



Level 3

Certificate in
Occupational
Safety and Health



BSC Awards Level 3 Certificate in Occupational Safety and Health

(QCA accreditation number 100/4993/9)

The Level 3 Certificate in Occupational Safety and Health is a nationally-recognised qualification which provides managers, supervisors and employees with a broad knowledge and practical understanding of health and safety in the workplace.

The Certificate has been developed by British Safety Council Awards in consultation with the Qualifications and Curriculum Authority (QCA), the Employment National Training Organisation (ENTO), the Health and Safety Executive (HSE), the Institution of Occupational Safety and Health (IOSH), the International Institute of Risk and Safety Management (IIRSM), major employers and unions.

The Certificate is accredited by IOSH and meets the academic requirements for entry to the Technician category of IOSH membership (TechIOSH), subject to a minimum of five years in a health and safety role. Holders of the certificate may apply for associate membership of IIRSM.

The Certificate is based on the National Occupational Standards for Health and Safety and is accredited by QCA at Level 3 in the National Qualifications Framework.

Training with the British Safety Council

The British Safety Council (BSC) is the UK's leading independent organisation devoted to improving health, safety and environmental best practice in the workplace. A unique resource for business, it offers expert advice, training and support for organisations that wish to improve their management of safety and risk, occupational health and environmental performance.

With health and safety establishing itself as a key aspect of corporate life, the health and safety sector needs to become more professional in everything it does. This qualification helps underpin this process and will enable the UK to maintain its position as a world leader in workplace health and safety.

The British Safety Council (BSC) is a Registered Course Provider for the BSC Awards Level 3 Certificate in Occupational Safety and Health and has developed high quality training to enable candidates to reach the qualification standard. Fully in line with educational best practice, these courses place special emphasis on participative and interactive learning techniques, and are intended to be enjoyable and motivating, as well as concentrating on how to apply practical knowledge and understanding.

This qualification and the associated training courses supplied by the BSC aim to contribute to practical risk reduction across industries and ensure that organisations can profit from improvements in health and safety management. Every business can benefit from more effective safety practices - practical, cost effective steps can achieve substantial savings and ensure that commercial operations remain competitive.

For further information about training, please contact us at:

British Safety Council Services, 70 Chancellors Road, London W6 9RS.

Tel: 020 8741 1231. Fax: 020 8741 4555. E-mail: ask@britsafe.org

Web: www.britsafe.org

Level 3 Certificate: The Benefits

- A nationally-recognised qualification which is universally accepted as a badge of professionalism and commitment.
- A completely updated syllabus, based on the national occupational standards and covering the elements required to promote a positive health and safety culture.
- Meets the academic requirements for membership of IOSH at TechIOSH level and associate membership of IIRSM.
- Equips candidates with the requisite knowledge and understanding to give effective health and safety advice.
- Provides employers with qualified personnel who can help to manage risk, reduce accidents and downtime, and increase productivity and morale.
- Establishes a progression route for full-time health and safety practitioners to the British Safety Council Awards Level 6 Diploma in Occupational Safety and Health.

What does the Level 3 Certificate involve?

Candidates may attend a training course with a licensed training provider, normally over a period of 60 hours.

The Level 3 Certificate is assessed by one 3-hour examination comprising short-answer questions and a simulated risk assessment task, based on a case study scenario.

What are the Entry Requirements?

There are no formal entry requirements for the BSC Awards Level 3 Certificate, but candidates should have a level of literacy and numeracy adequate to cope with the examination. This recommendation is intended to ensure that all candidates who enter for the Level 3 Certificate can undertake the examination with a reasonable expectation of success.

What does the Level 3 Certificate cover?

The published specification sets out the subject content and learning outcomes that form the basis of the assessment. The specification also includes a specimen examination question paper and marking scheme, as well as details of the examination arrangements.

The full specification can be downloaded, free of charge, from the British Safety Council website at www.britsafe.org/qualifications

Level 3 Certificate: Learning Outcomes

Element A – Principles of Health and Safety

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

Organising for Health and Safety

- Outline the responsibilities of staff at different levels in relation to health and safety
- Outline the nature of effective communication in relation to health and safety
- Outline when and where to seek additional assistance in relation to health and safety
- Explain the importance of remaining alert to and dealing with health and safety issues

Developing a Positive Health and Safety Culture

- Apply relevant indicators to determine an organisation's health and safety culture
- Outline the benefits of a positive health and safety culture
- Outline the barriers to a positive health and safety culture
- Contribute to the development of a positive health and safety culture

Preventing Accidents

- Distinguish between accidents, incidents and near misses
- Explain why accidents occur
- Explain the costs of accidents
- Explain the need to prevent accidents
- Describe and explain measures to prevent accidents in the workplace

Occupational Health Provision

- Explain the benefits of effective occupational health provision for organisations
- Outline the effects of inadequate occupational health provision on people
- Outline the effects of inadequate occupational health provision on organisations

Principles of Health and Safety Law

- Outline the basic principles of common law and statute law
- Outline the application of the UK statutory and non-statutory framework to health and safety in the workplace

The Health and Safety at Work etc. Act 1974

- Outline the main requirements of the Health and Safety at Work etc. Act 1974

Offences, Penalties and Enforcement

- Outline the roles of external agencies and stakeholders
- Outline the powers of inspectors
- Explain the implications of enforcement notices for organisations
- Outline the main offences and penalties for non-compliance with UK health and safety legislation



Element A – Principles of Health and Safety

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

Health and Safety Management

- Explain the implications of the Management of Health and Safety at Work Regulations 1999 for organisations
- Outline the main elements of a health and safety management system (as set out in HSG65)

Risk Assessment

- Explain the purpose of risk assessment
- Conduct a suitable and sufficient risk assessment
- Determine, implement, evaluate and maintain measures for controlling risks

Persons at Particular Risk

- Outline the employer's responsibilities in respect of young people, learners, people with disabilities, new and expectant mothers and shift workers
- Outline the causes and effects of stress in the workplace
- Describe and explain measures to manage stress in the workplace
- Outline the nature of bullying and violence in the workplace
- Describe and explain measures to manage bullying and violence in the workplace
- Outline the effects of the misuse of alcohol and drugs on the individual
- Describe and explain measures to control risks associated with the misuse of alcohol and drugs in the workplace

Safe Systems of Work

- Explain what is meant by a safe system of work
- Develop and implement safe systems of work in simple workplace scenarios
- Explain the purpose and use of a permit-to-work

Safe Workplace

- Outline the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992
- Outline the requirements of the Smoke-free Regulations

Personal Protective Equipment

- Outline the requirements of the Personal Protective Equipment at Work Regulations 1992
- Describe the main types of personal protective equipment
- Assess the suitability of personal protective equipment

Element B – Applied Health and Safety

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

Fire

- Explain the principles of fire
- Outline the main fire hazards in the workplace and explain how they may cause harm
- Evaluate the main fire risks in the workplace
- Describe and explain measures to prevent fire in the workplace
- Describe appropriate fire detection and warning systems in the workplace
- Describe adequate means of escape from fire in the workplace
- Implement and assess the effectiveness of a fire evacuation from the workplace

Emergency Planning

- Identify the types of emergencies for which procedures should be drawn up
- Outline the factors to be considered when developing an emergency plan
- Implement and assess the effectiveness of an emergency evacuation drill

Electrical Safety

- Explain how electricity can cause harm
- Outline the factors contributing to risks from electricity
- Describe and explain measures to control risks from electricity
- Outline the principles of inspection, testing and maintenance of electrical equipment

Work Equipment

- Describe the main hazards associated with work equipment and explain how they may cause harm
- Outline the main requirements of the Provision and Use of Work Equipment Regulations 1998
- Describe and explain measures to control risks to safety from work equipment
- Describe and explain measures to control risks to health from work equipment

Occupational Transport and Driving

- Describe the main hazards associated with occupational transport and driving and explain how they may cause harm
- Describe and explain measures to control risks from occupational transport and driving

Construction and Demolition

- Describe the main hazards associated with construction and demolition activities and explain how they may cause harm
- Describe and explain measures to control risks to safety from construction and demolition
- Outline the requirements of the Construction (Design and Management) Regulations 2007
- Describe and explain measures to control risks to health from construction and demolition

Working at Height

- Describe the main hazards associated with working at height and explain how they may cause harm
- Outline the requirements of the Work at Height Regulations 2005
- Describe and explain measures to control risks from working at height



Element B – Applied Health and Safety

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

Manual Handling

- Outline the main ill-health effects associated with manual handling activities
- Outline the requirements of the Manual Handling Operations Regulations 1992
- Conduct a manual handling risk assessment
- Describe and explain measures to control risks from manual handling activities
- Advise on the need for and content of manual handling training

Mechanical Handling and Lifting Operations

- Outline the main types of mechanical handling and lifting equipment
- Describe the main hazards associated with mechanical handling and lifting operations and how they may cause harm
- Outline the requirements of the Lifting Operations and Lifting Equipment Regulations 1998
- Describe and explain measures to control risks from mechanical handling and lifting operations

Display Screen Equipment and Workstations

- Outline the main ill-health effects associated with display screen equipment and workstations
- Outline the causes of ill-health effects associated with display screen equipment and workstations
- Outline the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Advise on good workstation design
- Advise on the contribution of ergonomics to workstation design

Chemical and Biological Hazards

- Outline the main forms of chemical and biological hazards in the workplace
- Outline the ill-health effects of chemical and biological hazards
- Describe and explain measures to control risks to health from chemical and biological hazards
- Recognise the main substance hazard classifications
- Explain the purpose and use of a safety data sheet
- Explain the purpose and use of workplace exposure limits
- Conduct a COSHH risk assessment

Reporting and Investigating Incidents

- Explain the need for incident investigations
- Outline the legal and organisational requirements for incident reporting
- Outline the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Outline the main elements of an incident investigation

Protecting the Environment

- Describe and explain the main risks to the environment arising from workplace activities
- Describe and explain measures to control risks to the environment arising from workplace activities

Assessment Arrangements

Examinations are held three times each year, in February, June and October, at regional venues. Fees, dates and venues can be found at www.britsafe.org/qualifications

Candidates book their examination with British Safety Council Awards.

Candidates may book and pay online at www.britsafe.org/qualifications

Arrangements are in place to offer special provision to candidates with conditions such as dyslexia, visual impairment, physical impairment or other recognised conditions causing difficulty in examinations.

Candidates' examination scripts are marked by external examiners, appointed and trained by British Safety Council Awards. Rigorous standardisation procedures, including a meeting of all examiners, ensure that the marking schemes are applied in exactly the same way by all examiners and that all scripts are marked to the same standard.

Grade boundaries are established by an awarding process which conforms to the QCA Code of Practice and is designed to maintain standards over time.

Candidates are awarded a grade – distinction, merit, pass or fail – for the qualification as a whole. In addition, the results of the two components are reported separately with the aim of assisting candidates who may wish to resit the examination.

Results and certificates are posted to candidates four weeks after the examination. Candidates may access their result online at www.britsafe.org/qualifications from 8.00am on the result issue day.

Candidates may resit the examination at any scheduled examination session upon payment of the appropriate examination entry fee.

Training for Success

Based on dynamic, student-centred learning, the specially designed courses aim to make the learning experience enjoyable, motivating and memorable. They harness a range of learning methods, with special emphasis on participative and interactive techniques. Intensive coverage of core topics in classroom-based, tutor-led sessions is supplemented by guided self-study. Overall, the aim is to build on and share students' knowledge and experience, and to enable them to manage health and safety in the most effective way.

Availability

Training courses for the Level 3 Certificate are held regularly at venues around the UK and in-company arrangements are available if demand for places is sufficient.

Course Outline

The Level 3 Certificate provides a broad knowledge and understanding of health and safety in the workplace. It also represents a progression route to the Level 6 Diploma in Occupational Safety and Health.

Level 3 Certificate in Occupational Safety and Health

Duration: Two weeks (one week per element) and other flexible options.

For further information please contact us at:

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