Level 2 Award in Health and Safety in the Workplace
Qualification specification

Version 2
Regulated by the Qualifications Regulators as part of the Regulated Qualifications Framework
Qualification number: 601/2044/7
1. Introduction

1.1 The British Safety Council

Formed in 1957, the British Safety Council is one of the world’s leading health and safety organisations.

Our vision is that no-one should be injured or made ill by work.

For more than half a century we’ve been a trusted guide to excellent health, safety and environmental management. We have educated millions of workers and made hundreds of thousands of workplaces safer for everyone. We do this by sharing information, supporting, advising, educating and campaigning. We are a not-for-profit organisation.

We are a government-regulated awarding organisation and, as such, must comply with a wide range of conditions set by the regulator so that rigour and consistency in the awarding of qualifications is maintained.

The British Safety Council is the only UK awarding organisation to offer a complete suite of health and safety qualifications from Entry Level to Level 6 in the Qualifications and Credit Framework. Please refer to Section 2.4 (‘Progression routes and related programmes of study’) for a full list of the qualifications currently offered.
Qualification profile

2.1. The Level 2 Award in Health and Safety in the Workplace

In 2016/2017, in UK workplaces, 137 workers were killed with many thousands more seriously injured. 1.3 million people suffered from an illness they believed was caused or made worse by their current or past work and 31.2 million working days were lost as a result of occupational injury and ill-health.

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 workplace injuries and ill-health can be avoided. With this in mind, the British Safety Council offers the Level 2 Award in Health and Safety in the Workplace, a nationally-recognised qualification aimed at all employees. The qualification provides learners with essential knowledge of health and safety in the workplace, including duties under UK health and safety legislation.

The qualification pre-supposes no former knowledge on the part of those who aim to attain it. Learners will come from diverse educational and employment backgrounds and will include school pupils preparing for work experience and employees across all sectors.

2.2. Relationship with the Regulated Qualifications Framework (RQF)

The Level 2 Award in Health and Safety in the Workplace resides within the national Regulated Qualifications Framework (RQF). The RQF largely replaces the previous qualifications system, the Qualifications and Credit Framework (QCF).

The RQF is regulated by Qualifications Wales, Ofqual (England) and CCEA (Northern Ireland).

In general terms, the level of a qualification will indicate its relative difficulty and the title of either an Award, Certificate or Diploma will indicate the approximate duration of study and assessment required by learners.

As per the requirements of the RQF, this qualification has been assigned a ‘Total Qualification Time’ (TQT) value of 7 hours. Essentially, the TQT value reflects a combined total of the Guided Learning (e.g. classroom-based teaching or 1-to-1 tuition) an ‘average’ learner for this qualification will require plus the time for any further preparation (e.g. revision) or assessment to complete the qualification.

In the case of this qualification, this is 6 hours (Guided Learning) plus 1 hour in acknowledgement of the examination time, i.e. 7 hours in total. It is important to note however that the individual needs of learners undertaking this qualification will vary and approved centres should take appropriate account of this.
2.4. Progression routes and related programmes of study

The Level 2 Award in Health and Safety in the Workplace provides learners with essential knowledge of health and safety in the workplace and provides a solid foundation for learners preparing to study for the Level 3 Certificate in Occupational Safety and Health.

The following lists the full range of qualifications the British Safety Council presently offers or expects to offer shortly. Centres are advised to consult our website for up-to-date guidance on our portfolio of qualifications and to study the individual specification documents for information regarding the content of particular qualifications.

**Entry Level**
Entry Level Award in Workplace Hazard Awareness

**Level 1**
Level 1 Award in Health and Safety in the Workplace
Level 1 Award in Health and Safety in a Construction Environment
Level 1 Award in Environmental Sustainability

**Level 2**
Level 2 Award in Health and Safety in the Workplace
Level 2 Award in Health and Safety in Health and Social Care
Level 2 Award in Principles of COSHH
Level 2 Award in Principles of Risk Assessment
Level 2 Award in Principles of Fire Safety
Level 2 Award in Principles of Manual Handling
Level 2 Award in Contact Dermatitis Prevention
Level 2 Award in Risk Assessment
Level 2 Award in COSHH Risk Assessment
Level 2 Award in DSE Risk Assessment
Level 2 Award in Fire Risk Assessment
Level 2 Award in Manual Handling Risk Assessment
Level 2 Award in Supervising Staff Safely
Level 2 Award in Environmental Sustainability
Level 2 Award in Safe Driving at Work
Level 2 Award in Food Safety in Catering
Level 2 Award in Food Safety for Manufacturing
Level 2 Award in Food Safety for Retail
Level 2 Award in Emergency First Aid at Work

**Level 3**
Level 3 Certificate in Occupational Safety and Health
Level 3 Award in Supervising Food Safety in Catering
Level 3 Award in Food Safety Supervision for Manufacturing
Level 3 Award in Food Safety Supervision for Retail
Level 3 Award in First Aid at Work
Level 3 Award in Paediatric First Aid

**Level 6**
Level 6 Diploma in Occupational Safety and Health

**International**
International Certificate in Occupational Safety and Health
International Diploma in Occupational Safety and Health
3. Delivering the qualification

3.1. Centre requirements

The Level 2 Award is delivered by organisations (‘centres’) approved by the British Safety Council. Organisations seeking approved centre status must complete and return the relevant sections of the Approved Centre Agreement, downloadable from our website.

Staff delivering our qualifications must be competent to do so. Competence is a mixture of experience, knowledge, skills, training and qualifications.

A number of our qualifications require tutor registration and a minimum tutor qualification level, these requirements are detailed in the ‘Centre Approval Application Pack’. The tutor registration form should be returned at the same time as the application pack.

Centres are also required to familiarise themselves with the wide-ranging guidance and requirements detailed in the Centre Handbook, Centre Agreement and associated policy guides that are downloadable from our website.

3.2. Learner requirements

There are no formal entry requirements for the Level 2 Award and the British Safety Council will not restrict access on the grounds of prior academic attainment, age, employment, geographic location or any other grounds. However, it is expected that learners will have a level of literacy adequate to cope with the assessment.

Centres must conduct an initial assessment of each cohort to determine whether candidates have any special requirements. Learners should also be made aware of relevant policy areas, particularly those concerning malpractice.

Learners should be informed of the title and level of the qualification they are undertaking and that the British Safety Council is the awarding organisation.
3.3. Qualification withdrawal

All regulated qualifications have operational start, operational end and certification end dates.

The operational end date is the date by which learners must be registered for a qualification and the certification end is the date by which learners must claim their certificates.

In the event of a qualification being withdrawn, the British Safety Council will give sufficient notice to centres to ensure that learners’ interests are adequately protected. When qualifications are updated, the British Safety Council will make arrangements for the transfer of learners to any revised version.

In most cases the British Safety Council requests an extension to operational end dates and certification end dates from the regulators. In some cases, a qualification may be redeveloped to ensure content is current and a replacement may be introduced or a qualification may be withdrawn without a replacement being made available.

Whichever of the above applies, the British Safety Council will keep centres informed of the future of a qualification that is currently being offered.

3.4. Quality assurance – monitoring and sanctions

The British Safety Council has a responsibility to the learners taking its qualifications and to the qualifications regulators to ensure that centres deliver our qualifications and units in accordance with relevant national standards.

We conduct desk-based monitoring of our centres and centre visits. The primary focus of our monitoring is the centre’s compliance with the conditions set out in the Centre Agreement. We seek to assure ourselves that the management and systems at each centre ensure that our qualifications are delivered in line with the requirements of the qualifications regulators and the British Safety Council’s centre approval criteria.

It is important that centre staff involved in the delivery of our qualifications are fully aware of the contents of our sanctions policy and its possible implications should failure to comply with the requirements specified occur.

Centres are advised to study the centre monitoring and sanctions policy documents available on our website for detailed guidance in these areas.
4.1. Assessment strategy at a glance

The following table provides key information regarding the assessment strategy for this qualification.

<table>
<thead>
<tr>
<th>Method</th>
<th>One multiple choice question examination (30 questions total)</th>
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</thead>
<tbody>
<tr>
<td>Language</td>
<td>English only</td>
</tr>
<tr>
<td>Format</td>
<td>Online or paper-based</td>
</tr>
<tr>
<td>Duration</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Grading</td>
<td>Pass or Fail only Pass mark: 20 out of 30</td>
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<tr>
<td>Learning materials</td>
<td>Approved centres are provided with optional PowerPoint slides and Student notes for classroom based delivery without charge.</td>
</tr>
<tr>
<td>Resources</td>
<td>None required or permitted</td>
</tr>
<tr>
<td>Re-sit opportunities</td>
<td>Unlimited</td>
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It should be noted that there are many ways in which candidates can collect evidence and centres 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:

- A PowerPoint presentation outlining employer and employee responsibilities
- An annotated photograph of the student wearing personal protective equipment
- A DVD of hazards around the school
- A mock newspaper story about the consequences of poor health and safety

Tutors 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, tutors may pose questions in order to elicit the correct response (e.g. “Is this a health hazard or a safety hazard?” or “What is the potential harm from this hazard?”).
4.2. Unit detail and weightings

The Level 2 Award comprises one mandatory unit – ‘Health and Safety in the Workplace’ (H/601/9699). The learning outcomes state what a candidate will be expected to know, understand or be able to do and the assessment criteria describe the requirements that a candidate is expected to meet to demonstrate that a learning outcome has been achieved.

The following table indicates the unit content and how the examination is weighted by particular learning outcome.

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Assessment Criteria</th>
<th>Exam weighting</th>
</tr>
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<tbody>
<tr>
<td>1. Understand roles and responsibilities for health, safety and welfare in the workplace</td>
<td>1.1 Outline employers’ and employees’ duties relating to health, safety and welfare at work</td>
<td>20%</td>
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<td></td>
<td>1.2 Outline the consequences for non-compliance with health and safety legislation</td>
<td></td>
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<tr>
<td></td>
<td>1.3 Outline the requirements for training and competence in the workplace</td>
<td></td>
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<td></td>
<td>1.4 Outline the ways in which health and safety information can be communicated</td>
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<tr>
<td>2. Understand how risk assessments contribute to health and safety</td>
<td>2.1 Define the terms ‘hazard’ and ‘risk’</td>
<td>17%</td>
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<tr>
<td></td>
<td>2.2 Outline the process for carrying out a risk assessment</td>
<td></td>
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<tr>
<td></td>
<td>2.3 Describe how risk assessment can be used to reduce accidents and ill-health at work</td>
<td></td>
</tr>
<tr>
<td>3. Understand how to identify and control the risks from common workplace hazards</td>
<td>3.1 Describe the hazards that may be found in a range of workplaces</td>
<td>43%</td>
</tr>
<tr>
<td></td>
<td>3.2 Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.3 Describe the principle of the risk control hierarchy</td>
<td></td>
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<tr>
<td></td>
<td>3.4 List examples of risk controls for common workplace hazards</td>
<td></td>
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<tr>
<td>4. Know the procedures for responding to accidents and incidents in the workplace</td>
<td>4.1 State the common causes of workplace accidents and ill-health</td>
<td>20%</td>
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<tr>
<td></td>
<td>4.2 Identify the actions that might need to be taken following an incident in the workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.3 List the arrangements that should be in place in a workplace for emergencies and first aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.4 Outline why it is important to record all incidents, accidents and ill-health</td>
<td></td>
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</tbody>
</table>
4.3. Arranging assessments

The examination is available on-demand, which means that centres may arrange an examination at a site and time of their choosing. Online and paper-based versions of the examination are available, giving centres flexibility in terms of delivery.

Assessments are booked via the Centre Portal, the British Safety Council’s new online system for approved centres. For further guidance on the Centre Portal, please refer to the User Guide document.

Centres must schedule examinations at least four days in advance of the examination date.

Online examinations are marked automatically and results are available immediately at the end of the examination.

4.4. Assessment conditions

Each centre takes responsibility for administering the examination in accordance with British Safety Council regulations. This includes providing a suitable room, invigilation and ensuring that the candidates’ work is their own.

Details of the examination arrangements can be found in the Centre Handbook.

The British Safety Council reserves the right to send an inspector to an examination sitting to ensure that all regulations are being adhered to. The inspector will arrive without prior notice, will be identified by an official letter, and must be granted access to the examination room and to all the examination documentation. Failure to allow an inspector access, or any discovered breach of British Safety Council regulations, may invalidate the examination. The British Safety Council may also withdraw the centre’s approval.

4.5. Marking, awarding and reporting of results

The results of online examinations are available immediately and certificates are issued by post within two working days.

With paper-based examinations, centres return the candidate answer sheets to the British Safety Council for marking. Results and certificates are posted to the centre within two working days of the British Safety Council receiving the answer sheets.

Candidates’ results are reported as a grade (Pass or Fail) for the qualification as a whole. Candidates’ raw marks are also reported. A pre-defined quota of passes to be awarded does not exist – if all candidates achieve the pass mark, then all candidates will be awarded a pass grade.

4.6. Availability of sample assessment material

Centres and learners may familiarise themselves with the format and style of the examination questions by reference to the sample questions provided in the Appendix.
5. Rules and policies

The following provides a summary of the rules and policies relevant to this qualification.

Centres and learners are advised to study the full and most current versions of each policy available on the British Safety Council website.

5.1. Equality of opportunity

The British Safety Council is committed to the principle of equality for all and it is a requirement that approved centres undertake the delivery of British Safety Council qualifications in accordance with the Equality Act 2010.

The British Safety Council aims to ensure that equality of opportunity is promoted through its qualifications and that unlawful or unfair discrimination, whether direct or indirect, does not occur.

Through our qualification development procedures and management and quality assurance arrangements, we will keep under review how we can ensure equality for all learners.

We will ensure that:

- the widest possible diversity of learners can access our qualifications;
- the entry requirements, content and assessment demands of our qualifications are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement;
- the language used in our assessment materials is clear, free from bias and appropriate to the programme of study and target group;
- we produce materials that do not cause offence;
- we respond to requests for reasonable adjustments and special consideration;
- we act fairly at all times when working with centres and learners;
- our qualifications are regularly reviewed against this statement.

5.2. Reasonable adjustments

When necessary, the British Safety Council 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 not concessions to make assessment easier for learners, nor advantages to give learners a head start.
5.3. Special consideration

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

The British Safety Council ensures that its special considerations treat learners fairly and in accordance with national guidelines.

A learner who is fully prepared for an assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner (e.g. recent personal illness, accident, bereavement or serious disturbance during the assessment);
- reasonable adjustment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.

5.4. Malpractice and maladministration

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates and/or withdrawal of centre approval. In the event of proven malpractice or maladministration, the British Safety Council may notify the qualifications regulators and other awarding organisations.

All examiners, invigilators, centres, learners and awarding organisation staff are required to report suspicions of malpractice or maladministration on the part of centres, learners, tutors or anyone involved in delivering the qualification. Such reports should be made to the British Safety Council’s Head of Qualifications for investigation and resolution.

Any attempt to gain unfair advantage in a qualification for oneself or for another constitutes malpractice, as does any infringement of examination rules.

Examples of malpractice include:

- a learner copying another learner’s work;
- a learner bringing into an examination room aids (e.g. notes, mobile phone) that could be used to help answer the examination questions;
- a learner using others’ ideas and words in an assignment without clearly acknowledging the source of the information (plagiarism);
- a tutor giving a learner unfair assistance with an assessment;
- an invigilator revealing the questions in an examination to learners before the time of the examination.
Any activity or practice which results in non-compliance with the British Safety Council’s regulations and requirements constitutes maladministration.

Examples of maladministration include:

• a centre failing to return all examination materials after an examination;
• a centre failing to issue learners with appropriate notices and warnings in an examination;
• a centre not ensuring the examination venue conforms to requirements;
• errors or omissions in information supplied to the British Safety Council.

5.5. Result enquiries and appeals

The British Safety Council 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.

The British Safety Council reserves the right not to consider result enquiries if the request is submitted more than 14 days after the result issue date.

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.

5.6. Feedback and complaints

The British Safety Council is committed to providing an outstanding level of customer service and we welcome feedback to help us continually improve our service.

With complaints, we undertake to;

• acknowledge your complaint within two working days;
• log all complaints and resolve them as quickly as possible;
• assign an appropriately qualified member of staff to deal with your complaint;
• respond fully or provide a progress report within 20 working days;
• for more complex complaints, conclude follow-up action within an agreed timescale;
• reply in whichever way (telephone, e-mail, letter) is most convenient for you.
Appendix 1: Sample examination questions

1. Jamie is 17 years old and has a Saturday job in a supermarket. He must take reasonable care of
   A. himself only.
   B. himself and members of staff only.
   C. customers only.
   D. all staff and customers.

2. Claire owns an events company. She has three full-time staff and employs temporary staff as required. She must
   A. supervise her staff at all times.
   B. provide health and safety training for all staff.
   C. provide health and safety training for full-time staff only.
   D. provide health and safety training for temporary staff only.

3. The main purpose of a risk assessment is to
   A. eliminate all risks.
   B. ensure that accidents don’t happen.
   C. reduce the risk of injury or ill-health.
   D. help an organisation meet its legal requirements.

4. The first stage in a risk assessment is to
   A. decide upon the level of risk.
   B. identify who might be harmed.
   C. identify the hazards.
   D. evaluate the existing control measures.

5. The best way to reduce risk is to
   A. get rid of the hazard.
   B. prevent access to the hazard.
   C. reduce exposure to the hazard.
   D. wear the correct personal protective equipment.

6. Most ‘lost time’ injuries in the workplace are caused by
   A. fire.
   B. electricity.
   C. manual handling.
   D. moving vehicles.
Appendix 1 cont.

7. What is the best way to protect pedestrians from lorries on a construction site?
   A. High visibility jackets for the pedestrians.
   B. Properly trained drivers.
   C. Flashing lights on the lorries.
   D. Clearly marked walkways for the pedestrians.

8. When lifting a load from the floor, you should stand with your
   A. feet together, legs straight.
   B. feet together, knees bent.
   C. feet slightly apart, knees bent.
   D. feet wide apart, legs straight.

9. A safety sign indicating that you must do something is
   A. red.
   B. blue.
   C. green.
   D. yellow.

10. You have been provided with disposable earplugs to protect against noise. However, they keep falling out. What should you do?
    A. Throw them away and work without them.
    B. Stop work and report the problem to your manager.
    C. Carry on using them, even though they keep falling out.
    D. Buy some new ones.

Answers (assessment criteria in brackets)
1. D. (1.1)
2. B. (1.3)
3. C. (2.3)
4. C. (2.2)
5. A. (3.3)
6. C. (4.1)
7. D. (3.4)
8. C. (3.4)
9. B. (3.4)
10. B. (4.2)