

# Level 4 Award in Health and Safety in the Workplace

## Candidate guidelines

This qualification meets industry's need for a high-level training programme with external accreditation. The syllabus and assessments have been developed with reference to the QCF unit A/602/5671.

The training programme is delivered by CIEH registered centres and trainers and consists of at least 36 hours of teaching time, typically over five or more days.

To achieve the award you must undertake a controlled assignment based on your chosen workplace and take a written examination.

### **Successful candidates will be able to:**

- guide and advise on aspects of the management of health and safety in the workplace
- contribute to the management of health and safety in a wide variety of businesses
- identify further technical knowledge necessary in more complex situations
- determine health and safety training requirements
- identify areas where specific legal requirements apply
- determine good health and safety practice
- identify areas for improvement through a risk assessment approach
- design an improvement plan
- promote and encourage good standards of health and safety
- liaise with enforcement officers
- deliver level 1 and 2 health and safety training (with appropriate training skills).

### **The programme is ideal for:**

- production managers
- trainers
- owners or managers of businesses
- supervisors with intermediate health and safety knowledge
- those who assist in monitoring and auditing health and safety systems.

# Syllabus

## A Health and safety management

Candidates should understand the principles and techniques of health and safety management and be able to:

- i Describe the main elements of a health and safety management system.
- ii Describe the purpose and content of a health and safety policy.
- iii Explain the requirements for and methods of effective communication, implementation and review of a health and safety policy.
- iv Describe the principles and techniques of risk assessment and explain how a risk assessment programme should be established.
- v Outline the 'general principles of prevention' and describe, with examples, a hierarchy of measures for controlling risk.
- vi Describe the procedures for the development and implementation of safe systems of work.
- vii Identify the role of personal protective equipment and explain how it should be selected and managed in the workplace.
- viii Describe the legal and practical requirements for reporting and recording work-related injuries, diseases and dangerous occurrences, both internally and externally.
- ix Describe the process of incident investigation, identifying the persons who may need to be involved.
- x Distinguish between active and reactive monitoring of health and safety performance and give examples of each type of measure.
- xi Describe the principles and techniques of health and safety inspection and auditing.
- xii Specify the records and other documentation required for health and safety purposes.
- xiii Describe the arrangements needed to ensure the safety of contractors and other non-employees in the workplace.

## B Health and safety culture

Candidates should understand the factors that influence safe practice and behaviour at work and be able to:

- i Identify the ways in which a positive health and safety culture in the workplace can be developed and maintained.
- ii State the requirements for and explain the benefits of providing information, instruction, training and supervision with respect to health and safety.
- iii Describe the factors to be considered in the development and provision of effective health and safety training in the workplace, and explain the need for feedback and evaluation.
- iv State the requirements for and describe the rights and functions of trade union and non-trade union employee representatives with respect to health and safety.
- v Outline the legal and practical requirements for safety committees.
- vi Identify the factors that determine an employee's competence with respect to health and safety.

## C Workplace and work equipment

Candidates should understand the requirement to provide and maintain workplaces and work equipment that are safe and without risk to health and be able to:

- i Describe the general features of work premises designed to ensure the health, safety and welfare of occupants.
- ii Describe the welfare facilities required for employees.
- iii Describe the factors that should be considered in deciding appropriate arrangements for first-aid provision.
- iv Identify the factors that should be considered in the selection of work equipment.
- v Describe ways of eliminating or minimising the risks from the use of machinery.
- vi Describe the requirements for ensuring the safe use of electrical equipment.
- vii Describe ways of eliminating or minimising the risks from work at height.
- viii Describe ways of eliminating or minimising the risks from vehicles in the workplace.
- ix Identify the controls required to provide adequate fire safety.
- x Describe the arrangements that should be in place for emergency situations and events of serious and imminent danger.

## D Hazardous agents

Candidates should understand the requirement to control the risks from hazardous agents in the workplace and be able to:

- i Define the term 'occupational health' and outline, with examples, the categories of health hazard in the workplace.
- ii Outline the types of risk and the factors that determine the level of risk from hazardous substances.
- iii Describe how hazardous substances can enter the human body and outline the body's responses to such substances.
- iv Describe the procedures and precautionary measures necessary when handling and using hazardous substances.
- v Explain the roles of environmental monitoring and occupational exposure limits in the control of health hazards.
- vi Explain the role of medical health screening and health surveillance for employees.
- vii Describe the health effects of noise and the methods of controlling noise in the workplace.
- viii Describe the health effects of vibration and the methods of controlling vibration in the workplace.
- ix Identify occupational sources of ionising and nonionising radiation and describe the methods of control.
- x Outline the health problems associated with manual handling operations, repetitive work and the use of display screen equipment and describe ways of minimising the risks.
- xi Explain how excessive stress can affect an individual and describe an appropriate control strategy.

## E Legislation

Candidates should understand the main requirements of health and safety legislation and be able to:

- i Describe the role and influence of the European Union with respect to health and safety legislation in the UK.
- ii Describe the legal status of and relationships between Acts of Parliament, regulations, approved codes of practice and official guidance.
- iii Outline the general duties imposed on employers, self-employed persons, persons in control of premises, employees and persons involved with supply with respect to the health and safety of persons at work or affected by work activities.
- iv Describe the UK regulatory system with respect to health and safety.
- v Outline the role and powers of, and the enforcement actions available to, health and safety enforcement officers.
- vi Describe the possible consequences of non-compliance with health and safety law.
- vii State the legal requirement for appointing competent persons to assist employers in complying with their legal duties and outline the possible roles of such persons.

# Overview

The CIEH Level 4 Award in Health and Safety in the Workplace programme is intended to help you develop knowledge and skills in key areas of health and safety management, as described in the syllabus. This section provides you, the candidate, with advice on how to approach the programme, how to organise any extra study time you may need, and how to prepare for the controlled assignment and written examination.

All CIEH registered trainers work in accordance with the CIEH Trainers' Charter, so if during your programme you are unclear about how well you are learning or what is required, you should speak to the trainer as soon as possible so that you can receive further assistance.

Whether you are used to studying or taking examinations or not, you should spend a few minutes to read these notes carefully and if there is anything you don't understand you should ask your trainer for advice.

Try to remember that the purpose of the training programme, controlled assignment and examination is to help you to be more effective when you are at work.

You should be given a copy of this guidance at the beginning of your programme.

# How to approach the programme

## Before the programme

If you have received this information in advance, you may have the opportunity to do some preparation for the training.

It is probably best to ask the person who booked you onto the programme to find out if any preparation is necessary. All programmes are different so it may be that the trainer does not require any pre-programme reading or other activity. However, it is always worth speaking to a line manager, if you have one, about what you want to get from the training, apart from the qualification of course! If you do not have a line manager, you could try speaking to the trainer or centre organisation directly, but in any event take some time to think through your objectives for undertaking the training and what you want to achieve.

## During the programme

The CIEH Level 4 Award in Health and Safety in the Workplace programme is delivered over a period of time (minimum of 36 training hours) so there is plenty of time to develop your understanding. It is important to make sure that if you experience any difficulties in the material or subjects being presented, you talk to your trainer as soon as you can. It is probably best to raise problems at the end of the training day or during one of the breaks, although you should also feel free to raise questions during any of the training sessions.

Most programmes will either be accompanied by session notes or by a textbook chosen from several recommended titles. It is good practice to take your own notes so that you can look back and reflect on the discussions and learning points. Particularly during group work or exercises make sure that you record the conclusions even if someone else volunteers to give the feedback.

If your trainer gives work to be done between days – i.e. homework – always make sure you attempt it. This will give you a chance to check out your understanding and may even give you some examination practice.

# Programme information

## 1 Programme structure

- 1.1 The programme must cover the syllabus in a minimum contact time of 36 hours. Contact time is the time taken to deliver actual training and does not include assignment preparation work, refreshment breaks, revision sessions, or 'mock' examinations.
- 1.2 Training centres formulate the programme structure to suit clients' needs. The training programme must cover the whole syllabus.
- 1.3 Ideally the training should be trainer-led with as many opportunities as possible for candidate participation and may include site visits, individual or group exercises. Time taken for site visits should be in addition to the minimum recommended programme length.
- 1.4 In addition to the training, you are required to prepare a scoping document for the controlled assignment. This document, which describes certain aspects of your chosen workplace, must be submitted with the controlled assignment. If you are not currently employed, you can base your scoping document on a previous workplace or will have to gain work experience sufficient to produce the details required to complete a scoping document. Trainers are permitted to offer guidance (with reference to the exemplar scoping document), but you must complete your own scoping document. The scoping document is not assessed, but will be referred to by the marker/moderator of the controlled assignment.
- 1.5 The CIEH provides exemplar scoping documents and sample controlled assignments, examination questions and answer information. You can obtain these from your trainer or centre.
- 1.6 You must attend at least 80% of the programme to be eligible to take the examination. If your programme attendance is below 80% and no special circumstances have prevailed, you will be automatically failed.
- 1.7 The controlled assignment and the written examination should be completed on the same day. If this is not possible, both assessments must be completed within a period of seven days.

## 2 The controlled assignment

- 2.1 Prior to undertaking the controlled assignment, you are required to produce a scoping document of your chosen workplace. You should complete the scoping document form provided by your trainer. This form asks you to describe your chosen workplace and your role. You should not exceed the word limit of 500 words.
- 2.2 You should take the scoping document with you to refer to when you sit the controlled assignment. The scoping document should be submitted with the controlled assignment to aid the process of marking/moderation.
- 2.3 The controlled assignment is completed under examination conditions.

- 2.4 The controlled assignment comprises two sections: the first is based on risk assessment and the second on the safe systems of work. Both sections must be completed by the candidate with reference to his/her chosen workplace.
- 2.5 The controlled assignment is worth 100 marks. The pass mark for the controlled assignment is 60.
- 2.6 You have two hours to complete the controlled assignment, but you may leave the examination room after one hour.

## 3 The examination

- 3.1 The examination is designed to test your knowledge and understanding of health and safety so poor grammar and spelling mistakes will not matter. The questions are not designed to trip you up – there are no trick questions.
- 3.2 The examination paper consists of five structured questions each consisting of several parts requiring short answers in spaces provided on the examination paper itself. You are expected to answer all the questions. Each question is worth 20 marks.  
  
You will have 2½ hours to complete the examination. The pass mark for the exam is 60.
- 3.3 Each section of each question has a mark allocation shown in brackets – for example (3 marks). Obviously a question with 3 marks will require more information than one with only 1 mark. Being aware of this may help you to plan your time better.
- 3.4 The three most common reasons for losing marks are:
  - i **Not reading the question properly**  
Make sure you understand the question before you begin the answer. If you are asked to 'Give three of ...' give the best three you can think of rather than the first three that come into your head. In addition if you read the whole question first, you are less likely to miss the point or answer something that is dealt with elsewhere in the same question.
  - ii **Not giving enough detail**  
You should always provide the fullest answer you can in the space provided. The examiners who mark papers cannot give credit if the answers are not clear or do not have sufficient detail. One-word answers are rarely sufficient.
  - iii **Leaving parts of questions unanswered**  
This might be because you aren't sure of the answer but if you give no answer at all you will automatically lose those marks. In a case like this, and as a last resort, you should make an educated guess.
- 3.5 Some candidates do not manage their time well and find they cannot complete the paper in 2½ hours. Keep a regular check on the clock and avoid spending too much time on one question.

## 4 Pass marks

- 4.1 The final mark you will be awarded is the average of the marks achieved in the controlled assignment and the examination.

Candidates who achieve an average mark of 60–74 will achieve a pass grade, those achieving 75–89 will be awarded a merit grade and those achieving 90 and above will be awarded a distinction grade. Candidates who do not achieve at least 60 marks will be deemed to have failed.

- 4.2 If, for any reason, you do not achieve a pass grade, you will be referred. You will be given one opportunity to re-sit the controlled assignment and/or examination upon submission of the appropriate candidate entry fee. Re-sits must be taken within six months of the date that the results are released. If you do not re-sit within six months of the date the results are released, or fail your second attempt, you are required to complete the whole programme again re-sitting the controlled assignment and the examination.

## 5 Results

- 5.1 Results take approximately 6–8 weeks to process as the controlled assignments and examination papers are sent to a marker and then on to a moderator for standardisation. Documents submitted for assessment cannot be returned to the candidate.
- 5.2 The CIEH regrets that it cannot give results directly to individual candidates.
- 5.3 If, after the results have been verified, you are dissatisfied with your mark and grade, the CIEH has an appeals procedure. If you wish to make an appeal, you must do so through your CIEH centre within 28 days of the results being received.
- 5.4 If you do not pass first time, you will receive feedback from your trainer on your performance that should help you prepare to re-sit the controlled assignment and/or examination.

## 6 Next steps

- 6.1 By achieving the CIEH Level 4 Award in Health and Safety in the Workplace, you will have developed a level of health and safety knowledge that is highly regarded not only in the UK, but also around the world. This will enable you to take on responsibilities for managing health and safety on behalf of your organisation.
- 6.2 You will need to keep up to date on a regular basis and especially if your area of industry is complex or rapidly changing.
- 6.3 You may also be eligible to apply to be a CIEH trainer to deliver programmes leading to the CIEH level 1 and level 2 health and safety qualifications, provided you have a training qualification and appropriate work experience. Please contact Customer Services on 020 7827 5800 or e-mail [customerservices@cieh.org](mailto:customerservices@cieh.org) for more information.

We hope that you find this information helpful and we wish you good luck in your current and future studies.

If you have any queries regarding aspects of the information provided in these guidelines, please contact your registered trainer or training centre.



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