



British Safety Council

Introductory Award in Health and Safety

2010 Specification

(for Examinations in 2010)

Version 1

## **Publishing Policy for Specifications**

Specifications are published on 1 August each year to allow registered centres and candidates adequate time to prepare for examinations from 1 January the following year.

For all the BSC specifications the electronic version on the BSC website is definitive in the case of any difference between it and a previously printed version.

The electronic version on the website is updated if any significant changes are made during the lifetime of the specification. Registered centres are notified of such changes.

All significant changes to a specification are side barred, irrespective of whether they are changes to the subject content, the scheme of assessment or the administrative arrangements. The exceptions are presentational changes and correction of typographical errors. Side bars are used to indicate any changes from the previous version only; side bars in Version 3 indicate changes from Version 2, but not changes from Version 1.

**Registered centres and candidates are advised to check that this printed version of the specification is the latest version by visiting [www.britsafe.org](http://www.britsafe.org)**

## **Acknowledgements**

This specification has been developed by the British Safety Council in consultation with employers, consultants and other interested parties. The British Safety Council recognises and values all those who contribute their time and expertise to the development of its specifications.

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## **Contents**

<b>The British Safety Council</b>	<b>4</b>
<b>Introduction to the BSC Introductory Award</b>	<b>5</b>
<b>Entry Requirements</b>	<b>5</b>
<b>Language of Assessment</b>	<b>5</b>
<b>Subject Content</b>	<b>6</b>
<b>Changes from 2009 Specification</b>	<b>10</b>
<b>Scheme of Assessment</b>	<b>10</b>
<b>Specimen Examination Questions</b>	<b>11</b>
<b>Answers to Specimen Examination Questions</b>	<b>15</b>
<b>Examination Arrangements</b>	<b>16</b>
<b>Awarding Arrangements</b>	<b>16</b>
<b>Reasonable Adjustments</b>	<b>17</b>
<b>Special Consideration</b>	<b>17</b>
<b>Malpractice</b>	<b>17</b>
<b>Result Enquiries and Appeals</b>	<b>18</b>

## **The British Safety Council**

The British Safety Council (BSC) is committed to promoting higher standards of health and safety in the workplace through the provision of relevant qualifications that meet the needs of learners and employers at all levels and across all sectors.

The BSC is recognised by the UK government as an official awarding body. As such, it has met and must adhere to a wide range of quality assurance criteria so that rigour and consistency in the awarding of qualifications is maintained. BSC assessment procedures comply with best practice in the examinations industry and are monitored by the regulator.

BSC qualifications are overseen by a Qualifications Quality Assurance Committee comprising independent professionals from health and safety, and academia.

## **Introduction to the BSC Introductory Award**

The Introductory Award in Health and Safety aims to provide candidates with a basic knowledge of health and safety in the workplace, including the responsibilities of employers and employees. Candidates will learn how their actions contribute to health and safety in the workplace and gain a clear understanding of their responsibilities to others.

Ideally, employers will deliver the qualification as part of a health and safety induction programme, but it could also form part of ongoing training designed to improve the safety culture within an organisation.

The Introductory Award is assessed by a one-hour examination comprising 40 multiple-choice questions. Successful candidates will be awarded a certificate by the British Safety Council.

## **Entry Requirements**

The BSC will not restrict access on the grounds of prior academic attainment, age, employment, geographic location or any other grounds. No limits will be placed upon the number of attempts that can be made in order to pass the examination.

Candidates should have a level of literacy adequate to cope with their assessment. This is to ensure that all candidates can undertake the assessment with a reasonable expectation of success.

## **Language of Assessment**

Examinations are available in Arabic, English, French, Greek and Portuguese.

## **Subject Content**

*On completion of the qualification, candidates should . . .*

### **Responsibilities of Employers and Employees**

- 1.1 know the main responsibilities of employers regarding health and safety in the workplace
  - general duties, specific duties
- 1.2 know the main responsibilities of employees regarding health and safety in the workplace
  - care of themselves and others
- 1.3 understand the implications of employers and employees failing to act responsibly in relation to health and safety in the workplace
  - prosecution

### **The Working Environment**

- 2.1 know the main responsibilities of the employer regarding the provision and maintenance of a safe working environment
  - heating, lighting, ventilation, temperature, toilet and washing facilities, cleaning and maintenance
- 2.2 know the main methods of preventing materials or persons falling
  - barriers and edge protection, safe stacking, racking inspection
- 2.3 know the main methods of preventing slips, trips and falls
  - suitable footwear and clothing, housekeeping, safe storage
- 2.4 know the main methods of preventing workplace transport accidents
  - one way systems, restrict reversing, segregation, personal protective equipment

### **Workplace Accidents**

- 3.1 know what is meant by an accident and a near miss
- 3.2 know why accidents occur
  - human error, mechanical failure
  - unsafe act, unsafe conditions
- 3.3 understand the impact of accidents on individuals and organisations
  - pain and suffering, possible disability, loss of earnings, effects on family members
  - delays in production, fall in staff morale, prosecutions, increased insurance premiums
- 3.4 understand the need to report accidents and near misses
  - establish the cause, prevent reoccurrence, legal requirement
- 3.5 know the procedure for reporting accidents and near misses
  - report to supervisor, complete accident book

## **Reducing Workplace Injuries**

- 4.1 know the main causes of workplace injury
  - manual handling, slips, trips and falls, being struck by moving or falling objects, falls from height, being struck by moving vehicles
- 4.2 know how to reduce the risk of workplace injury
  - safe systems of work, hard and soft control methods

## **Risk Management**

- 5.1 know the principles of risk management
  - identify hazards, implement safe systems of work, promote health and safety, develop competence through training and qualifications
- 5.2 know what is meant by a hazard and a risk
- 5.3 be able to identify basic hazards in a workplace
- 5.4 know the five steps to risk assessment
  - identify hazards, decide who is at risk and how, evaluate the risks and decide whether existing precautions are adequate, record findings, review and revise when necessary
- 5.5 know the hierarchy of risk control measures
  - elimination, substitution, isolation, reduce exposure, personal protective equipment

## **Personal Protective Equipment**

- 6.1 know the main types of personal protective equipment and the main hazards they offer protection against
  - head, eyes, hearing, respiratory, feet, hands
- 6.2 know the principles of provision, maintenance, storage and replacement of personal protective equipment
  - why and when used, provision, maintenance, storage, replacement

## **Fire Safety**

- 7.1 know the most common causes of fire
  - combination of oxygen, heat and fuel, heat sources, naked flames, friction, electricity, smoking in unauthorised areas, discarded matches and cigarettes, arson
- 7.2 know what can be done to reduce the risk of fire
  - smoking areas, no naked flames near flammable materials, report damaged electrical equipment, keep work areas tidy, waste disposal
- 7.3 know the actions to take on discovering a fire
  - follow company procedures, raise the alarm, leave the building by nearest route, close windows and doors behind you, report to assembly point
- 7.4 know the main types of fire extinguisher and what fires they can be used on
  - water, foam, CO<sub>2</sub>, dry powder

## **Electrical Safety**

- 8.1 know the main hazards associated with electricity
  - contact with live parts, electrical faults, overloaded circuits, electrical fires and explosions
- 8.2 know how to reduce the risks associated with electricity
  - safe equipment, reduced voltage, residual current devices, safety checks
- 8.3 know how to use portable electrical appliances safely
  - information, instruction and training, supervision, frequent visual inspection by user, use of correct fuses, switch off and unplug before cleaning or adjusting
- 8.4 know how to recognise defective electrical equipment
  - damaged leads, damaged plugs, cracked casing, signs of overheating

## **Hazardous Substances**

- 9.1 know the main types of hazardous substance
  - physical, chemical, biological
- 9.2 know how hazardous substances can enter and affect the body
  - inhalation, ingestion, absorption
- 9.3 know the main responsibilities of employers and employees regarding hazardous substances
  - risk assessment, control measures, checks, information, instruction and training
- 9.4 Know the main labels associated with hazardous substances
  - toxic, corrosive, harmful, irritant, highly flammable, explosive

## **Safety Signs and Signals**

- 10.1 know the main safety signs and signals
  - prohibition, mandatory, warning, safe condition
  - visual and audible signals

## **Manual Handling**

- 11.1 know the most common injuries associated with manual handling activities
  - strains and sprains, back injuries, cuts and abrasions, crush injuries
- 11.2 know the main responsibilities of employers and employees regarding manual handling
  - employers: avoid, assess, reduce the risk
  - employees: follow safe systems of work, make proper use of safety equipment, co-operate with the employer
- 11.3 know the main hazards and risks associated with manual handling
  - heavy and bulky loads, incorrect lifting techniques, dropping loads, sharp edges
- 11.4 know the main methods of reducing the risks associated with manual handling
  - task, individual capacity, load, environment

## **Workstations and Display Screen Equipment**

- 12.1 know the main health risks associated with workstations and display screen equipment
- musculo-skeletal disorders, fatigue and stress, temporary eye strain, headaches
- 12.2 know the main responsibilities of employers regarding workstations and display screen equipment
- identify users, analyse workstations, assess and reduce risks, ensure workstations meet minimum requirements, plan work to provide breaks or activity changes, provide eye tests, information, instruction and training
- 12.3 know how to reduce the risks associated with workstations and display screen equipment
- lighting, glare, noise, leg room, window coverings, software, screen, keyboard, work surface, chair, footrest

## **Work-Related Ill-Health**

- 13.1 know the main work-related ill-health effects
- asthma, dermatitis, stress, hearing loss, vibration white finger, lung cancer
- 13.2 know the causes and effects of work-related stress
- causes: the way things are done, amount of work, how you fit in with others, knowing what to do, amount of help and support, coping with change
  - effects on individuals: emotional, behavioural, ill-health
  - effects on organisations: absenteeism, motivation, productivity, efficiency
- 13.3 know the responsibilities of employers and employees regarding violence and bullying
- legal requirement, identify causes, effective policy, complaints procedure, counselling, dealing with bullies

## **Workforce Consultation**

- 14.1 know the benefits of consultation
- employee involvement in decision making, finding practical solutions to problems, recognition of hazards not noticed by management, more willing to accept change, improved workplace morale, better trust
- 14.2 know the role of safety representatives and safety committees
- investigate hazards, inspect workplace, represent the views of employees
  - discuss and review health and safety performance and issues

## Changes from 2009 Specification

There have been no changes to the subject content or assessment methodology.

## Scheme of Assessment

The Level 1 Certificate is assessed by a one-hour examination. The 40 multiple-choice questions sample the specification learning outcomes. Each examination question paper is constructed from a question bank according to the test specification below

The pass mark is 26 out of 40.

## Test Specification

	<b>Number of questions</b>
Responsibilities of Employers and Employees	3
The Working Environment	3
Workplace Accidents	3
Reducing Workplace Injuries	3
Risk Management	4
Personal Protective Equipment	4
Electrical Safety	4
Hazardous Substances	4
Safety Signs and Signals	2
Manual Handling	3
Workstations and Display Screen Equipment	3
Work-Related Ill-Health	3
Workforce Consultation	1

**BRITISH SAFETY COUNCIL**  
**INTRODUCTORY AWARD IN HEALTH AND SAFETY**  
**SPECIMEN EXAMINATION QUESTIONS**

1. Which employees have a duty of care towards a new 17 year old employee?
  - A Supervisors only.
  - B Managers only.
  - C All employees, except temporary staff.
  - D All employees.
  
2. How can boxes be made safer in the workplace?
  - A Empty them quickly.
  - B Store them correctly.
  - C Secure them with visible tape.
  - D Mark them as potentially hazardous.
  
3. What action should an employer take to prevent an accident from happening again?
  - A Identify the person to blame.
  - B Identify the cause.
  - C Change the machinery.
  - D Change the work pattern.
  
4. An example of a 'hard' control measure is
  - A a poster.
  - B a written procedure.
  - C a safety device.
  - D training.

5. What is a hazard?
- A The likelihood of harm happening.
  - B The seriousness of an accident.
  - C Something which can cause harm.
  - D Something which stops an accident happening again.
6. David finds a hole in his safety gloves. What should he do?
- A Cover the hole with tape.
  - B Wear an extra pair of gloves underneath.
  - C Be extra careful with dangerous objects.
  - D Not use the gloves and tell his supervisor.
7. The three elements of fire are heat, oxygen and
- A hydrogen.
  - B fuel.
  - C liquid.
  - D friction.
8. You are about to use some electrical equipment, but notice that the cable is damaged. What should you do?
- A Use the equipment anyway.
  - B Let your supervisor know.
  - C Attempt to fix it yourself.
  - D Notify the manufacturer.

9. Hazardous vapours in the workplace normally enter the body by what means?
- A Through open cuts.
  - B By swallowing.
  - C By breathing them in.
  - D Through skin absorption.
10. You would normally expect to see safety signs in the workplace relating to
- A lighting.
  - B heating.
  - C water supply.
  - D fire.
11. When carrying a heavy box, you should keep it
- A close to your body.
  - B far away from your body.
  - C at head height.
  - D as low down as possible.
12. Catherine operates a call centre computer and, due to her height, is unable to keep her feet flat on the floor. What action should she take?
- A Change the angle of the screen.
  - B Use a footrest.
  - C Move closer to the desk.
  - D Sit in a chair with armrests.

13. Lung cancer is most likely to be caused by
- A contact with oils.
  - B dust and chemical inhalation.
  - C swallowing poisonous substances.
  - D substances entering the body through open cuts and wounds.
14. Who normally represents the workforce in front of the employer in health and safety matters?
- A Production supervisor.
  - B General manager.
  - C Safety representative.
  - D Quality control manager.

## Answers to Specimen Examination Questions

Question	Answer	Learning Outcome
1	D	1.2
2	B	2.2
3	B	3.4
4	C	4.2
5	C	5.2
6	D	6.2
7	B	7.1
8	B	8.3
9	C	9.2
10	D	10.1
11	A	11.4
12	B	12.3
13	B	13.1
14	C	14.2

## **Examination Arrangements**

The Introductory Award in Health and Safety examination is available online and on-demand. This allows organisations to arrange for an examination to take place at a site of their choice and at a time of their choice.

The organisation is responsible for administering the examination in accordance with the regulations in the Handbook for Online Testing Centres. This involves the organisation providing a suitable room and an invigilator, and taking responsibility for setting up the PCs prior to the examination.

It is the organisation's responsibility to inform candidates of all examination arrangements, to deal with enquiries from their candidates, to inform candidates of their results and to distribute certificates. The BSC will not deal with any enquiries from an organisation's candidates in relation to any of the above.

The BSC reserves the right to send an examination inspector to a sitting to ensure that all the regulations are being adhered to. The inspector will arrive without prior notice, will be identified by an official letter, and must be granted access to the examination room. Failure to allow an inspector access, or any discovered breach of the BSC's regulations, may invalidate the examination. The BSC may also withdraw the organisation's registration for future examinations.

## **Awarding Arrangements**

Candidates are issued with an instant provisional result at the end of the examination. Candidates' results are then confirmed as a Pass or Fail following verification of results by the BSC.

A pre-defined quota of passes to be awarded does not exist. If all candidates achieve a score of at least the pass mark, then all candidates will be awarded a pass grade.

Results and certificates are sent to the main point of contact at the organisation.

## **Reasonable Adjustments**

When necessary, the BSC approves reasonable adjustments for candidates with particular requirements to enable them to have access to fair assessment and to demonstrate achievement. Candidates may require reasonable adjustments for a number of reasons including a permanent or temporary disability or medical condition.

Reasonable adjustments are made to ensure that candidates receive recognition of their achievement without compromising the equity, validity and reliability of the assessment. They are not concessions to make assessment easier for candidates, nor advantages to give candidates a head start.

Centres wishing to make reasonable adjustments for a candidate(s), should contact the Operations Manager at the BSC on +44 (0)20 8600 1033 at least five working days prior to the examination.

## **Special Consideration**

Special consideration involves procedures that may result in an adjustment to the marks of candidates who have not been able to demonstrate attainment because of exceptional circumstances during the examination itself.

Centres wishing to apply for special consideration in respect of a candidate(s), should contact the Operations Manager at the BSC on +44 (0)20 8600 1033 within two working days of the examination.

## **Malpractice**

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates and/or termination of a centre registration. Centres and candidates should familiarise themselves with the Malpractice Policy (available at [www.britsafe.org](http://www.britsafe.org)).

## **Result Enquiries and Appeals**

The BSC endorses the right of centres to enquire about results and to appeal against the outcome of such an enquiry. Procedures are in place to ensure that result enquiries and appeals are dealt with thoroughly and fairly.

A result enquiry or an appeal can result in a grade being confirmed, raised or lowered. Where a grade is changed, the new grade will replace the original grade, whether it is higher or lower.

To request a result enquiry the Head of Centre should contact the Operations Manager at the BSC on +44 (0)20 8600 1033 within 14 days of result issue.