



British Safety Council Awards
Level 2 Certificate in Manual Handling
Risk Assessment

2008 Specification
(for Assessments submitted in 2008)

Version 1

Accredited by the Qualifications and Curriculum Authority (QCA)
at Level 2 in the National Qualifications Framework

(Qualification Accreditation Number 100/6057/1)

Publishing Policy for Specifications

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

For all BSC Awards specifications the electronic version on the BSC Awards 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 course providers 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.

Course providers and candidates should check that this printed version of the specification is the latest version by visiting www.britishsafetycouncil.org/qualifications

Acknowledgements

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

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British Safety Council Awards
70 Chancellors Road
London W6 9RS

Telephone: 020 8600 1035
Facsimile: 020 8600 5540
E-mail: examinations@bscawards.org
Website: www.britishsafetycouncil.org/qualifications

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British Safety Council Awards

British Safety Council Awards (BSC Awards) 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.

BSC Awards' work is central to the government's national skills strategy – *21st Century Skills, Realising Our Potential* – which aims to ensure that individual employees have the skills and qualifications needed to be both employable and personally fulfilled.

BSC Awards is recognised by the Qualifications and Curriculum Authority (QCA) 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 Awards' assessment procedures comply with best practice in the examinations industry and are monitored by the regulator.

BSC Awards is the only UK awarding body to offer a complete suite of health and safety qualifications from Entry Level to Level 6 in the National Qualifications Framework:

- BSC Awards Entry Level Award in Workplace Hazard Awareness (Entry 3)
- BSC Awards Level 1 Certificate in Health and Safety at Work
- BSC Awards Level 2 Certificate in Supervising Staff Safely
- BSC Awards Level 2 Certificate in Risk Assessment
- BSC Awards Level 2 Certificate in COSHH Risk Assessment
- BSC Awards Level 2 Certificate in DSE Risk Assessment
- BSC Awards Level 2 Certificate in Fire Risk Assessment
- BSC Awards Level 2 Certificate in Manual Handling Risk Assessment
- BSC Awards Level 3 Certificate in Occupational Safety and Health
- BSC Awards Level 6 Diploma in Occupational Safety and Health

Specification development is guided by steering committees comprising representatives from regulatory authorities, professional bodies, standard setting bodies, enforcement bodies, employers and trade unions. Through focus groups, BSC Awards further consults with employers and registered course providers. Specifications are then developed with the help of independent chartered safety and health practitioners.

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

The Level 2 Certificate in Manual Handling Risk Assessment

The Manual Handling Operations Regulations 1992 require employers to assess any hazardous manual handling tasks that cannot be avoided and reduce the risk of injury, so far as is reasonably practicable.

The BSC Awards Level 2 Certificate in Manual Handling Risk Assessment aims to provide supervisors and employees with the knowledge and understanding of the manual handling risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

The specification is based on the Health and Safety Executive's guidance to the regulations and the relevant national occupational standards, and has been accredited by the Qualifications and Curriculum Authority (QCA) at Level 2 in the National Qualifications Framework.

Assessment is fit for purpose. The workplace-based risk assessment task relates directly to the candidate's workplace and tests the application of learning in a practical context.

While the BSC Awards Level 2 Certificate in Manual Handling Risk Assessment is a stand-alone qualification, it allows for lateral progression to other BSC Awards Level 2 qualifications covering risk assessments in COSHH, DSE and Fire, and vertical progression to the BSC Awards Level 3 Certificate in Occupational Safety and Health.

Entry Requirements

There are no formal entry requirements for the BSC Awards Level 2 Certificate in Manual Handling Risk Assessment. However, it is expected that candidates will have a level of literacy and numeracy adequate to cope with the assessment.

It is recommended that candidates first complete a BSC Awards Level 1 Certificate in Health and Safety at Work, which provides a solid grounding in basic health and safety knowledge and a useful springboard for study leading to the Level 2 Certificate.

Candidates may enter direct with BSC Awards or be entered by their company.

Arrangements for Learning

Candidates may either self-study or undertake a programme of study with a course provider registered with BSC Awards.

Language of Assessment

The assessment task is presented in English and candidates are expected to respond in English.

Candidates for whom English is a second language are advised that their reading and writing skills should be equivalent to at least Level 4 of the International English Language Testing System (IELTS) Test for Non-Native Speakers of English. Information on this language testing service is available on the IELTS website (www.ielts.org).

Subject Content

The learning outcomes state the abilities candidates need to demonstrate, and should be read in the context: "On completion of the qualification, candidates should be able to . . ."

Bullet points under each learning outcome indicate the breadth and/or depth of knowledge expected of candidates at this level. The bullet points are indicative, rather than exhaustive.

On completion of the qualification, candidates should be able to . . .

- 1.1 understand the reasons for conducting suitable and sufficient manual handling risk assessments
 - moral, legal, economic
- 1.2 outline the main legislation relating to manual handling risk assessments
 - Manual Handling Operations Regulations 1992
- 1.3 define a manual handling operation
 - transporting or supporting loads by hand or bodily force
- 1.4 outline the basic principles of anatomy and physiology as they relate to manual handling operations
 - anatomy of the spine
 - function of the spine
- 1.5 identify common injuries caused by manual handling operations
 - sprains / strains
 - disc damage
- 1.6 identify vulnerable groups of people at risk from manual handling operations
 - pregnant workers
 - lone workers
 - young persons
- 1.7 outline the competencies required of manual handling risk assessors
 - knowledge, skills, experience
- 1.8 conduct a preliminary manual handling risk assessment using an appropriate risk filter tool
 - using guideline figures
- 1.9 outline the factors to be considered in a manual handling risk assessment
 - task
 - individual
 - load
 - environmental
 - other factors (protective clothing, work organisation)

- 1.10 determine the risk of injury from manual handling operations in a manual handling risk assessment
 - use of checklists / questionnaires
 - use of assessment tools
- 1.11 identify and evaluate existing control measures
- 1.12 apply the hierarchy of controls as applies to manual handling operations
 - eliminate, automate, mechanise, reduce risks at source, training
- 1.13 make recommendations based on the findings of a manual handling risk assessment
 - improvements to reduce risks
- 1.14 record the findings of a manual handling risk assessment
- 1.15 review and revise a manual handling risk assessment when necessary

Scheme of Assessment

Workplace-based assessment task

Candidates book and pay for their assessment direct with BSC Awards. They then receive, electronically, a manual handling risk assessment task, which must be completed in their own workplace. The risk assessment task and marking criteria are published on pages 10-12 of this specification.

Candidates submit their completed risk assessment task electronically to BSC Awards, from where it is forwarded to an external examiner for marking. Results and certificates are issued within ten working days.

Authentication

Although candidates may need to consult work colleagues in order to obtain information necessary to completing the risk assessment, the completed task must be entirely the candidate's own work. Candidates are responsible for identifying a senior work colleague, normally their line manager, to authenticate their work. This individual must provide contact details to BSC Awards to permit checks to be made. These contact details should be entered on the electronic cover sheet that accompanies the completed task.

Plagiarism is a serious form of malpractice, and candidates found guilty of it will be disqualified by BSC Awards. At the same time, it represents a lost opportunity for the candidate's organisation to benefit directly from the work undertaken to complete assessment task. Line managers, or individuals authenticating candidates' work, are expected to make checks to ensure that the work is indeed the candidate's own.



BSC Awards Level 2 Certificate in Manual Handling Risk Assessment

Candidate Response Form

How to complete this form

Type your responses in the white boxes only; they will expand to accept all your text.
Do not amend text in the blue boxes.
Make sure you complete the verifier details, or the form will be returned to you.
If you have any difficulties completing the form, contact BSC Awards by telephone on 020 8600 1035.

When you have completed the form, e-mail it as an attachment to BSC Awards at submissions@bscawards.org

Candidate details

Candidate Name

(as it will appear on your certificate)

Candidate Number (your unique identifier)

Brief description of your job

Candidate declaration

The work that you submit for assessment must be your own. If you copy from someone else, or allow another candidate to copy from you, you may be disqualified from the qualification. In submitting this form, you are declaring that the work is your own. If you have received any help or consulted any sources, these must be clearly acknowledged in the answer form.

Verifier details

Enter below the name and contact details of your line manager or other responsible person in your place of work who will act as your verifier. This person must be prepared to confirm that you completed the assessment task yourself without assistance; BSC Awards may contact them to check this. You must ensure that they understand their responsibility.

Verifier's name

Verifier's position

Verifier's direct telephone number

BSC Awards Level 2 Certificate in Manual Handling Risk Assessment Task

Before starting, you are advised to familiarise yourself with the marking criteria at the end of this template.

1. Briefly describe the process on which you based your manual handling risk assessment.

2. Briefly explain why you carried out the manual handling risk assessment.

3. Briefly describe how you carried out the manual handling risk assessment, including preliminary estimation of risk.

4. Give your estimation of risk (High, Medium, Low) based on a preliminary assessment.

H M L

5. Based on your risk assessment, identify a specific element of the process for each of the following factors and explain how that element would affect the degree of risk.

Factor	Specific element	How it might affect the degree of risk
Task		
Individual		
Load		
Environment		
Other factors		

6. Outline THREE control measures that are in place and explain how each is intended to help avoid or reduce the risk of harm.

	Existing control measure	How it is intended to help
1		
2		
3		

7. Outline any further actions that could be taken to further reduce the risk of harm. (Consider the hierarchy of controls).

8. Outline when and in what circumstances you would review this risk assessment

Marking Criteria

	3	2	1	0
Rationale	Clear description of process. Clear rationale for risk assessment.	Adequate description of process. Adequate rationale for risk assessment.	Limited description of process. Limited rationale for risk assessment.	No description of process, or no rationale for risk assessment.
Methodology	Clear description of methodology, including preliminary estimation of risk.	Adequate description of methodology, including preliminary estimation of risk.	Limited description of methodology. Preliminary estimation of risk unclear.	Very limited description of methodology. No preliminary estimation of risk.
Elements and how they affect the degree of risk	Full range of elements clearly identified. How they affect the degree of risk clearly explained.	Range of elements identified. How they affect the degree of risk adequately explained.	Limited range of elements identified. How they affect the degree of risk inadequately explained.	Very limited range of elements identified. How they affect the degree of risk not explained.
Existing control measures	Range of control measures clearly identified. How they are intended to reduce the risk of harm clearly explained.	Range of control measures clearly identified. How they are intended to reduce the risk of harm adequately explained.	Limited range of control measures identified. Inadequate explanation of how they are intended to reduce the risk of harm.	Very limited range of control measures. No explanation of how they are intended to reduce the risk of harm.
Proposed control measures (further actions)	Range of appropriate measures clearly outlined.	At least one appropriate measure clearly outlined.	Inadequate or inappropriate measures outlined.	No measures outlined.

Reasonable Adjustments

When necessary, BSC Awards 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.

The Reasonable Adjustments Policy may be downloaded from the BSC Awards website (www.britishsafetycouncil.org/qualifications). Candidates requiring reasonable adjustments for their assessment must submit a Reasonable Adjustment Application Form (available on the website) to the Qualifications Manager at the earliest possible opportunity.

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 assessment itself.

The Special Consideration Policy may be downloaded from the BSC Awards website (www.britishsafetycouncil.org/qualifications). Candidates requiring special consideration for their assessment must submit a Special Consideration Application Form (available on the website) within five working days of submitting their assessment.

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. Candidates should familiarise themselves with the Malpractice Policy (available at www.britishsafetycouncil.org/qualifications).

Marking, Awarding and Reporting of Results

Assessment tasks for the Level 2 Certificate in Manual Handling Risk Assessment are externally marked by examiners appointed and trained by BSC Awards. Rigorous standardisation procedures, including a meeting of examiners, ensure that all examiners apply the marking criteria in exactly the same way and that all tasks are marked to the same standard.

The marks for the various parts of the risk assessment task are combined to give a mark for the qualification as a whole. Marks are converted to a 'pass' or 'fail' by comparison with the pass mark for the qualification as a whole. This pass mark (12/18) reflects an adequate performance in each aspect of the marking criteria.

Reporting of Results

Candidates' results are reported as pass or fail for the qualification as a whole.

Issue of Results

Results are issued within ten working days of receipt of the assessment task by BSC Awards. Results and certificates are sent under the same cover to the address supplied by candidates upon registration for the qualification.

Resubmissions

Candidates may resubmit their risk assessment task upon payment of the appropriate fee.

Result Enquiries and Appeals

BSC Awards endorses the right of individuals to enquire about their result and to appeal against the outcome of that 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.

The Result Enquiries and Appeals Policy may be downloaded from the BSC Awards website (www.britishsafetycouncil.org/qualifications). To request a result enquiry the candidate must submit a Result Enquiry Application Form (available on the website) to BSC Awards within 14 days of the result issue date.

Appendix A

Relationship to National Occupational Standards

The National Occupational Standards for Health and Safety are designed to support the development of good practice and awareness in the workplace, and the needs of employers and employees. They have been developed and reviewed in consultation with employers, sector specialists and stakeholders, professional bodies, regulators and awarding bodies.

The content of the BSC Awards Level 2 Certificate in Manual Handling Risk Assessment has been mapped to the relevant units of the National Occupational Standards. The table below shows for each unit of the standards the relevant learning outcomes in the specification.

Unit	Unit Title	Learning outcome(s)
HSS1	Make sure your own actions reduce risks to health and safety	1.5, 1.6, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13
HSS6	Conduct a health and safety risk assessment of a workplace	1.5, 1.8, 1.9, 1.10, 1.11, 1.15

Appendix B

Key Skills

Key skills are a range of essential generic skills that underpin success in education, employment, lifelong learning and personal development. For learners working towards the key skill qualifications in Communication, Application of Number or IT, assessment comprises an internal (portfolio) and an external (test) component. For those working towards the wider key skill units of Working with Others, Improving Own Learning and Performance or Problem Solving, assessment is via an internal (portfolio) component alone.

The BSC Awards Level 2 Certificate in Manual Handling Risk Assessment offers candidates a number of opportunities to develop key skills and prepare evidence for a portfolio. Successful completion of the Level 2 qualification does not in itself imply attainment of the listed key skills: this depends on the teaching and learning methods adopted by the tutor and candidate and on the candidate producing a portfolio of evidence.

The tables on pages 18-19 suggest an appropriate target level for each of the six key skills, an example of an activity that could contribute to the candidate's portfolio and a reference to the relevant learning outcome in the specification. Candidates may identify other activities related to this qualification that could provide evidence for other skills or levels. More information on key skills standards, qualifications and awarding bodies is available on the QCA website (www.qca.org.uk/keyskills).

Communication	Suggested Activity	Learning outcome
C2.1a Take part in a group discussion.	Consult with workforce about the effectiveness of existing risk control measures in the workplace.	1.11
C2.1b Give a talk of at least four minutes.	Make an oral presentation to senior management recommending measures to control a particular risk.	1.13
C2.2 Read and summarise information from two documents about the same subject.	Analyse company ill-health statistics in relation to manual handling operations against national statistics for the industry.	1.5
C2.3 Write two types of document giving different information.	Complete a risk assessment form. Write a report recommending measures to control a particular risk.	1.14 1.13

Application of number	Suggested Activity	Learning outcome
N2.1 Interpret information from a suitable source.	Interpret company ill-health statistics in relation to manual handling operations.	1.1
N2.2 Use your information to carry out calculations.	Calculate the cost to the organisation of ill-health in relation to manual handling over a period of time.	1.1
N2.3 Interpret the results of your calculations and present your findings.	Prepare and present information to senior managers on the costs to the organisation of ill-health relating to manual handling operations.	1.1

Information and communications technology	Suggested Activity	Learning outcome
ICT2.1 Search for and select information to meet your needs. Use different information sources and multiple search criteria.	Research the basic principles of anatomy and physiology.	1.4
ICT2.3 Present combined information such as text with number and image.	Present the basic principles of anatomy and physiology to other members of staff.	1.4

Improving own learning and performance		Suggested Activity	Learning outcome
LP2.1	Help set targets with an appropriate person and plan how these will be met.	Draw up a plan with your line manager for completion of a risk assessment to be authenticated by them.	Assessment task
LP2.2	Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance.	Use plan to identify steps to completion, and work to meet these.	Assessment task
LP2.3	Review progress with an appropriate person and provide evidence of your achievements.	Review progress on the assessment task, evaluating performance against the plan.	Assessment task

Problem solving		Suggested Activity	Learning outcome
PS2.1	Identify a problem with help from an appropriate person, and identify different ways of tackling it.	Identify an inadequate existing control measure and, in consultation with line manager and employees, propose additional control measures.	1.11
PS2.2	Plan and try out at least one way of solving the problem.	Plan and implement an additional control measure in accordance with the hierarchy of controls.	1.13
PS2.3	Check if the problem has been solved and identify ways to improve problem solving skills.	Review the additional control measure and revise the risk assessment accordingly.	1.15

Working with others		Suggested Activity	Learning outcome
WO2.1	Plan work with others.	Plan the risk assessment schedule in consultation with line managers.	1.10
WO2.2	Work co-operatively towards achieving the identified objectives.	Work with colleagues to identify hazards and evaluate existing controls.	1.11
WO2.3	Review your contributions and agree ways to improve work with others.	Review the risk assessment and your contributions, and determine how effective working together was and how it could have been made more effective.	1.15

Appendix C

Spiritual, Moral, Ethical, Social, Cultural and Other Issues

The BSC Awards Level 2 Certificate in Manual Handling Risk Assessment presents opportunities for developing understanding of moral, ethical, social, legislative, economic and cultural issues, as well as those of health and safety. In particular, the qualification considers the moral and ethical reasons for suitable and sufficient risk assessments alongside social, legislative and economic reasons. Cultural issues concerning acceptability of risk are addressed in connection with the control of risk 'so far as is reasonably practicable'.