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Qualification Specification

Highfield Level 1 Award in Health and Safety within a Construction Environment (RQF)

Qualification Number: 603/2442/9

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Highfield Level 1 Award in Health and Safety within a Construction Environment (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

Qualification regulation and support

The Highfield Level 1 Award in Health and Safety within a Construction Environment (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. The qualification is also regulated by Qualifications Wales.

This qualification is supported by CITB (Construction Industry Training Board), the sector skills council for the Built Environment.

Key facts

Qualification number:	603/2442/9
Learning aim reference:	60324429
Credit value:	3
Assessment method:	Multiple Choice Question Examination
Guided learning hours (GLH):	21
Total qualification time (TQT):	29

Qualification overview and objective

This qualification is designed for learners working in, or aspiring to work in, the construction industry.

The objective of the qualification is to prepare learners for employment in construction. It will give learners the knowledge to undertake their jobs safely. Successful learners who also complete the CITB Operatives Health, Safety and Environment knowledge test fulfil the requirements to apply for the CSCS Labourer's card.

This qualification covers common hazards and risks in a construction environment, safe manual handling practices, working safely at height and working safely around plant and machinery. It also covers the importance of effective teamwork and communication in ensuring safe working practices are followed in the construction industry.

Entry requirements

To register for this qualification, learners are required to meet the following entry requirements:

- be 14 years of age or above
- have a basic level of literacy.

Geographical coverage

This qualification is suitable for delivery in England and Wales.

Guidance on delivery

The total qualification time for this qualification is 29 hours and of these 21 hours are 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.

Guidance on assessment

The qualification is assessed by a multiple-choice question 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 **40 questions** that must be completed within **60 minutes.**

This qualification is assessed as pass/fail. Successful learners must achieve a score of at least **32 out of 40** (80%) to gain a pass**.**

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.

Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for internal quality assurance of training delivery and internal assessment processes.

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.

Tutor requirements

Highfield Qualifications requires nominated tutors for this qualification to meet the following:

- have verifiable, current construction industry experience within the last 5 years; and
- have a sufficient depth of knowledge, which could be evidenced by:
  - holding a construction related health and safety qualification, such as*:
    - Level 1 Award in Health and Safety within a Construction Environment (RQF)
    - NEBOSH National Certificate in Construction Health and Safety
    - NEBOSH National General Certificate in Occupational Health and Safety
  - holding a current Construction Skills Certification Scheme (CSCS) Card
  - evidence of appropriate continued professional development

- hold a recognised teaching qualification, which could include any of the following*:
  - Level 3 Award in Education and Training (RQF) or equivalent
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Certificate in Education or above
  - Level 3 NVQ in training and/or development or above

*This is not an exhaustive list.

Reasonable adjustments and special considerations

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

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.

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 Health and Safety within the Workplace (RQF)

Useful websites

- The Construction Skills Certifications Scheme (CSCS): www.cscs.uk.com
- Construction Industry Training Board (CITB): www.citb.co.uk
- Health and safety executive: www.hse.gov.uk

Appendix 1: Qualification structure

To complete the **Highfield Level 1 Award in Health and Safety within a Construction Environment (RQF),** learners must complete **all units** contained within the mandatory group

Mandatory group

Unit reference	Unit title	Level	GLH	Credit
M/616/4115	Health and safety in a construction environment	1	21	3

Appendix 2: Qualification content

Unit 1: **Health and safety in a construction environment**
Unit number: M/616/4115
Credit: 3
GLH: 21
Level: 1

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1 Know the principles of risk assessment for maintaining and improving health and safety at work.	1.1 State the purpose of risk assessments and method statements. 1.2 State the legal requirements of risk assessments and method statements. 1.3 State the common causes of work-related: • fatalities • injuries. 1.4 State the implications of not preventing accidents and ill health at work. 1.5 State the meaning of the following in relation to health and safety at work: • accident • near miss • hazard • risk • competence 1.6 List typical hazards and potential risks associated with the following: • resources • equipment • obstructions • storage • services • wastes • work activities. 1.7 State the importance of reporting accidents and near misses. 1.8 State typical accident reporting procedures. 1.9 State who is responsible for making accident reports. 1.10 State the purpose of dynamic risk assessments

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
2 Know the importance of safe manual handling in the workplace.	2.1 State the reasons for ensuring safe manual handling in the workplace. 2.2 State the potential injuries and ill health that may occur from incorrect manual handling. 2.3 State the employee's responsibilities under current legislation and official guidance for: • moving and storing materials • manual handling • mechanical lifting 2.4 State the procedures for safe lifting in accordance with official guidance. 2.5 State the importance of using site safety equipment when handling materials and equipment. 2.6 List aids available to assist manual handling in the workplace. 2.7 State how to apply safe work practices, follow procedures and report problems when carrying out safe manual handling in the workplace.
3 Know the importance of working safely at height in the workplace.	3.1 Define the term 'working at height' 3.2 State the employee's responsibilities under current legislation and official guidance whilst working at height. 3.3 List hazards and potential risks associated with the following: • dropping tools and debris • stability of ladders • overhead cables • fragile roofs • scaffolds • internal voids • equipment • the working area • other people 3.4 State how hazards and potential risks associated with working at height can be controlled. 3.5 State the regulation that controls the use of suitable equipment for working at height.

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
4 Know risks to health within a construction environment.	4.1 List the main groups of substances hazardous to health under current regulations. 4.2 List common risks to health within a construction environment. 4.3 State the types of hazards and potential risks that may occur in the workplace linked with the use of drugs and alcohol. 4.4 State the importance of the correct storage of combustibles and chemicals on site. 4.5 State the importance of personal hygiene within a construction environment. 4.6 State the potential risks to the health of workers exposed to asbestos. 4.7 State the types of asbestos waste. 4.8 State the types of personal protective equipment (PPE) that may be used when dealing with hazardous materials.
5 Know the importance of working around plant and equipment safely.	5.1 List ways in which moving plant, machinery or equipment can cause injuries. 5.2 State the hazards/risks relating to the use of plant and equipment. 5.3 State the importance of safeguards located near where plant, machinery and equipment are being used. 5.4 State the importance of keeping a safe distance away from plant, machinery or equipment until clear contact is made with the operator. 5.5 Outline how method statements can assist in ensuring the safety of workers where moving plant, machinery or equipment is in use. 5.6 State the ways to eliminate or control risks relating to working around plant, machinery or equipment. 5.7 Identify hazard warning signs and symbols used when operating, working with, around or in close proximity to plant, machinery or equipment.

Additional assessment guidance
LO1 Know the principles of risk assessment for maintaining and improving health and safety at work. **1.1 State the purpose of risk assessments and method statements.** • **Risk Assessments** i.e. identifying and controlling hazards

- **Method statements** i.e. outlining risk and control measures

1.3 State the common causes of work-related:

- **Work-related fatalities** e.g. fall from height, hit by vehicles
- **Work-related injuries** e.g. slips, trips and falls, manual handling

1.5 State the meaning of the following in relation to health and safety at work

- **Accident** i.e. unplanned events that result in personal injury or property damage
- **Near miss** i.e. unplanned events that could have resulted in loss, damage or harm but did not
- **Hazard** i.e. anything with the potential to cause harm
- **Risk** i.e. likelihood of harm occurring
- **Competence** i.e. experience, knowledge and ability to perform a task successfully, efficiently or safely

1.6 List typical hazards and potential risks associated with the following:

- **Resources (e.g. time, people, finance.)**
  - Lone working (not enough staff to work safely)
  - Substandard building materials
- **Equipment (e.g. condition or use)**
  - Incorrect or missing access equipment
  - No edge protection
  - People manual handling instead of using mechanical aids
  - Electrocution
  - Cutting / shearing / entanglement
- **Obstructions (e.g. items in the way of work environment)**
  - Collisions with plant machinery or people
  - Potential of spoil entering excavations
  - Slips, trips and falls
  - Overturning vehicles
- **Storage (e.g. building materials, vehicles, liquids)**
  - Spillage
  - Collapse of stacked materials
  - Contamination
  - Fire/explosion
- **Services (e.g. gas, electric, water)**
  - Poor support of uncovered services
  - Fractured gas pipe
  - Flooding in trenches
  - Contact with overhead services
- **Wastes (e.g. types, location, containers)**
  - Contamination of sewers
  - Public water systems
  - Oil leaking into soil
  - Exhaust fumes polluting atmosphere
  - Contaminated waste, such as asbestos
- **Work activities**
  - Driving at speed resulting in collision
  - Failing to follow safe systems of work

- Exposure to noise / vibration causing ill health
- Poor explosive control resulting in explosion/fire

1.10 State the purpose of dynamic risk assessments

- **Dynamic Risk Assessments** i.e. identifying hazards on the spot and making quick decisions in regard to individual safety

LO2 Know the importance of safe manual handling in the workplace.

2.1 State the reasons for ensuring safe manual handling in the workplace.

- **Manual handling** i.e. any transporting or supporting of a load by hand or bodily force

LO3 Know the importance of working safely at height in the workplace.

3.1 Define the term 'working at height'

- **Working at height** i.e. any work that takes place where a person could fall a distance that can cause personal injury

3.3 List hazards and potential risks associated with the following:

- **Hazards/Risks associated with the following:**
  - **Dropping tools and debris**
    - Debris or tools falling on person / through material
    - Possible fatality
    - Burns if hot material, such as bitumen, falls onto a person
    - Damage to equipment
  - **Stability of ladders**
    - Falls because of uneven ground
    - Overreaching
    - Affected by high winds
    - Heavy rain may shift ground at base or cause sinking
  - **Overhead cables**
    - Contact / electrocution
    - Near contact with metal poles, causing arching
  - **Fragile roofs**
    - Asbestos
    - Falling through
  - **Scaffolds**
    - Excessive weight
    - Incomplete
    - Unauthorised changes
    - Lack of edge protection
    - Incomplete boarding
    - Obstructions
  - **Internal voids**
    - Unmarked voids
    - Person falling through
    - Lack of egress
    - Asbestos
  - **Equipment**
    - Types of mechanical and non-mechanical hazards, such as entanglement or noise
  - **The working area**
    - Poor housekeeping

- Lack of segregation with public
- Lack of welfare facilities

- **Other people**
  - Working unsafely
  - Horseplay
  - Influence of drugs / alcohol
  - Being untrained
  - Acute or chronic illness, such as ear infection or epilepsy

LO4 Know risks to health within a construction environment.

4.1 List the main groups of substances hazardous to health under current regulations.

- **Substances hazardous to health i.e.**
  - Micro-organisms – bacteria, viruses and fungi
  - Dust – Silica and cement
  - Chemicals – paints, glues, thinners, resins and coatings
  - Gas – carbon dioxide
  - Asbestos
  - Lead
- **Asbestos waste i.e.**
  - Brown asbestos (amosite)
  - Blue asbestos (crocidolite)
  - White asbestos (chrysotile)

Appendix 3: Sample assessment material

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