



# Entry Level Award in Workplace Hazard Awareness (Entry 3)

## Specification and Teacher Guide

2010/2011

For assessments submitted for marking between  
1 September 2010 and 31 August 2011

Version 1

Accredited by the Qualifications and Examinations Regulator (Ofqual)

Qualification Accreditation Number: 500/1347/6

## **Publishing Policy for Entry Level Specifications**

Entry Level specifications are published on 1 May each year to allow centres adequate time to prepare for the delivery of the qualification in the following academic year starting 1 September.

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. 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 or 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.

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

## **Acknowledgements**

This specification has been developed by the British Safety Council in consultation with the Health and Safety Executive and the Institution of Occupational Safety and Health. 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 May 2010**

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

Telephone: 020 8741 1231  
Facsimile: 020 8741 5907  
E-mail: [schools@britsafe.org](mailto:schools@britsafe.org)  
Website: [www.britsafe.org/schools](http://www.britsafe.org/schools)

<b>Contents</b>	<b>Page</b>
The British Safety Council	4
Free Qualifications for 14-19 Year Olds	4
Aim	4
Rationale	4
Approval and Accreditation	5
Relationship to National Occupational Standards	5
Target Group	5
Age Range	5
Entry Requirements	5
Guided Learning Hours	5
Teaching Arrangements	5
Assessment Arrangements	5
Language of Assessment	5
Basic Skills	6
Spiritual, Moral, Ethical, Social, Cultural and other issues	6
Progression	6
Performance Figures	6
The Qualification at a Glance	7
Subject Content	8
Delivering the Qualification	10
Free Teacher Resource Pack	11
Other Useful Resources	11
Assessment Requirements	12
The Portfolio of Evidence	13
Appropriate Teacher Guidance	13
Meeting the Assessment Requirements	14
Centre Approval	16
Entering Candidates	16
Submitting Candidate Work	16
Marking Criteria	17
Results and Certificates	17
Reasonable Adjustments	18
Special Consideration	18
Malpractice	18
Result Enquiries and Appeals	18
Prizes for Students	19
Recognition for Schools	19
Publicity	19
Sample Press Release	19

## **The British Safety Council**

The British Safety Council (BSC) is one of the world's leading health and safety organisations. Its mission is to keep people healthy and safe at work. Its charitable initiatives, such as providing free qualifications for 14-19 year olds, are funded by revenue-generating activities centred on health and safety training, auditing and advisory services for its 8,000 corporate members.

### **Free Qualifications for 14-19 Year Olds**

In the biggest ever drive to protect young workers, the British Safety Council (BSC) is paying for all 14-19 year olds in full-time education to gain an accredited qualification in health and safety.

### **Aim**

To raise young people's awareness of workplace hazards **before** they embark on work experience or their first job.

### **Rationale**

A young person is seriously injured in a UK workplace every 40 minutes. In the last ten years, 66 under-19s have been killed at work. Across Europe, young workers are 50% more likely to have an accident than older workers.

A 15-year-old had his arm amputated in a butcher's shop after it became trapped in a machine. He was stuck in the machine for two hours at the shop where he had a Saturday job.

A 17-year-old lost part of her finger after only one hour of starting her holiday job. It was crushed in a machine at the bakery where she worked. The automatic safety guard was faulty, she had not received proper training, and her supervisor was unaware that she was using the machine.

A 17-year-old died in his first week at work after falling from a roof. He had received no training and had no safety equipment.

A 17-year-old was crushed to death inside an industrial recycling machine. It is thought his clothing may have been caught in the machine's conveyor belt.

## **Approval and Accreditation**

The qualification is approved under Section 96/97 of the Learning and Skills Act 2000 for learners aged 18 and under. It is accredited in the National Qualifications Framework (NQF) and provides a formal assessment outcome to the delivery of health and safety in the National Curriculum. The qualification will be submitted for accreditation into the new Qualifications and Credit Framework (QCF) in 2010. The regulatory authorities' logos on the qualification certificate indicate that the qualification is accredited for England, Wales and Northern Ireland only.

## **Relationship to National Occupational Standards**

The qualification is mapped to accredited Unit HSK1 of the National Occupational Standards for Health and Safety.

## **Target Group**

The qualification is primarily aimed at 14-16 year olds. However, it is equally applicable to post-16 learners and to adult learners with few, if any, qualifications.

## **Age Range**

There is no age restriction. The BSC will accept entries from students who have not reached their 14th birthday.

## **Entry Requirements**

There are no minimum entry requirements.

## **Guided Learning Hours**

Around 6-8 hours is adequate for the teaching and assessment of most learners.

## **Teaching Arrangements**

The qualification has been designed to offer flexibility in terms of teaching and assessment. It may be delivered as a discrete course or it may be integrated into a broader course of study such as a Personal Social and Health Education (PSHE) or work-related learning programme.

## **Assessment Arrangements**

Assessment is via a simple portfolio of evidence. To reduce the administrative burden on centres, all work is sent to the British Safety Council for marking by external examiners.

## **Language of Assessment**

The portfolio of evidence may be presented in English or Welsh.

## **Basic Skills**

The specification provides opportunities to develop and demonstrate the basic skills of literacy, specifically the ability to read and obtain information, and write to communicate.

## **Spiritual, Moral, Ethical, Social and Cultural and other issues**

Recognising the importance of working as part of a team and of reporting health and safety issues provides opportunities to explore cultural, moral and social values. Developing an awareness of health and safety responsibilities, so as not to endanger themselves or other workers, provides opportunities to explore moral and ethical values.

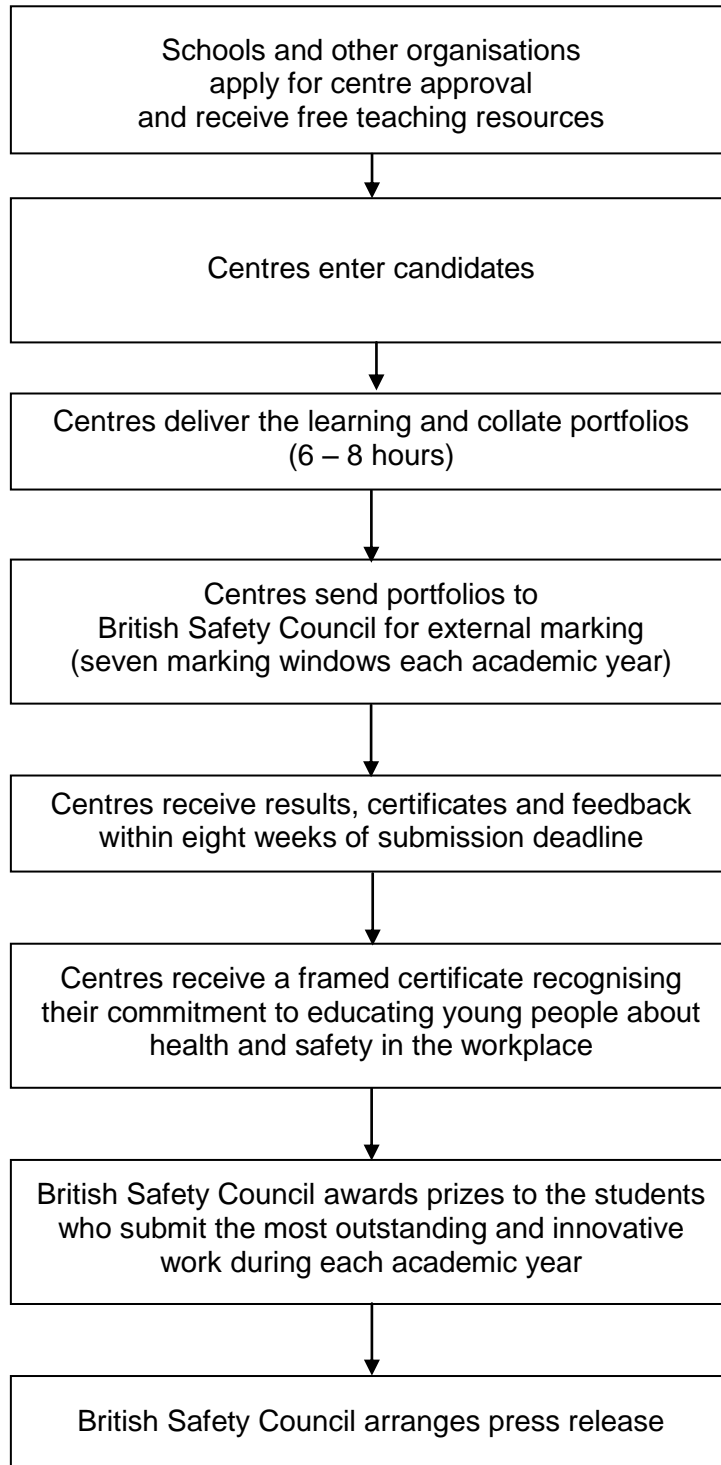
## **Progression**

Candidates who complete the Entry Level Award in Workplace Hazard Awareness may wish to progress to the BSC Level 1 Certificate in Health and Safety at Work which is available to schools at a discounted rate of £5 per candidate. Further details can be found on the BSC website at [www.britsafe.org/schools](http://www.britsafe.org/schools)

## **Performance Figures**

Performance figures are used in compiling School Achievement and Attainment tables and are an indication of the level of attainment for a qualification in relation to other qualifications within the National Qualifications Framework. The BSC Entry Level Award in Workplace Hazard Awareness (Entry 3) carries a points score of 3.5.

### The Qualification at a Glance



## Subject Content

Learning outcomes are stated in the form of abilities that candidates need to demonstrate. The bullet points under each learning outcome are indicative, rather than exhaustive.

On completion of the qualification, candidates should . . .

- 1.1 recognise the importance of good health and safety in the workplace
  - what is meant by 'health and safety'
  - benefits of good health and safety
  - consequences of poor health and safety
  
- 1.2 know what is meant by the terms 'hazard', 'harm' and 'risk'
  - a hazard is something with the potential to cause harm
  - harm is ill-health or injury
  - risk is the chance that the hazard will cause the harm
  
- 1.3 be able to identify hazards in familiar and less familiar workplaces
  - at school/college
  - in their workplace
  - in public places (e.g. shopping centre, leisure centre)
  
- 1.4 know how health hazards from workplace activities may cause harm
  - lung damage from breathing in solvent fumes
  - back problem from lifting heavy objects
  - injury from repetitive movements
  - damage to wrist/arm from prolonged use of computer
  - deafness from working with noisy machines
  - stress from bullying
  
- 1.5 know how safety hazards from workplace activities may cause harm
  - slips and trips from wet surfaces and trailing cables
  - falls from height from working on unsecured ladders
  - amputation from machinery
  - electrocution from contact with live electricity
  - injury from workplace transport
  - burns from fire and explosions
  - eye injury from inappropriate use of compressed air
  - asphyxiation from lack of oxygen in confined spaces
  - bites from animals
  
- 1.6 recognise the need to spot, stop and report
  - spot the hazard or fault
  - tell others (and stop the activity if possible)
  - report the problem to your supervisor

- 1.7 recognise the main safety signs, fire information signs and traffic warning signs in the workplace and know what hazards they indicate
- prohibition (red)
  - warning (yellow)
  - mandatory (blue)
  - advice (green)
- 1.8 recognise the importance of healthy and safe conditions in the workplace
- cleanliness and tidiness
  - clear access and exit routes
  - good lighting
  - good ventilation
  - control of noise
  - control of temperature
- 1.9 recognise the main causes of fire in the workplace
- 1.10 know what action to take in the event of a fire in the workplace
- 1.11 recognise the main types of personal protective equipment in the workplace and the hazards against which they provide protection
- protective clothing
  - head equipment
  - eye protection
  - ear protection
  - respiratory protection
  - hand protection
  - foot protection
- 1.12 recognise the importance of personal hygiene in the workplace
- 1.13 recognise the importance of first aid provision in the workplace
- 1.14 recognise the importance of reporting accidents, near misses and ill-health
- 1.15 know the main responsibilities of an employer
- provide a safe place of work and adequate welfare facilities
  - provide safe tools and equipment
  - provide training and supervision
- 1.16 know the main responsibilities of an employee
- take care of self and others
  - co-operate with employer
  - not misuse or tamper with equipment

## **Delivering the Qualification**

Around 6-8 hours is adequate for the teaching and assessment of most learners.

Schools have adopted a wide variety of approaches to the delivery of this qualification including:

- delivering the course over several lessons;
- organising a Workplace Hazard Awareness Day for a whole year group with classes moving around a 'circus' of activities;
- mapping the qualification to the health and safety element of GCSE Science or to other schemes of work (e.g. ASDAN qualifications);
- delivering the qualification as part of the preparation for work experience;
- embedding the qualification into extended work placements;
- using the qualification to consolidate what the students have learnt on work experience;
- inviting a local employer to deliver a presentation on health and safety in the workplace;
- organising a visit to a workplace, for example a leisure centre or a construction site.

## **Free Teacher Resource Pack**

The British Safety Council supplies each centre with a free Teacher Resource Pack containing:

- Teacher Guidance
- Photocopiable Resources
- Evidence Sheets

Centres may make unlimited copies of the resources for the purpose of delivering the qualification. The pack is also available electronically allowing centres to incorporate the resources into their virtual learning environments.

## **Other Useful Resources**

### **[www.wiseup2work.co.uk/whac](http://www.wiseup2work.co.uk/whac)**

The Workplace Hazard Awareness Course developed by the Institution of Occupational Safety and Health (IOSH) which supports the delivery of the Entry Level qualification.

### **[www.hazards.org/youngworkers](http://www.hazards.org/youngworkers)**

A hard-hitting report on the dangers facing young people in the workplace.

### **[www.hse.gov.uk/youngpeople](http://www.hse.gov.uk/youngpeople)**

The Health and Safety Executive (HSE) website for young people at work.

### **[www.my-work-experience.com](http://www.my-work-experience.com)**

A range of resources to support work-related learning and enterprise.

### **[www.worksmart.org.uk](http://www.worksmart.org.uk)**

The Trades Union Congress (TUC) young person's website.

### **[www.youngworker.co.uk](http://www.youngworker.co.uk)**

The Royal Society for the Prevention of Accidents (RoSPA) website dedicated to young workers.

## **Assessment Requirements**

In order to achieve the qualification, candidates must collate a portfolio of evidence which meets the assessment requirements. The portfolio may be presented in English or Welsh.

*In order to achieve the qualification, candidates must:*

### **Topic 1 - Workplace Hazards**

- 1.1 Identify two health hazards and two safety hazards in a workplace with which you are familiar (e.g. school) and outline how each hazard may cause harm.
- 1.2 Identify two health hazards and two safety hazards in a workplace with which you are less familiar (e.g. leisure centre) and outline how each hazard may cause harm.

### **Topic 2 - Safety Signs**

- 2.1 Identify two signs in each of the four categories (prohibition, warning, mandatory, advice) and state the meaning of each sign.

### **Topic 3 - Personal Protective Equipment**

- 3.1 Identify three pieces of personal protective equipment that might be used in the workplace. For each piece of equipment, identify the hazard(s) against which it provides protection and outline how it would keep them safe.

### **Topic 4 - Fire Safety**

- 4.1 For a named workplace, identify three possible causes of fire and outline three actions they would take in the event of fire.

### **Topic 5 - Staying Safe**

- 5.1 Outline three things you would do to keep yourself and others healthy and safe at work.
- 5.2 Outline three things your employer should do to keep you healthy and safe at work.
- 5.3 Outline three benefits of good health and safety in the workplace.
- 5.4 Outline three consequences of poor health and safety in the workplace.

## **The Portfolio of Evidence**

In order to achieve the qualification, candidates must collate a portfolio of evidence which meets the assessment requirements. The portfolio may be presented in English or Welsh.

To assist teachers and students, the BSC has produced structured Evidence Sheets for collecting appropriate evidence. The Evidence Sheets can be found in the Teacher Resource Pack.

Centres do not have to use the Evidence Sheets. There are many ways in which candidates can collect evidence and schools are encouraged to be innovative. For example, evidence could include posters, annotated photographs, DVDs or audio files. This may prove more stimulating for students and challenge more able students while, at the same time, provide alternative routes for students who find it difficult to produce written evidence.

The portfolio may contain a mixture of evidence, for example:

- An annotated photograph of the student wearing personal protective equipment
- A Powerpoint presentation showing safety signs
- A DVD of hazards around the school
- A group radio broadcast (audio file) about a fire in a workplace
- BSC Evidence Sheet for remaining assessment requirements

## **Appropriate Teacher Guidance**

Teachers should provide an appropriate level of guidance in order that candidates fully understand the assessment requirements. Candidates should be allowed to draft and re-draft their work. When marking first drafts, teachers may pose questions in order to elicit the correct response (e.g. "Is this a health hazard or a safety hazard? What is the potential harm from this hazard?")

At Entry 3, it is expected that most students will be able to record their own responses. However, where this is not possible, candidates may have their responses scribed. In such cases, the teacher must declare this on the candidate's work.

Candidates should be encouraged to use correct spelling, punctuation and grammar, but will not be penalised for errors.

Each candidate must sign a Candidate Declaration Form (supplied in the Teacher Resource Pack) verifying that the work submitted is their own. In addition, teachers/tutors are required to verify (authenticate) that the work submitted is that of the candidate concerned.

## Meeting the Assessment Requirements

### Topic 1 - Workplace Hazards

- 1.1** Identify TWO health hazards and TWO safety hazards in a workplace with which you are familiar (e.g. school, shop) and outline how each may cause harm.

Candidates should focus on a workplace with which they are familiar. This is an ideal opportunity to conduct a hazard spotting exercise around the school. Candidates must identify two health hazards (e.g. dust, contaminated food) and two safety hazards (e.g. trailing cables, bags lying around) and outline how each hazard may cause harm (e.g. the wet floor during cleaning might cause people to slip and break their wrist). Teachers should ensure that candidates distinguish between health hazards and safety hazards (many candidates confuse the two). It is important that candidates explicitly outline the harm. For example, a fall may result in bruising or broken bones.

- 1.2** Identify TWO health hazards and TWO safety hazards in a workplace with which you are less familiar (e.g. leisure centre, work experience site) and outline how each hazard may cause harm.

The same principles as 1.1, but this time the candidates should focus on a workplace with which they are less familiar.

### Topic 2 - Safety Signs

- 2.1** Identify TWO signs in each of the four categories (red, blue, yellow and green) and state what each sign means.

Candidates are required to identify two safety signs in each of the four categories - prohibition (red), warning (yellow), mandatory (blue) and advice (green) - and state the meaning of each sign. This is a good opportunity to explore the school for safety signs. Candidates may either draw the signs, take photographs of the signs or download them from the internet.

### Topic 3 - Personal Protective Equipment

- 3.1** Identify THREE pieces of personal protective equipment that might be used in the workplace. For each piece of equipment, identify the hazard(s) against which it provides protection and outline how it would keep you safe.

Candidates must identify three pieces of personal protective equipment that might be used in the workplace and, for each piece of equipment, identify the hazard(s) against which it provides protection and how it would keep them safe (e.g. gloves would protect the hands from cuts and abrasions from sharp objects).

Many centres have taken photographs of their students wearing personal protective equipment which the students have then annotated to meet the assessment requirements. This has proved an enjoyable and motivating exercise.

## **Topic 4 - Fire Safety**

- 4.1** For a named workplace, list THREE possible causes of fire and list THREE actions you would take in the event of a fire.

Candidates should focus on a named workplace (e.g. a restaurant). Possible causes of fire would include naked flames in the kitchen; electrical faults; discarded cigarettes.

Candidates should be advised not to tackle fires and not to use fire extinguishers (unless necessary to facilitate escape). Candidates should leave the building by the nearest safe exit, alert others by shouting "Fire, Fire" or by activating a fire alarm, and report to the assembly point.

## **Topic 5 - Staying Safe**

- 5.1** Outline THREE things you would do to keep yourself and others healthy and safe at work

Candidates should consider ideas such as following all safety instructions and rules; asking the employer if they are unsure about anything; reporting anything which they think is unsafe; wearing any personal protective equipment that is provided; and good housekeeping (which eliminates many slip and trip hazards).

- 5.2** Outline THREE things your employer should do to keep you healthy and safe at work

Candidates should consider ideas such as providing information, instruction and training; ensuring that all equipment is safe; being aware of young people's inexperience; and not asking young people to operate dangerous machinery.

- 5.3** Outline THREE benefits of good health and safety in the workplace

Candidates should consider ideas such as less accidents and injuries; increased productivity; reduced costs for the employer (e.g. cost of replacing staff); increased staff morale; enhanced corporate reputation (caring employer).

- 5.4** Outline THREE consequences of poor health and safety in the workplace

Candidates must not provide "mirror answers" for 5.3 and 5.4 (e.g. less accidents / more accidents). Candidates should consider ideas such as more injuries and even fatalities; increased costs in terms of compensation claims and fines; reduced productivity because staff are absent from work.

## Centre Approval

Centre approval is free to organisations delivering the qualification to 14-19 year olds in full-time education in the UK.

Organisations should apply online by downloading a registered centre agreement form from [www.britsafe.org/schools](http://www.britsafe.org/schools). The completed form should be e-mailed to [schools@britsafe.org](mailto:schools@britsafe.org).

Centre approval will be confirmed within five working days.

## Entering Candidates

The qualification is free for all 14-19 year olds in full-time education in the UK.

The BSC will accept entries from pupils who have not reached their 14th birthday.

Approved centres should enter candidates online by downloading a candidate registration form from [www.britsafe.org/schools](http://www.britsafe.org/schools). The completed form should be e-mailed to [schools@britsafe.org](mailto:schools@britsafe.org).

## Submitting Candidate Work

To reduce the administrative burden on centres, all work is sent to the British Safety Council for external marking. There are opportunities throughout the year to submit work:

Candidate work submitted by	Results and certificates issued by
30 September 2010	30 November 2010
30 November 2010	31 January 2011
31 January 2011	31 March 2011
31 March 2011	31 May 2011
31 May 2011	30 June 2011
30 June 2011	15 August 2011
31 July 2011	30 September 2011

When submitting work, the centre should ensure that:

- ✓ The candidate's name is clearly written on each piece of evidence.
- ✓ Each candidate's work is accompanied by a completed Candidate Declaration Form.
- ✓ Portfolios are securely bound. Bulky plastic wallets/folders should not be submitted.

Please note that work cannot be returned. Centres may submit photocopied work.

## Marking Criteria

To achieve the qualification, candidates must attempt to meet all of the assessment requirements (i.e. submit a complete portfolio) and meet at least 90% of the requirements.

Marks are awarded as follows:

- 1** Pass. Attempted to meet all of the assessment requirements (a complete portfolio) and met at least 90% of the requirements.
- 0** Fail. Did not attempt to meet all of the assessment requirements (incomplete portfolio) and/or did not meet at least 90% of the requirements.

## Results and Certificates

Candidates' results are reported as Pass or Fail for the qualification as a whole. Successful candidates receive a certificate confirming the award of a BSC Entry Level Award in Workplace Hazard Awareness (Entry 3).

## **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.

Centres are permitted to implement a range of reasonable adjustments without seeking the prior permission of the British Safety Council. The centre must consult the British Safety Council's Reasonable Adjustment Policy (available at [www.britsafe.org](http://www.britsafe.org)).

## **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 website. Centres requiring special consideration for an Entry Level candidate should contact the Assessment Manager on 020 8600 1037.

## **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. Centres should ensure that candidates understand the Notice to Candidate on the Candidate Declaration Form.

## **Result Enquiries and Appeals**

The BSC endorses the right of centres to enquire about their candidates' results 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.

To request a result enquiry the centre should, in the first instance, contact the Assessment Manager on 020 8600 1037 or e-mail [examinations@britsafe.org](mailto:examinations@britsafe.org) within four weeks of result issue.

## Prizes for Students

The British Safety Council will award discretionary prizes for outstanding work.

## Recognition for Schools

Schools completing the Entry Level Award will receive a framed certificate recognising their commitment to educating young people about health and safety in the workplace.

## Publicity

Following the issue of results and certificates, the British Safety Council will work with centres to generate a press release.

## Sample Press Release

### Local School Puts Safety First

Pupils at **(name of school)** will be safer in the workplace thanks to a new qualification from the British Safety Council (BSC) that teaches young people about the hazards they may face when they go out on work experience or start their first job.

The Entry Level Award in Workplace Hazard Awareness is aimed primarily at 14-16 year olds and provides students with crucial knowledge of health and safety issues in the workplace. The course is particularly relevant as a young person is seriously injured in a UK workplace every 40 minutes and 66 under-19s have been killed at work in the last decade.

In a highly-practical programme, Year **(10)** pupils from **(name of school)** put together personal portfolios covering a range of topics such as hazards, safety signs, personal protective equipment and fire.

In the biggest ever drive to protect young workers, the BSC is paying for all 14-19 year olds in the UK to gain this new qualification. **(Name)**, Headteacher of **(name of school)**, said: "This is a very positive development to ensure the safety of school students in the workplace. The pupils have benefited enormously from this opportunity and have thoroughly enjoyed the experience."

Julie Nerney, Chief Executive, British Safety Council said: "We are delighted to be working with **(name of school)** where there is obviously such a strong commitment to educating young people about health and safety in the workplace."