



**IQ Level 1 Award in Health and Safety at Work (QCF)**  
**Specification**

**Regulation No: 601/3480/X**

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## About Industry Qualifications (IQ)

Industry Qualifications' (IQ) founding principle is to provide qualifications that are responsive to the needs of the vocational sector to ensure that learners are provided with a learning experience relevant to their industry. We aim to provide qualifications that are valued and recognised as being best in class by ensuring the highest levels of assessment integrity and customer service. We are approved by UK's regulators of qualifications: Ofqual, CCEA, Qualification Wales and SQA Accreditation.

## The IQ Group

IQ Group of Companies seek to provide an internationally recognised mark of quality assurance for skills, management systems, products and services. IQ promotes quality, partnership and integrity through its group of companies spanning education, professional membership and standards certification markets. Our focus is on high growth, highly specialised sectors with potential for international growth.

## Contact Us

We are here to help if you need further guidance from us. The IQ customer service team can be contacted between 9am and 5pm Monday to Friday at:

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For guidance on any fees we charge for the services we provide, please see the IQ Price Guide:

[www.industryqualifications.org.uk/centre-portal/iq-price-guide](http://www.industryqualifications.org.uk/centre-portal/iq-price-guide)

## Introduction

This specification is intended for trainers, centres and learners. General information regarding centre approval, registration, IQR (IQ's candidate management system), assessment papers, certification, reasonable adjustments, special consideration, appeals procedures, are available from the website. This document should be read in conjunction with the IQ QMS Centre guide available from the website.

Website: [www.industryqualifications.org.uk](http://www.industryqualifications.org.uk)

Enquiries: 01952 457452

## Version Number

Please ensure that you have the latest and most up to date version of documents. Please check the website for the most up to date version. To check which version you have please see the footer which will give you the version number.

V2.0 updated January 2017: All pages re-formatted, updates to pages 3, 4 and 5.

## About this Qualification

The IQ Level 1 Award in Health and Safety at Work (QCF) is a knowledge-based qualification for individuals who wish to gain formal recognition of their knowledge and understanding of health and safety in the workplace. As it is knowledge-based, there is no requirement for learners to have access to a workplace. By completing the single mandatory unit, all learners will cover the importance of health, safety and welfare standards, how hazards and risks are controlled, the main causes and effects of poor health and safety and how health and safety information is communicated in the context of the workplace. Objectives of the qualification include preparing learners to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding, meeting relevant programmes of learning, preparing learners for employment and supporting a role in the workplace.

### Objective

Supporting a role in the workplace

### Purpose

C1. Prepare for employment in a broad occupational area

### Sector

4.2 - Health and Safety.

### Structure

To achieve the IQ Level 1 Award in Health and Safety at Work (QCF), learners must achieve 1 credit from the single mandatory unit.

Unit Number	Unit	Level	Credit	Guided Learning Hours
T/601/8007	Introduction to health and safety for people at work	1	1	6

### Delivery

**Guided learning hours** are 6. It is the responsibility of training centres to decide the appropriate course duration, based on their learners' ability and level of existing knowledge. It is possible, therefore, that the number of Guided Learning Hours can vary from one training centre to another according to learners' needs. Guided learning hours are all times when a member of provider staff is present to give specific guidance towards the learning aim being studied on the programme. This definition includes lectures, tutorials, and supervised study. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners.

### Assessment

All assessment criteria in this qualification are assessed by portfolio, internally set and marked and externally quality assured by IQ. Centres are encouraged to use the IQ Workbook; passing all of the questions and activities in the IQ Workbook will ensure that all of the assessment criteria have been met.

However, centres are permitted to use their own documentation/ assessment materials, provided this is agreed with the EV prior to the commencement of any assessment. These can be assessed by a variety of methods including:

- Question and answer test
- Multiple choice questions
- Question and answer verbal (ensure records are kept)
- Essay

This qualification is not graded, successful learners achieve a pass.

### **Age range and Geographical Coverage**

This qualification is approved for learners 14 plus in England and Northern Ireland.

### **Learner entry requirements**

There are no formal entry requirements. However, learners should be able to work at entry level 3 or above and be proficient in the use of English Language.

### **Progression**

Learners who have achieved the IQ Level 1 Award in Health and Safety at Work (QCF) can progress to a range of employability qualifications, because the single unit "Introduction to health and safety for people at work" is common to them. These include:

- The Level 1 Award in Employability (QCF)
- The Level 1 Certificate in Employability (QCF)
- The Level 2 Award in Employability (QCF)
- The Level 2 Certificate in Employability (QCF)

### **Tutor requirements**

All trainers delivering this qualification must be sector competent and possess relevant experience/qualifications in Health and Safety at Level 2 or above and should have appropriate teaching qualification e.g. Level 3 Award in Education and Training, PTLLS.

### **Centre Requirements**

Centres must be approved by IQ in order to offer this qualification.

**Unit 1: Introduction to health and safety for people at work T/601/8007**

Guided Learning Hours: 6  
 Unit Level: 1  
 Unit Credit: 1

Unit grid: Learning outcomes/Assessment Criteria/Content

<b>Learning Outcome - The learner will:</b>	<b>Assessment Criteria - The learner can:</b>		<b>Indicative Contents:</b>
1. Understand the importance of health, safety and welfare standards in the workplace	1.1	State how the duties of employers contribute to a healthy and safe workplace	<b>How duties of employers contribute to healthy/ safe workplace:</b> With reference to current legislation i.e. the Health and Safety at Work Act (1974); covering: provision of personal protective equipment (PPE), safety signs, training sessions, reporting procedures, regular inspections, safeguarding, welfare facilities, information, safe systems/ practices, safe facilities etc.
	1.2	State how the duties of employees contribute to a healthy and safe workplace	<b>How duties of employees contribute to a healthy/ safe workplace:</b> With reference to current legislation i.e. the Health and Safety at Work Act (1974); covering: responsible behaviour, personal awareness, taking care of self and others, attending training sessions, engaging in continuous professional development, informing employer of accidents, near misses and safety concerns, using PPE and equipment in accordance with policies and procedures and manufacturer's instructions etc.
	1.3	Outline suitable workplace welfare arrangements	<b>Suitable workplace welfare arrangements:</b> With reference to the requirements of the Health and Safety Executive (HSE); including: toilet and washing facilities (clean, with toilet paper and soap and enough for the number of employees), drinking water, clean eating areas, specially designed work areas etc.; covering: ventilation, lighting, temperature etc.
2. Know how hazards and risks are controlled in the workplace	2.1	Identify how hazards and risks contribute to workplace risk assessments	<b>Hazard:</b> Anything which has the potential to cause harm to self or others. <b>Risk:</b> The probability that a hazard will cause harm to self or others. <b>Workplace risk assessments:</b> As stated by the HSE: identifying the hazards, deciding who might be harmed/ how, evaluating the risks, deciding on precautions to limit them and thereby reduce the possibility of accidents/ ill health, ensuring all staff/ visitors are aware of them, recording/ implementing findings, reviewing assessments and updating as required.

	2.2	State the importance of workers following procedures at work	<b>Importance of workers following procedures at work:</b> To protect workers/ others from harm; to prevent: injuries, loss of life, complaints by staff, public etc. to HSE, visits by a complaints officer, shut-down of sites/ places of work, prosecution, imprisonment, fines (in event of accident or pre-emptively) etc.; examples of procedures including for: working at heights, confined spaces, with hazardous substances etc.
	2.3	Outline how to use methods for controlling risk in the workplace	<b>Using methods for controlling risk in the workplace:</b> Covering: recording accidents/ near misses, adapting work methods, conducting inspections, regular maintenance/ cleaning, putting in place arrangements for emergencies (e.g. alarms, back-up systems and first aid facilities) and warning signs/ information, using PPE correctly, safe manual handling, using machine guards etc.
3. Be aware of the main causes and effects of poor health and safety at work	3.1	Outline the main causes of workplace injury	<b>Main causes of workplace injury:</b> Accidents (slips, trips and falls), repetitive movements leading to musculoskeletal disorders, tiredness leading to poor concentration, incorrect use of equipment/ PPE etc.
	3.2	Outline the main causes of workplace ill-health	<b>Main causes of workplace ill-health:</b> E.g. stress, lack of ventilation, extremes of temperature, inadequate lighting, prolonged use of display screen equipment, use of chemicals, inhalation of dust/ vapours, noisy machinery etc.
	3.3	Outline the reasons why accidents occur	<b>Why accidents occur:</b> Leading to injuries in assessment criterion 3.1; e.g. negligence, human error, inadequate training, poor behaviour, sabotage/ vandalism, mismanagement, lack of maintenance/ house-keeping, poor lighting/ space constraints, inadequate break/ rest time etc.
	3.4	State the effects of accidents at work	<b>Effects of accidents at work:</b> E.g. loss of life, injuries, ill health, equipment malfunction/ breakdown, costs incurred through repairs/ inspections, reduced productivity, damage to reputation of organisation, loss of business etc.
	3.5	Outline the need to report accidents and near misses at work	<b>Need to report accidents/ near misses at work:</b> Legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR); to avoid reoccurrence of accidents/ near misses; so training can be up-dated effectively; to ensure accident books are completed correctly etc.

4. Understand how health and safety information is communicated in the workplace	4.1	Identify the main safety signs and signals found in the workplace	<b>Main safety signs/ signals in the workplace:</b> As stated in The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on Regulations; including: shapes, colours, sizes, locations etc.; covering: prohibition signs, warning signs, mandatory signs, emergency escapes, fire exits and first aid signs.
	4.2	List sources of health and safety information found in the workplace	<b>Sources of health and safety information in the workplace:</b> E.g. notice boards, manufacturers' instructions, warning signs, safety officers/ supervisors, training manuals etc.
	4.3	State the importance of workers notifying health and safety concerns to their employer	<b>Importance of workers notifying health and safety concerns to their employer:</b> So that employers are aware and can update training, maintenance, facilities, information etc. to reduce the chances of accidents/ near misses and make the working environment safer.



## Unit 1 Guidance on Delivery and Assessment

### Delivery

This unit develops the learner's knowledge and understanding of the importance of health, safety and welfare standards, how hazards and risks are controlled, the main causes and effects of poor health and safety and how health and safety information is communicated in the context of the workplace.

### Assessment

All assessment criteria in this unit are assessed by portfolio, internally set and marked and externally quality assured by IQ. Centres are encouraged to use the IQ Workbook; passing all of the questions and activities in the IQ Workbook will ensure that all of the assessment criteria have been met.

However, centres are permitted to use their own documentation/ assessment materials, provided this is agreed with the EV prior to the commencement of any assessment. These can be assessed by a variety of methods including:

- Question and answer test
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- Question and answer verbal (ensure records are kept)
- Essay

### Links

This unit is based upon Unit HSS1 of the National Occupational Standards for Health and Safety.

## Resources

### Training Resources

Centres may use their own, or published learner support materials in delivering the qualification. Whatever support materials centres choose to use, they should ensure that their delivery methodology adequately prepares the learner for assessment.

IQ endorses published training resources and learner support materials by submitting the materials to a rigorous and robust quality assurance process, thus ensuring such materials are relevant, valid and appropriately support the qualification.

### Resources and Useful websites

Health and Safety Executive

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

The National Archives (For all UK legislation)

<http://www.legislation.gov.uk>

Proskills (Sector Skills Council for process and manufacturing sector)

<http://www.proskills.co.uk/>