

Level 4 Award in Health and Safety in the Workplace Centre and trainer 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 registered centres and trainers and consists of at least 36 hours of teaching time, typically over five or more days.

For candidates to achieve the award they must undertake a controlled assignment based on their 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.

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 Centres may formulate the programme structure to suit clients' needs. However, 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, candidates are required to prepare a scoping document for the controlled assignment. This document, which describes certain aspects of their chosen workplace, must be submitted with the controlled assignment. Candidates who are not currently employed can base their 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 the candidate must complete his/her own scoping document. The scoping document is not assessed, but will be referred to by the marker/moderator of the controlled assignment.
- 1.5 All centres will be provided with exemplar scoping documents and sample controlled assignments, examination questions and answer information. These documents may be photocopied or downloaded from the CIEH website.
- 1.6 Candidates must complete at least 80% of the programme to be eligible to sit the controlled assignment and examination. Trainers should submit a request for special consideration where circumstances have prevailed that have prevented a candidate from attending 80% of the programme (see 'Procedure for special consideration' in the *Procedure Manual*)

2 Administrative procedures

- 2.1 To receive controlled assignments and examination papers, centres can complete an order form and send or email it to Sales at least 28 days prior to the examination date. Sales will also accept telephone orders on 020 7827 5900.
- 2.2 Changes to the order can be made in writing up to 14 days prior to the examination date.
- 2.3 If you wish to increase the number of controlled assignments and examination papers ordered after this date, you will incur an additional administration fee.
- 2.4 Controlled assignments and examination papers are serial numbered and assigned specifically to the date you have chosen, they cannot be used on any other date.
- 2.5 Controlled assignments and examination papers will be dispatched to centres seven days prior to the examination date. If you do not receive them, contact Sales – on 020 7827 5900 or email sales@cieh.org – as a matter of urgency.
- 2.6 The conduct of the controlled assignment and examination is the responsibility of the trainer (see 'Procedure for examination and assessment' in the *Procedure Manual*).
- 2.7 The controlled assignment should be completed on the same day as the written examination. If this is not possible, it must be within seven days and all assessment materials must be stored securely in the interim. If more than seven days lapse, centres must make a request for special consideration.
- 2.8 Special examination arrangements can be made to assist candidates who have learning difficulties or candidates for whom English is not a first language (see 'Procedure for reasonable adjustment' in the *Procedure Manual*).
- 2.9 The CIEH must be notified of any changes in circumstance immediately (see 'Procedure for special consideration' in the *Procedure Manual*). Trainers must complete a 'Request for special consideration' form and additional charges may be incurred.
- 2.10 If a candidate is unable to sit the controlled assignment and/or examination due to ill health, a copy of the medical certificate and the unused controlled assignment and/or examination paper are required to secure a credit.
- 2.11 At the end of the examination all the papers, used and unused, must be returned to Examination Services.
- 2.12 Make sure that the candidate list(s) has/have been completed properly and the candidates have provided all the correct information on the front page of the controlled assignment and examination paper.
- 2.13 Send the controlled assignments (with the scoping documents) and examination papers (used and unused), together with the candidate list(s) and examination feedback form to Examination Services by registered post within 24 hours of the assessment. Make sure the package is wrapped securely.
- 2.14 The CIEH will not accept responsibility for the controlled assignments and examination papers until they are received at Chadwick Court. The CIEH advises the centre to keep copies of all completed assessment documents until the results are received.
- 2.15 Centres must be aware that markers and moderators have strict marking deadlines. If assessment materials are not sent to Examination Services within 24 hours of the examination, the processing of results and certificates will be delayed.
- 2.16 The 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.

- 2.17 All results and certificates are sent directly to the centre. On receipt of the certificates, the trainer should check the certificates to ensure they are correct. They should then be signed by the Programme Director and despatched to the candidates. Any incorrect certificates should be crossed through and returned to Examination Services with the replacement certificate order form detailing the error (this form can be downloaded from our website www.cieh.org).
- 2.18 CIEH regrets that it cannot give results to individual candidates.
- 2.19 Candidates should be made aware of the need to store the certificate safely since they may require it for verification purposes in the future.
- 2.20 Replacement certificates are available in the event of loss or damage, but there is a fee payable.
- 2.21 In the event that a trainer or candidate is dissatisfied with the result(s), the appeals procedure can be invoked (see 'Procedure for candidate appeals' in the *Procedure Manual*).

3 The controlled assignment

- 3.1 Prior to undertaking the controlled assignment, candidates are required to produce a scoping document of their chosen workplace. Candidates should complete the scoping document form provided by the CIEH (this can be downloaded from www.cieh.org). This form asks the candidate to describe his/her chosen workplace and his/her role. The candidate should not exceed the word limit of 500 words.
- 3.2 The candidate should take the scoping document with him/her to refer to when he/she sits the controlled assignment. The scoping document should be submitted with the controlled assignment to aid the process of marking/moderation.
- 3.3 The controlled assignment must be completed under examination conditions according to the 'Procedure for examination and assessment' (see the *Procedure Manual*).
- 3.4 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.
- 3.5 The controlled assignment is worth 100 marks. The pass mark for the controlled assignment is 60.
- 3.6 Candidates have two hours to complete the controlled assignment, but they may leave the examination room after one hour.

4 The examination

- 4.1 The examination must be conducted according to the 'Procedure for examination and assessment' (see the *Procedure Manual*).
- 4.2 The CIEH Level 4 Award in Health and Safety in the Workplace examination paper consists of five structured questions, worth 20 marks each. All questions must be answered. The pass mark for the examination is 60.
- 4.3 Candidates have 2½ hours to complete the examination, but may leave the examination room after one hour.

5 Final mark

- 5.1 The final mark is the average of the marks achieved in the controlled assignment and the written examination. Candidates must gain at least 60 marks in each assessment and an average mark of 60–74 to achieve a pass, 75–89 and above to achieve a merit and 90 and above to achieve a distinction.
- 5.2 Candidates who do not achieve at least 60 will be deemed to have failed. Candidates have one opportunity to re-sit the controlled assignment and/or the 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. Candidates who do not re-sit within six months of the date the results are released, or fail their second attempt, are required to complete the whole programme again re-sitting the controlled assignment and the examination.



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