



British Safety Council

Level 2 Certificate in Supervising Staff Safely

2010 Specification

(for Assessments submitted in 2010)

Version 1

Accredited by the Qualifications and Examinations Regulator (Ofqual)
at Level 2 in the National Qualifications Framework

(Qualification Accreditation Number 100/5727/4)

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 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 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.britsafe.org/qualifications

Acknowledgements

This specification has been developed by the British Safety Council in consultation with professional bodies, standard setting bodies, enforcement bodies, employers 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.

Version 1 published on 1 August 2009

Examinations Department
British Safety Council
70 Chancellors Road
London W6 9RS

Telephone: 020 8600 1033
Facsimile: 020 8741 5907
E-mail: examinations@britsafe.org
Website: www.britsafe.org/qualifications

Contents

The British Safety Council	4
The BSC Level 2 Certificate in Supervising Staff Safely	5
Entry Requirements	6
Arrangements for Learning	6
Language of Assessment	6
Specification at a Glance	7
Subject Content	8
Changes from 2009 Specification	14
Scheme of Assessment	14
Specimen Assessment Task and Marking Criteria	15
Reasonable Adjustments	18
Special Consideration	18
Malpractice	18
Marking, Awarding and Reporting of Results	19
Result Enquiries and Appeals	20
Appendices	
A Relationship to National Occupational Standards	
B Key Skills	
C Spiritual, Moral, Ethical, Social, Cultural and Other Issues	

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's 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.

The BSC is recognised by the Qualifications and Examinations Regulator (Ofqual)¹ 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.

The BSC 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 Entry Level Award in Workplace Hazard Awareness (Entry 3)
- BSC Level 1 Certificate in Health and Safety at Work
- BSC Level 2 Certificate in Supervising Staff Safely
- BSC Level 2 Certificate in Risk Assessment
- BSC Level 2 Certificate in COSHH Risk Assessment
- BSC Level 2 Certificate in DSE Risk Assessment
- BSC Level 2 Certificate in Fire Risk Assessment
- BSC Level 2 Certificate in Manual Handling Risk Assessment
- BSC Level 3 Certificate in Occupational Safety and Health
- BSC 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, the BSC further consults with employers and registered course providers. Specifications are then developed with the help of independent chartered safety and health practitioners.

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

¹ Ofqual took over responsibility for the regulation of accredited qualifications from the Qualifications and Curriculum Authority (QCA) in April 2008.

The BSC Level 2 Certificate in Supervising Staff Safely

In 2008/2009, in UK workplaces, 180 workers were killed and over 30,000 seriously injured. Two million people suffered from an illness they believed was caused or made worse by their current or past work and 35 million working days were lost as a result of occupational injury and ill-health.

Judith Hackitt, Chair of the Health and Safety Executive (HSE) has spoken of the need for everyone, employers and employees alike, to make a further effort to reduce “this total of human misery.”

In addition to the tragic loss of life and personal suffering, employers found themselves faced with court fines and costs, increased insurance premiums, compensation claims, reduced productivity, damaged reputation and lower staff morale.

The vast majority of occupational injuries and incidents of ill-health can be avoided by good health and safety management. With this in mind, the BSC has developed the Level 2 Certificate in Supervising Staff Safely, a nationally-recognised qualification aimed at those with general responsibility for the health and safety of others. The qualification is ideal for supervisors, team leaders, department heads and junior managers, providing them with the practical knowledge and understanding necessary to their role in promoting health and safety in the workplace.

The BSC Level 2 Certificate in Supervising Staff Safely has been developed in consultation with the Health and Safety Executive (HSE), major employers and unions.

The qualification is based on the National Occupational Standards for Health and Safety and is accredited by the Qualifications and Examinations Regulator (Ofqual) at Level 2 in the National Qualifications Framework.

Assessment is fit for purpose. The workplace-based assessment tasks relate directly to the candidate’s workplace and test the application of learning in a practical context.

While the Level 2 Certificate in Supervising Staff Safely is a stand-alone qualification intended for those with general responsibility for the health and safety of others, it also provides a progression route to the BSC Level 3 Certificate in Occupational Safety and Health, aimed at managers with responsibility for aspects of an organisation’s health and safety and, further, to the BSC Level 6 Diploma in Occupational Safety and Health, aimed at full-time health and safety managers and practitioners.

The regulatory authorities’ logos on the qualification certificate indicate that the qualification is accredited for England, Wales and Northern Ireland only.

Entry Requirements

There are no formal entry requirements for the BSC Level 2 Certificate in Supervising Staff Safely. 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 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 the BSC 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 the BSC.

Language of Assessment

Assessment tasks are presented in English and candidates must 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).

Specification at a Glance

ELEMENT A	<p>Management Systems</p> <p>Health and safety management</p> <p>The role of the supervisor in management systems</p> <ul style="list-style-type: none"> • health and safety policies • safety briefings • improving the health and safety culture • record keeping
ELEMENT B	<p>Hazards and Risks</p> <p>Identifying hazards in the workplace: physical, chemical, biological, ergonomic</p> <p>Assessing risks: likelihood/severity</p> <p>Evaluating control measures</p> <p>Prioritising action: 'so far as is reasonably practicable'</p>
ELEMENT C	<p>Monitoring</p> <p>Active monitoring:</p> <ul style="list-style-type: none"> • inspections • audits <p>Reactive monitoring:</p> <ul style="list-style-type: none"> • reporting incidents • investigating incidents
ELEMENT D	<p>Legal Requirements</p> <p>Health and Safety at Work etc. Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Approved Codes of Practice and Guidance Notes</p> <p>Responsibilities of supervisors</p>

ASSESSMENT STRUCTURE

Upon booking their assessment, candidates are issued with three short tasks which they complete in their workplace.

Completed tasks are submitted electronically to the BSC for marking by external examiners.

RESULTS

Results are issued within ten working days.

Results are reported as pass or fail for the qualification as a whole.

Successful candidates receive their certificate with their result.

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 . . .

A Management Systems

- A.1 outline the main elements of a health and safety and environmental management system
- HSG65, OHSAS 18001, ISO 14001,
 - policy, organising, planning and implementing, measuring performance, auditing, reviewing performance
- A.2 describe the arrangements for provision of a health and safety policy in an organisation
- where the policy is held
 - who is responsible for maintaining and updating the policy
 - when the policy should be updated
 - how it is communicated through the organisation
- A.3 outline the main elements of the health and safety policy of an organisation
- statement of intent
 - organisation
 - arrangements
- A.4 describe the role of the supervisor in a health and safety management system
- communication and implementation of policy
 - welfare of employees
 - risk assessments
 - monitoring
 - investigation
 - record keeping
 - informing and influencing employees and managers
- A.5 maintain adequate records
- accident and near miss reports
 - maintenance
 - training
 - procedural checks
 - statutory inspections and examinations
 - health surveillance records
 - workplace monitoring
 - risk assessments

- A.6 conduct safety briefings for employees working in the area for which they are responsible
- hazards
 - control measures
 - access/egress
 - emergency procedures
 - safe systems of work
 - communication
 - PPE requirements
 - role of employees
- A.7 outline the emergency evacuation procedures for workers and visitors
- emergency exits
 - fire marshals
 - assembly points
 - roll call procedures
- A.8 prepare for and receive a new starter in the workplace
- communication and arrangements
 - induction
 - training needs
 - supervision
- A.9 identify improvements to reduce risks to health and safety from workplaces, processes and activities
- integrated approach
 - personal observation
 - team approach
 - problem solving
 - dissemination of outcomes
 - ensuring necessary actions are carried out
 - awareness of new improved equipment
 - equipment trials
 - purchasing policy
- A.10 contribute to improving the health and safety culture of an organisation
- workforce consultation: questionnaires, meetings, briefings, committees
 - by changing attitudes to health and safety among employees and managers
 - by promoting positive behaviour amongst employees

B Hazards and Risks

- B.1 identify hazards to health and safety in a workplace
- physical
 - chemical
 - biological
 - ergonomic
 - psychosocial

B.2 identify environmental hazards in a workplace

- spillages
- waste
 - toxic material
 - discharges into water courses
 - recyclable and unrecyclable material

B.3 assess risks to safety and health in a workplace

- in accordance with the HSE's 'Five Steps to Risk Assessment'
- who might be harmed
- likelihood/severity: high/medium/low
- evaluate existing control measures

B.4 prioritise action to address risks

- high/medium/low risk

B.5 recommend suitable control measures

- hierarchy of controls, including
 - eliminate
 - reduce or substitute
 - control at source: barrier, removal
 - procedures: safe systems of work
 - information, instruction and training; supervision
 - personal protective equipment
- cost effective and practical control measures

B.6 identify when a review of risks is needed

- when there is reason to believe a risk assessment is no longer valid
- following an accident/incident
- following a change of personnel
- following a change of technology
- following a change of legislation
- following a change of work activity
- following a change to the workplace
- at regular intervals

C Monitoring

C.1 conduct a health and safety inspection of a work area

- types of inspection
- checklists
- frequency/regularity
- involvement of employees
- take or recommend appropriate action arising from the inspection based on priorities
- follow up, ensuring all defects are rectified

- C.2 describe the role of audits in monitoring health and safety
- internal audits
 - external audits
- C.3 maintain records appropriate to the role of a supervisor
- own inspection reports
 - maintenance logs
 - accident/incident reports and statistics relating to their department
 - PPE distribution and inspection forms
 - log book of training and safety briefings planned and given
- C.4 explain the need for reporting and investigating accidents and near misses
- within an organisation
 - beyond the organisation
 - role of accident reports in legal cases and investigations
 - costs of accidents to organisations, including
 - loss of skilled workers
 - increased employers' liability premiums
 - poor morale
 - loss of future works
 - poor public image
 - costs of accidents to individuals, including
 - pain and suffering
 - loss of wages
 - possible long term disability
- C.5 explain the 'accident triangle'
- proportions of near misses to accidents resulting in harm
- C.6 report accidents and near misses in an appropriate manner within an organisation
- using accident report forms
 - using near miss report forms
 - internal reporting systems
 - to the appropriate person
- C.7 outline the main requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- C.8 contribute to the investigation of accidents and near misses in an appropriate manner within an organisation
- by providing information from records, including training records
 - by consulting employees in the work area for which they are responsible
 - by adopting a 'fair blame' or a 'no blame' approach, as appropriate
 - by keeping records of outcomes of investigations
 - by assisting the identification of immediate and root causes
 - by identifying remedial measures
 - by implementing improved systems of work

- C.9 monitor and review the health, safety and welfare of employees for whom they are responsible
- provide information, advice and support
 - identify training needs
 - liaise with appropriate others to support employees
 - monitor and investigate signs of ill-health, distress or underperformance associated with:
 - stress
 - bullying
 - alcohol/drugs

D Legal Requirements

- D.1 outline the requirements of the Health and Safety at Work etc. Act 1974 in relation to:
- employers' duties to employees
 - employers' duties to others, especially contractors
 - employers' duty to provide a safe place of work
 - manufacturers', designers' and suppliers' duty to provide safe equipment
 - employees' responsibility to co-operate with the employer
 - employees' responsibility not to tamper with safety equipment
 - employers' duty to provide necessary safety equipment free of charge
 - power of inspectors
 - improvement notices
 - prohibition notices
 - legal penalties
 - prosecution of senior managers
- D.2 describe the means of enforcing health and safety legislation
- the role of HSC and HSE
 - the role of local authorities
- D.3 outline the consequences of breaches of health and safety legislation
- improvement and prohibition notices
 - circumstances under which improvement and prohibition notices might be served
 - requirements of improvement and prohibition notices on organisations
 - under Criminal Law
 - prosecution leading to
 - fines
 - imprisonment
 - under Civil Law
 - claims for compensation

- D.4 outline the requirements of the main regulations relating to health and safety in the workplace
- Management of Health and Safety at Work Regulations 1999
 - Manual Handling Operations Regulations 1992
 - Health and Safety (Display Screen Equipment) Regulations 1992
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - Control of Substances Hazardous to Health (Amendment) Regulations 2004
 - Personal Protective Equipment Regulations 1992
- D.5 locate information on legislation and best practice concerning the management of health and safety as it concerns supervisors
- Regulations
 - Approved Codes of Practice
 - Guidance notes
 - HSE publications
 - Industry best practice such as CITB, CIRIA, ILO
- D.6 define 'competence'
- knowledge (current and up-to-date)
 - training
 - experience
 - awareness of own limitations
 - evidence of competence
 - employer references
 - individual professional development
- D.7 outline the health and safety requirements in relation to children and young persons
- 16-18 years of age
 - under 16 years of age
- D.8 outline the health and safety requirements in relation to new and expectant mothers
- specific risks assessed, hazards identified and removed, or
 - suitable alternative duties
 - reduced working hours
 - suspension

Changes from 2009 Specification

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

Scheme of Assessment

Workplace-based assessment task

Candidates book and pay for their assessment direct with BSC Examinations. They then receive, electronically, a set of three short tasks, which must be completed in their own workplace. The tasks test different elements of the specification and require different skills to complete.

Exemplar assessment tasks and marking criteria are provided on pages 15-17 of this specification. These are intended to indicate the nature and scope of live assessment tasks. All candidates will receive the Core Task (Task One).

Candidates submit their completed tasks electronically to the BSC, from where they are 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 for completing the tasks, the completed tasks 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 the BSC to permit checks to be made. These contact details should be entered on the electronic cover sheet that accompanies the completed tasks.

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



BSC Level 2 Certificate in Supervising Staff Safety

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 Examinations by telephone on 020 8600 1033.

When you have completed the form, e-mail it as an attachment to BSC Examinations at submissions@britsafe.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; the BSC 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

Task One

Core Task: Health and Safety Communication Plan

You have been asked by your line manager to discuss **THREE** health and safety topics with your team that will help to improve the health and safety culture at your organisation.

You should identify three topics that are most relevant to **your** organisation and **your** team. For example, if display screen equipment (DSE) is not relevant to your team, then do not include this in your communication plan. However, if you are responsible for a team of cleaners, then hazardous substances may be especially important – make this one of your topics.

For each topic, consider Management Systems (see Element A of the specification), Hazards and Risks (Element B of the specification), Monitoring (Element C of the specification) and Legal Requirements (Element D of the specification).

For each topic, say 'what', 'why', 'how and where' and 'when':

1. Describe the topic and identify the key points you will make (what)
2. Explain why this is an important topic for your team (why)
3. Describe the way in which you will tackle the topic with your team (how and where)
4. Schedule start and finish dates and times (when).

Either type your answer into the box below or attach your answer as a separate document.

*Examiner
use only*

Task Two

In your organisation, who carries out workplace inspections?

How are they carried out?

Describe any documents used in carrying out inspections.

How are actions identified and allocated following inspections?

How are results communicated to those who need to know?

How are findings actioned?

(Your answer should be approximately 500 words).

*Examiner
use only*

Task Three

Find out about your organisation's emergency procedures for workers and visitors.

Prepare a short presentation to explain these procedures to your team.

(Your answer should be approximately 500 words).

*Examiner
use only*

Marking criteria for BSC Level 2 Certificate in Supervising Staff Safely Assessment Tasks				
	3 marks	2 marks	1 mark	0 marks
Coverage	Task fully completed. All points addressed.	Task adequately completed. Most points addressed.	Task partially completed. Some points not adequately addressed.	Task not completed. Significant points not addressed.
Level of Detail	A good level of appropriate/relevant detail in all areas of the task.	An adequate level of appropriate/relevant detail in most areas of task.	Some detail in some areas.	Little or no detail.
Technical Accuracy	Fully accurate. As good as can reasonably be expected.	Reasonably accurate. One or two minor errors or minor omissions.	Several major technical inaccuracies or major omissions.	The answer contains a significant number of major errors or major omissions.

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.

Candidates requiring reasonable adjustments for their assessment should contact the Operations Manager at the BSC on 020 8600 1033 at the earliest 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.

Candidates requiring special consideration for their assessment should contact the Operations Manager at the BSC on 020 8600 1033 within 5 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.britsafe.org/qualifications).

Marking, Awarding and Reporting of Results

Assessment tasks for the Level 2 Certificate in Supervising Staff Safely are externally marked by examiners appointed and trained by the BSC. 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 assessment tasks 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 (18/27) reflects an adequate performance in each aspect of each assessment task according to 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 the BSC receiving the completed assessment tasks. 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 assessment tasks upon payment of the appropriate fee.

Result Enquiries and Appeals

The BSC 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.

To request a result enquiry the candidate should contact the Operations Manager at the BSC on 020 8600 1033 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 Level 2 Certificate in Supervising Staff Safely has been mapped to the National Occupational Standards. The table below shows for each unit of the standards the relevant learning outcomes in the specification.

Unit of Standards	Unit Title	Level 2 Certificate Learning Outcome(s)
HSS1	Make sure your own actions reduce risks to health and safety	A6, A8, B1, B3, B4, B5, C1
HSS2	Develop procedures to safely control work operations	A2, A3, A9, B3, C1, C6
HSS3	Monitor procedures to safely control work operations	A6, A9, B4, B5, C1, C3
HSS4	Promote a healthy and safe culture in the workplace	A6, A10
HSS5	Investigate and evaluate health and safety incidents and complaints in the workplace	A9, B5, C6, C8, D5
HSS6	Conduct a health and safety risk assessment of a workplace	B1, B2, B3, B4, B5, B6
HSS7	Make sure your own actions within the workplace aim to protect the environment	A1, B2, B4, B5
HSS8	Review health and safety procedures in workplaces	A9, C1, C9
HSS9	Supervise the health, safety and welfare of a learner in the workplace	A6, A8, C9, D7

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 Level 2 Certificate in Supervising Staff Safely offers candidates a number of opportunities to develop key skills and prepare evidence for a portfolio. Successful completion of the Level 2 Certificate 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 23-24 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.

Communication	Suggested Activity	Learning outcome
C2.1a Take part in a group discussion.	Discuss ways to change attitudes to health and safety.	A.9
C2.1b Give a talk of at least four minutes	Give a safety briefing	A.6
C2.2 Read and summarise information from two documents about the same subject.	Read the Management of Health and Safety at Work Regulations 1999 and HSG65 and summarise information about health and safety management.	D.1 D.4
C2.3 Write two types of document giving different information.	Write a document recommending measures to control a risk in a workplace area, task or process. Write an inspection report.	B.5 C.3

Application of number	Suggested Activity	Learning outcome
N2.1 Interpret information from a suitable source.	Interpret accident, incident and near-miss statistics for own section and organisation as a whole.	C.3
N2.2 Use your information to carry out calculations.	Calculate the cost to the organisation of accidents over a period of time.	C.4
N2.3 Interpret the results of your calculations and present your findings.	Prepare and present information to senior managers on the costs of accidents to the organisation.	C.6

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.	Use a search engine to locate information on the internet relevant to industry best practice in health and safety.	D.5
ICT2.3 Present combined information such as text with number and image.	Prepare and present a report to management on the costs of accidents to an organisation.	C.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 an assessment task 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 the problem of communicating an organisation's health and safety policy to its employees.	A.2
PS2.2	Plan and try out at least one way of solving the problem.	Plan and try out one way of communicating the organisation's health and safety policy to its employees.	B.2.2
PS2.3	Check if the problem has been solved and identify ways to improve problem solving skills.	Conduct and evaluate an evacuation drill.	B.2.3

Working with others		Suggested Activity	Learning outcome
WO2.1	Plan work with others.	Work with colleagues to plan how to investigate accidents and near-misses and identify ways to avoid them in future.	C.8
WO2.2	Work co-operatively towards achieving the identified objectives.	Work with colleagues to implement the plan.	C.8
WO2.3	Review your contributions and agree ways to improve work with others.	Review the implementation of the plan, your contributions, and determine how effective working together was and how it could have been made more effective.	C.8

Appendix C

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

The BSC Level 2 Certificate in Supervising Staff Safely presents ample opportunities for developing understanding of moral, ethical, social, legislative, economic and cultural issues, as well as those of sustainability and health and safety. In particular, the qualification considers the moral and ethical reasons for accident prevention and occupational health provision 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' (B5), while the concept of an organisation's health and safety culture is raised in Section A 'Management Systems'. Issues of sustainability are the subject of environmental management in A1 and assessment of risks to the environment is covered in B2.