agent.

If you'd like to know more about the responsibilities of Assessors, Internal and External Moderators please refer to our Centre Support Guide.

Section 3:

Structure and Content

Unit 03

DSE Risk Assessment (Y/602/1420) Guided

learning hours: 18

Credit value: 2

Level: 2

This unit covers the importance of Display Screen Equipment (DSE) risk assessments and the principles of controlling risks to health from workstation design and use.

This unit is mandatory.

Unit 04

COSHH Risk Assessment (F/602/1413) Guided

learning hours: 18

Credit value: 2

Level: 2

Learners will understand the importance of the control of substances hazardous to health (COSHH) risk assessments. They will learn about the main types of hazardous substances, and understand the principles of controlling risks from hazardous substances.

This unit is mandatory.

Unit 05

Manual handling safety at work (D/602/4593) Guided

learning hours: 10

Credit value: 2

Level: 2

In this unit, learners will understand the reasons for safe manual handling, and how manual handling risk assessments contribute to health and safety. They will understand the principles, equipment and testing requirements associated with safe manual handling, and be able to apply safe manual handling principles.

This unit is mandatory.

Unit 01 Health and Safety in the Workplace(H/601/9699)

The learner will:

1 Understand roles and responsibilities for health, safety and welfare in the workplace

The learner can:

- 1.1 Outline employers and employees duties relating to health, safety and welfare at work
- 1.2 Outline the consequences for non-compliance with health and safety legislation
- 1.3 Outline the requirements for training and competence in the workplace
- 1.4 Outline the ways in which health and safety information can be communicated

The learner will:

2 Understand how risk assessments contribute to health and safety

The learner can:

- 2.1 Define the terms 'hazard' and 'risk'
- 2.2 Outline the process for carrying out a risk assessment
- 2.3 Describe how risk assessment can be used to reduce accidents and ill health at work

The learner will:

3 Understand how to identify and control the risks from common workplace hazards

The learner can:

- 3.1 Describe the hazards that may be found in a range of workplaces
- 3.2 Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment
- 3.3 Describe the principle of the risk control hierarchy

1.1 List examples of risk controls for common workplace hazards

The learner will:

4. Know the procedures for responding to accidents and incidents in the workplace

The learner can:

4.1 State the common causes of workplace accidents and illhealth

4.2 Identify the actions that might need to be taken following an incident in the workplace

4.3 List the arrangements that should be in place in a workplace for emergencies and first aid

4.4 Outline why it is important to record all incidents, accidents and illhealth

Assessment Guidance - Unit01

Guidance for developing assessment

Tutors will find the following useful; all are produced by the HSE and are freely downloadable from their website.

- Health and Safety Law - What you need to know
- Workplace Health, Safety and Welfare - A short guide for managers (INDG244)
- Essentials of Health and Safety at Work (Fourth edition) Reducing Risks, Protecting People (R2P2)
- Five Steps to Risk Assessment (INDG163) Preventing Slips and Trips at Work (INDG225)
- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

A range of statistics on accidents and injuries at work are also available on the HSE website

Worksheets

Types of Evidence: Worksheets

Assessment Criteria: 1.1-1.4

Additional information: Worksheets could be devised to cover the assessment criteria. Key points of current legislation should be covered.

Candidate report

Types of Evidence: Candidate Report

Assessment Criteria: 2.1, 2.2, 2.3

Additional information: Candidates could conduct research and prepare notes or a candidate report. Although not a requirement of the criteria, candidates could be given opportunities to build their confidence in carrying out a risk assessment by practising this skill.

Investigation

Types of Evidence: Workplace Report/Investigation

Assessment Criteria: 3.1-3.4, 4.1-4.4

Additional information: Evidence could be collected from a workplace investigation which could enable candidates to explore procedures for responding to accidents and incidents in the workplace. Case studies could also be used for those learners not in employment.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

Unit 02 Fire Safety Principles D/601/9698

The learner will:

1. Understand the hazards and risks associated with fire in the workplace

The learner can:

- 1.1 Explain how fires are caused in the workplace
- 1.2 Describe the components of the fire triangle
- 1.3 Identify the hazards during or after a fire, including the products of combustion
- 1.4 Describe the characteristics of fire and smoke spread

The learner will:

2. Understand how fire risk is controlled in the workplace

The learner can:

- 2.1 State the different methods used to identify and control fire hazards
- 2.2 Define the term 'means of escape' in relation to fire hazards
- 2.3 Outline typical components for means of escape from fire hazards
- 2.4 Describe methods of fire detection and raising the alarm
- 2.5 Describe the principle of how fires are extinguished
- 2.6 Describe how portable fire-fighting equipment should be used safely
- 2.7 Identify common fixed fire-fighting systems and where they might be used

The learner will:

3. Understand the principles and practice of fire safety management at work

The learner can:

- 3.1 Outline the duties of employers and employees with respect to fire safety in the workplace

2.1 Outline how to undertake a simple fire safety inspection in the workplace

2.2 Describe the stages involved in a fire risk assessment

The learner will:

4. Understand the role of the nominated firewarden

The learner can:

4.1 State the role and function of fire wardens in their workplace:

- on a day-to-day basis
- during an emergency
- if they are not in their designated areas of responsibility when the alarm is raised

4.2 Outline the content of a fire safety briefing

Assessment Guidance-Unit02

Guidance for developing assessment

Tutors will find the following useful; all are produced by the Department for Communities and Local Government and are freely downloadable from their website.

- Regulatory Reform (Fire Safety) Order 2005 - A short guide to making your premises safe from fire
- Fire Safety Risk Assessment - range of guides available for different settings eg 'Offices and Shops', 'Factories and Warehouses', 'Healthcare Premises' etc
- Fire Safety Risk Assessment - Short Checklist

<http://www.communities.gov.uk/fire/firesafety>

Worksheets

Types of Evidence: Worksheets

Assessment Criteria: 1.1, 1.2, 1.3, 1.4

Additional information: Worksheets could be devised to cover the assessment criteria.

Candidate report

Types of Evidence: Candidate report

Assessment Criteria: 2.1-2.7

Additional information: Candidates could conduct research and prepare notes or a candidate report. For 2.6, coverage must include different types of fire extinguishing equipment and their use.

Candidate report

Types of Evidence: Candidate report

Assessment Criteria: 3.1-3.3, 4.1

Additional information: Candidates could conduct research and prepare notes or a candidate report. The candidates could form their information into a booklet for new employees entering employment

Notes

Types of Evidence: Individual notes from a small group discussion

Assessment Criteria: 4.2

Additional information: : Learners could participate in a small group discussion which could be assessed via a Tutor witness testimony or video recording with candidate evaluation.

Learners could also prepare a candidate report.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

Unit 03 DSE Risk Assessment Y/602/1420

The learner will:

1. Understand the importance of DSE risk assessments

The learner can:

- 1.1 Outline the reasons for conducting DSE risk assessments
- 1.2 Outline the main legislation relating to DSE risk assessments

The learner will:

2. Understand the principles of controlling the risks from DSE workstations

The learner can:

- 2.1 Identify the principles of good ergonomic workstation design
- 2.2 Outline the main causes of ill-health relating to DSE use
- 2.3 Describe corrections that can be applied to workstation design to control identified risks

The learner will:

3. Understand how a DSE risk assessment is undertaken

The learner can:

- 3.1 Describe the stages involved in a DSE risk assessment
- 3.2 Outline the circumstances in which a DSE risk assessment should be reviewed

Assessment Guidance-Unit03

Guidance for developing assessment

Tutors will find the following useful; all are produced by the HSE and are freely downloadable from their website.

- The law on VDUs: An easy guide Working with
- VDUs (INDG36)

Worksheets

Types of Evidence: Worksheets

Assessment Criteria: 1.1, 1.2

Additional information: Worksheets could be devised to cover the requirements of the assessment criteria.

Worksheets

Types of Evidence: Worksheets

Assessment Criteria: 2.1-2.3

Additional information: Candidates could complete worksheets to show images or diagrams of workstations to enable identification of potential risks/causes of ill-health, and corrective actions to reduce/control these.

Questioning

Types of Evidence: Questioning

Assessment Criteria: 3.1, 3.2

Additional information: Candidates could respond to a set of pre-prepared questions covering the assessment criteria.

Questions and answers should be clearly recorded.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

Unit 04 COSHH Risk Assessment F/602/1413

The learner will:

1 Understand the importance of COSHH risk assessments

The learner can:

- 1.1 Outline the reasons for conducting COSHH risk assessments
- 1.2 Outline the main legislation relating to COSHH risk assessments

The learner will:

2 Know the main types of hazardous substances and how they may cause harm

The learner can:

- 2.1 Describe different forms of hazardous substances
- 2.2 Classify different hazardous substances
- 2.3 Describe the ways in which hazardous substances can enter the body and the harm they can cause

The learner will:

3 Understand the principles of controlling the risks from hazardous substances

The learner can:

- 3.1 Describe the factors to be considered when assessing the risks from exposure to hazardous substances
- 3.2 Describe the hierarchy of controls in relation to the control of hazardous substances

The learner will:

4 Understand how a COSHH risk assessment is undertaken

The learner can:

- 1.1 Describe the stages of a COSHH riskassessment
 - 1.2 Outline the circumstances in which a COSHH risk assessment should bereviewed
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Assessment Guidance-Unit04

Guidance for developing assessment

Tutors will find the following useful; all are produced by the HSE and are freely downloadable from their website.

- Control of Substances Hazardous to Health - approved code of practice and guidance
- Working with Substances Hazardous to Health - what you need to know about COSHH (INDG136)
- A Step by Step Guide to COSHH Assessment

A range of example COSHH risk assessments and case studies are also available on the HSE website

Assignment

Types of Evidence: Assignment

Assessment Criteria: 1.1, 1.2, 4.1

Additional information: An assignment could be devised with a series of tasks related to the assessment criteria.

Candidate report

Types of Evidence: Candidate Report

Assessment Criteria: 2.1-2.3, 3.1-3.2

Additional information: Candidates could conduct research and prepare notes or a candidate report.

Questioning

Types of Evidence: Questioning

Assessment Criteria: 4.1, 4.2

Additional information: Candidates could respond to a set of pre-prepared questions covering the assessment criteria.

Questions and answers should be clearly recorded.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than

portfolio building, please contact the Quality Assurance team at NCFE.

Unit 05 Manual handling safety at work D/602/4593

The learner will:

1 Understand the reasons for safe manual handling

The learner can:

- 1.1 Outline the potential injuries and ill health associated with incorrect manual handling
- 1.2 Outline employers and employees duties relating to manual handling at work
- 1.3 Outline the consequences for non-compliance with health and safety requirements at work

The learner will:

2 Understand how manual handling risk assessments contribute to improving health and safety

The learner can:

- 2.1 Explain the terms 'hazard' and 'risk' in the context of manual handling work
- 2.2 Outline the process for carrying out a manual handling risk assessment
- 2.3 Describe the principle of the risk control hierarchy when applied to manual handling

The learner will:

3 Understand the principles, types of equipment and testing requirements associated with manual handling safety

The learner can:

- 3.1 Describe safe movement principles associated with manual handling
- 3.2 Outline the types of equipment designed to be used for manual handling tasks
- 3.3 Outline the requirements for the testing, servicing and examination of manual

handling and lifting equipment

The learner will:

1 Be able to apply safe manual handling principles

The learner can:

- 1.1 Demonstrate efficient and safe manual handling principles when;
- a. applying effort to, or moving a load or object manually on their own
 - b. when using manual handling aids and equipment
 - c. when undertaking a manual handling task as part of a team
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Assessment Guidance-Unit05

Guidance for developing assessment

Tutors will find the following useful; all are produced by the HSE and are freely downloadable from their website.

- Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Getting to Grips with Manual Handling - A short guide (INDG143)
- Simple Guide to the Provision and Use of Work Equipment Regulations 1998 (INDG291)
- Are You Making the Best Use of Lifting and Handling Aids? (INDG398)

Questioning

Types of Evidence: Questioning

Assessment Criteria: 1.1-1.3

Additional information: Candidates could respond to a set of prepared questions covering the assessment criteria.

Questions and answers should be clearly recorded.

Booklet

Types of Evidence: Booklet

Assessment Criteria: 2.1-2.3, 3.1-3.3

Additional information: The candidates could conduct research and form their information into a booklet for new employees who might carry out manual handling tasks.

Observation

Types of Evidence: Observation

Assessment Criteria: 4.1

Additional information: The witness statement or observation record authenticated by the assessor must highlight the individual performance of the candidate against each aspect of the assessment criterion. It should be an objective account of

what the candidate has done and must provide sufficient detail to confirm that the candidate has met the assessment criteria.

The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

Section 4:

Links to National Occupational Standards

Links to National Occupational Standards

We've mapped this qualification against National Occupational Standards (NOS) in Health and Safety. As they complete this qualification, learners may be able to gather evidence that can be used towards the knowledge requirements of a relevant N/SVQ or other qualification as appropriate.

NB Centres may accredit prior learning at their discretion if they are satisfied that the evidence provided meets the requirements of the N/SVQ. Where Accreditation of Prior Learning (APL) is to be used extensively (for a whole unit or more) advice must be given by a qualified APL Advisor.

All Units

HSK1

Progression to knowledge aspects of HSS1, HSS6 and HSP6
