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# Qualification Specification

## Highfield Level 2 Award in Health and Safety within the Workplace (RQF)

Qualification Number: 603/1289/0

Version 1.7 March 2019

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## Highfield Level 2 Award in Health and Safety within the Workplace (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

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### Qualification regulation and support

The Highfield Level 2 Award in Health and Safety within the Workplace (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

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### Key facts

<b>Qualification Number:</b>	603/1289/0
<b>Learning Aim Reference:</b>	60312890
<b>Credit Value:</b>	1
<b>Assessment Method:</b>	Multiple Choice Question Examination
<b>Guided Learning Hours (GLH):</b>	6
<b>Total Qualification Time (TQT):</b>	10

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### Qualification overview and objective

This qualification is designed to provide learners with knowledge of the basic health and safety practices essential in the workplace.

The objective of the qualification is to:

- prepare learners to progress into further/higher level training
- Support a role in the workplace

The qualification provides learners with an understanding in the responsibilities of employers and employees, the benefits of good health and safety, steps to a risk assessment and how they can reduce accidents, near misses and ill-health, typical hazards and controls in a workplace, common causes of accidents, near misses and ill-health, emergency procedures and the importance of recording accidents, near misses and ill-health

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### Entry requirements

To register for this qualification, learners are required to meet the following entry requirements: be 14 years of age or above

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### Guidance on delivery

The total qualification time for this qualification is 10 hours and of this 6 hours is recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

This qualification will usually be delivered in a classroom environment, however, if it is delivered via e-learning or a blended learning approach then GLH would be adjusted accordingly

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### Guidance on assessment

The qualification is assessed through a multiple-choice question (MCQ) examination. This method of assessment is an end-of-course exam and must follow the Highfield Qualifications Examination and Invigilation Procedures. The examination for this qualification contains **20 questions** that must be completed within **45 minutes**. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a minimum **pass mark of 60%**. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

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## Tutor requirements

Highfield Qualifications recommend that nominated tutors for this qualification meet the following standards:

- hold a relevant subject area qualification, which could include any of the following:
  - IOSH Managing Safely
  - Level 3 or 4 qualification in health and safety or equivalent;
  - NEBOSH National General Certificate in Occupational Safety and Health or above;
  - HNC/D in a related subject; or
  - Proof of at least 30 hours delivery of health and safety
- hold a recognised teaching qualification, which could include any of the following:
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Highfield Level 3 International Award in Delivering Training
  - Level 3 Award in Education and Training, or equivalent
  - Certificate in Education or above;
  - Level 3 NVQ in training and/or development or above; or
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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## Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.**

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### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in the Control of Substances Hazardous to Health
- Highfield Level 2 Award in Risk Assessment
- Highfield Level 3 Award in Health and Safety within the Workplace

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### Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
- [www.highfieldinternational.com](http://www.highfieldinternational.com) (Highfield International)
- [www.highfield.co.uk](http://www.highfield.co.uk) (Highfield Products)
- [www.hse.gov.uk](http://www.hse.gov.uk) (Health and Safety Executive)

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### Recommended training materials

The following resources have been reviewed by Highfield Qualifications and are recommended training materials for users of this qualification.

- A Question of Health & Safety (Level 2), Sprenger, Christian M.R. Highfield International
- The Health and Safety Handbook (Level 2), Sprenger, Christian M.R. Highfield International
- Level 2 Health & Safety E-learning, Highfield International
- Level 2 Award in Health and Safety, Digital Download PowerPoint, Trasler, K: Fisher, I. Highfield International
- Level 2 Interactive Health and Safety Training Package, Sprenger, Christian M.R. Highfield International
- Health & Safety 4U DVD, Highfield International
- Level 2 Health & Safety Challenge DVD, Sprenger, Christian M.R. Highfield International
- Cards4Safety Level 2 Health and Safety, Highfield International

## Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in Health and Safety within the Workplace (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	Credit
L/615/5244	Health and Safety within the Workplace	2	1

## Appendix 2: All Units

**Unit 1:** Health and Safety within the Workplace  
 Unit number: L/615/5244  
 Credit: 1  
 GLH: 6  
 Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand roles and duties for health, safety and welfare in the workplace	1.1 Identify <b>employer’s duties</b> relating to health, safety and welfare at work 1.2 Identify <b>employee’s duties</b> relating to health, safety and welfare at work 1.3 Recognise the <b>benefits</b> of good health and safety in the workplace
2. Understand the process of risk assessment	2.1 Define the terms hazard, risk, accident, near miss and risk assessment 2.2 Identify the <b>steps</b> involved in a risk assessment
3. Understand how risk assessments improve health and safety at work	3.1 Identify the common <b>hazards</b> and <b>effects</b> of workplace accidents, near misses and ill health in the workplace 3.2 Recognise how risk assessment can reduce accidents, near misses and ill health 3.3 Recognise examples of <b>risk controls</b> for common workplace hazards
4. Know the procedures for responding to accidents, near misses and ill-health in the workplace	4.1 Identify procedures that should be in place for dealing with <b>emergencies</b> 4.2 Recognise why it is important to record all accidents, near misses and ill health occurrences

### Additional assessment guidance/requirements

This section of the specification provides further details on any additional assessment guidance/requirements to consistently provide valid, reliable and comparable assessments.

#### Employers duties:

- a) Providing, so far as is reasonably practicable a safe place to work
- b) Provide information, instruction, training and supervision
- c) Provide adequate welfare facilities
- d) Ensure safe access and egress
- e) Provide equipment and PPE which is suitable and fit for purpose
- f) Ensure policies and procedures are
  - o in place,
  - o reviewed, and
  - o updated



**Employees duties:**

- a) Duty of care
- b) Must follow the instructions, guidance and training given by their employer including on equipment
- c) Must not interfere with equipment provided for H&S
- d) Must report and record;
  - hazards that could cause a risk
  - accidents
  - near misses, and
  - diseases

**Benefits**

- a) Economic
- b) Moral
- c) Duties or legal requirements

**Steps**

- a) Identification of hazards and how they cause harm
- b) People at risk
- c) Evaluate
- d) Record
- e) Review

**Hazards**

- a) Slips, trips and falls from height
- b) Ergonomics
- c) Manual handling
- d) Stress
- e) Hazardous materials
- f) Violence

**Effects**

- a) Injury
- b) Illness
- c) Financial Loss
- d) Loss of Reputation

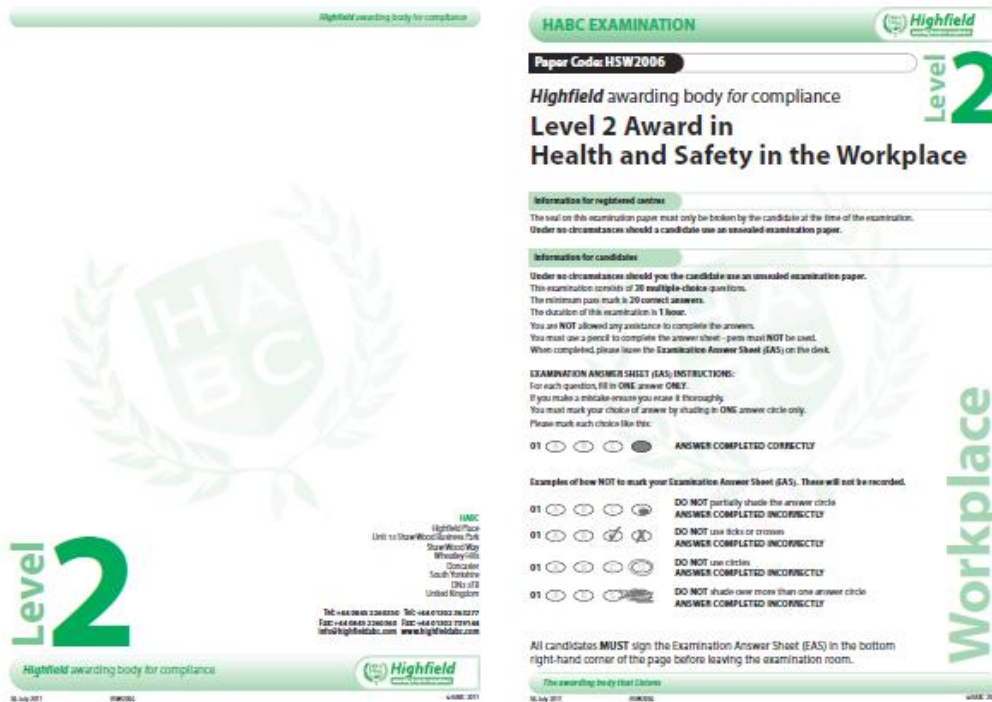
**Risk controls**

- a) Good housekeeping
- b) Barriers and enclosures
- c) Safe lifting techniques and equipment
- d) Visual checks
- e) Safe storage of hazardous materials
- f) Design and layout of workstations
- g) Machine guards
- h) Personal protective Equipment
- i) Regular breaks/reporting procedures

**Emergencies**

- a) First aid
- b) Accidents
- c) Evacuation procedures

## Appendix 3: Sample Assessment Material



**HABC EXAMINATION**  
Paper Code: HSW2006  
Highfield awarding body for compliance  
**Level 2 Award in Health and Safety in the Workplace**

**Information for registered centres**  
The seal on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unsealed examination paper.

**Information for candidates**  
Under no circumstances should you, the candidate use an unsealed examination paper. This examination consists of 30 multiple-choice questions. The minimum pass mark is 20 correct answers. The duration of this examination is 1 hour. You are NOT allowed any assistance to complete the answers. You must use a pencil to complete the answer sheet - pens must NOT be used. When completed, please leave the Examination Answer Sheet (EAS) on the desk.

**EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:**  
For each question, fill in ONE answer ONLY. If you make a mistake ensure you erase it thoroughly. You must mark your choice of answer by shading in ONE answer circle only. Please mark each choice like this:

01     **ANSWER COMPLETED CORRECTLY**

**Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be recorded.**

01     **DO NOT partially shade the answer circle. ANSWER COMPLETED INCORRECTLY**

01     **DO NOT use ticks or crosses. ANSWER COMPLETED INCORRECTLY**

01     **DO NOT use circles. ANSWER COMPLETED INCORRECTLY**

01     **DO NOT shade over more than one answer circle. ANSWER COMPLETED INCORRECTLY**

All candidates **MUST** sign the Examination Answer Sheet (EAS) in the bottom right-hand corner of the page before leaving the examination room.

### Sample questions:

#### Multiple-choice

- 1 When using a ladder you notice a defect. What should you do?
  - a) Report the defect when an enforcement officer visits the site
  - b) Repair the defect
  - c) Report the defect immediately
  - d) Finish the job before reporting the defect
  
- 2 Using low voltage tools in the workplace will help to reduce the likelihood of:
  - a) vibration white finger
  - b) crush injuries
  - c) electrocution
  - d) hearing loss
  
- 3 Which of the following is most likely to cause work related ill health?
  - a) Dermatitis
  - b) Respiratory disease
  - c) Musculoskeletal disorders
  - d) Cancer