



**Highfield**

*awarding body for compliance*

## Qualification Specification

### Level 1 Award in Health and Safety in the Workplace

Highfield Place  
Unit 15 Shaw Wood  
Business Park  
Shaw Wood Way  
Wheatley Hills  
Doncaster  
South Yorkshire  
DN2 5TB  
United Kingdom

Tel +44 08452260350  
Tel +44 01302363277  
Fax +44 08452260360

Info@highfieldabc.com  
www.highfieldabc.com

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## HABC Level 1 Award in Health and Safety in the Workplace

### Introduction

This Qualification Specification document is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your account manager.

### Qualification Details

The HABC Level 1 Award in Health and Safety in the Workplace is a National Award written and accredited by HABC.

This qualification is outside of the QCF, however, it could be used as prior knowledge to enrol onto a QCF qualification in the future.

### Key facts

- **QAN** This is a non-accredited qualification
- **Guided learning hours (GLH)** 3
- **Assessment Method** Multiple-choice examination

### Qualification Overview

The Level 1 Award in Health and Safety in the Workplace is a qualification intended for learners working in any environment and those who are returning to work or starting work for the first time.

Learners gaining this qualification will know that Health and Safety is the responsibility of everyone within a business, including contractors, visitors and suppliers.

### Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to those aged 14 and over.

### Geographical Coverage

The qualification is suitable for learners in the UK

### Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

### Qualification Structure

This qualification is made up of one unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

The qualification can be taken as a free standing qualification or as part of a wider programme of training.

### How the qualification is assessed

This qualification is assessed through a 15-question multiple-choice question examination. The duration of the examination is 30 minutes.

Successful learners must achieve a score of at least 10 out of 15.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

### Progression

Progression and further learning routes include:

- Level 2 Award in Health and Safety in the Workplace
- Level 2 Award in the Control of Substances Hazardous to Health

### Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

Nominated Tutors should have a minimum of a Level 3 Health and Safety qualification from a recognised awarding body, together with relevant work experience and a training qualification or training experience.

#### ***Suitable Subject Area Qualifications may include:***

- Degree or Dip.HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these.
- HNC/D in a related subject (as outlined above);
- Level 3 or 4 qualification in Health and Safety or equivalent;
- NEBOSH Diploma in Occupational Safety and Health;
- NEBOSH Certificate in Occupational Safety and Health;
- Suitable experience and/or expertise upon agreement from HABC.

#### ***Suitable Teaching Qualifications include:***

- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- Professional Trainers Certificate
- Proof of at least 30 hours of training in any subject

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

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### Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

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### Useful

<http://www.hse.gov.uk/>

### Websites

<http://www.proskills.co.uk>

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### Recommended Training Materials

Sprenger R.A and Dennis Farrar (2008) The Essentials of Health and Safety.  
Highfield.co.uk Ltd

## Summary of Learning Outcomes:

### Legal Responsibilities

1. Candidates should be able to show:
  - 1.1 An awareness of a company health and safety policy and the necessity for high standards of health and safety in any workplace.
  - 1.2 An understanding of the Health and Safety at Work etc Act 1974 and the duties imposed by it on employers and employees.
  - 1.3 The difference between criminal and civil duties of care.

### Accidents

2. Candidates should be able to show:
  - 2.1 An understanding of the responsibilities on every employee to prevent accidents in the workplace.
  - 2.2 The legal procedure for reporting certain accidents and incidents and the procedure to be used within the workplace.
  - 2.3 An appreciation of how employees can create hazards which lead to accidents and how these hazards can be prevented.
  - 2.4 An understanding of the common causes of accidents and the costs to the economy and business.

### Slips, trips and falls

3. Candidates should be able to show:
  - 3.1 An understanding of how slips, trips and falls cause most major injuries in the workplace.
  - 3.2 How injuries from slips, trips and falls can affect a business and an individual.
  - 3.3 An understanding of the causes and prevention methods associated with slips, trips and falls.

### Protective Clothing

4. Candidates should be able to show:
  - 4.1 The importance of wearing PPE and the purpose of its provision.
  - 4.2 An understanding of the importance of reporting unsuitable or damaged PPE to the employer.
  - 4.3 Identification of the occupational diseases which PPE can prevent.

### Fire

5. Candidates should be able to show:
  - 5.1 An appreciation of the causes of fire and how fires can be prevented.
  - 5.2 An understanding of the procedures which should be followed for fire safety.
  - 5.3 The knowledge of what to do on discovering a fire and the safe use of fire fighting equipment.
  - 5.4 An understanding of the different types of fire extinguisher and how to use them correctly.
  - 5.5 The actions to carry out if someone gets burnt.

### Electricity

6. Candidates should be able to show:
  - 6.1 The safe use of electrical equipment and an understanding of how to safely use electrical circuits.
  - 6.2 An understanding of the causes of electrical shock and how this can be prevented.
  - 6.3 The procedure to carry out to safely deal with someone who receives an electric shock.

### Manual Handling

7. Candidates should be able to show:
  - 7.1 An understanding of the correct way to lift and carry objects.
  - 7.2 The need for risk assessment for this type of work activity.
  - 7.3 An appreciation of the environmental factors which can affect safe lifting and carrying.

### Work at Height

8. Candidates should be able to show:
  - 8.1 An understanding of how to work from height safely.
  - 8.2 The hazards associated with incorrect procedures being used when working at height.

### Work Equipment

9. Candidates should be able to show:
  - 9.1 An understanding of the safe use of work equipment.
  - 9.2 The need to report any defects on equipment used at work.
  - 9.3 An understanding of the hazards associated with misuse of controls designed for work equipment.

### Workplace and Welfare

10. Candidates should be able to show:
- 10.1 An understanding of the welfare facilities that should be provided in a workplace.
  - 10.2 An understanding of the need for good personal hygiene in a workplace.
  - 10.3 How to recognise the signs of stress caused by work.

### Safety Signs

11. Candidates should be able to show:
- 11.1 The knowledge that following and complying with the statements on safety signs is a legal requirement.
  - 11.2 An understanding of what different colour coding signifies on safety signs.
  - 11.3 Identification of some of the most commonly used safety signs in the workplace.

### COSHH

12. Candidates should be able to show:
- 12.1 An understanding of the procedures to be carried out when handling chemicals.
  - 12.2 An appreciation of the hazards associated with the incorrect use of chemicals and how chemicals should be safely disposed of.
  - 12.3 The requirement to use correctly labelled containers for chemicals.

### First Aid

13. Candidates should be able to show:
- 13.1 An understanding of the purposes of first aid.
  - 13.2 Identification of the items which should and shouldn't be included in a first aid box.
  - 13.3 The need to report any first aid issues to the responsible person in the workplace.

### Display Screen Equipment

14. Candidates should be able to show:
- 14.1 An understanding of the correct way to use display screen equipment.
  - 14.2 The considerations which should be made when employees use DSE as part of their work activities.