



# Level 4 Award in Health and Safety in the Workplace

## Controlled assignment – scoping document (exemplar)

This form must be completed before you enter the invigilated examination room to sit the controlled assignment for the **CIEH Level 4 Award in Health and Safety in the Workplace**. This form should be submitted with your controlled assignment.

**Maximum 500 words**

**Candidate's name**

(in full and block capitals):

**Evie Adams**

**Centre name:**

**Eden Training**

**Centre number:**

**1 0 1 0 1**

Write a brief  
description of your  
chosen workplace:

I work for a long-established family-owned company making liquid in glass thermometers. The company has 50 employees with an annual turnover of just over £3 million.

The original factory was built in 1939 and two large extensions were added in 1970 and 1980 respectively. The use of each building has changed over the years as the company has expanded, but due to the availability of low-cost parts from Eastern Europe and the Far East, parts once made in the large machine and plating sections are now outsourced. This means that around 40% of the premises now stands empty since the facility was closed in 1994. The buildings still used comprise a:

- stores area for raw materials and consumable items
- glass manufacturing section with bespoke glass making equipment, some designed and built in-house and others bought in
- finishing department, which includes printing and assembly sections and several large packaging machines, as well as final packing and despatch.

There are also three separate offices for production, sales and personnel staff.

The company manufactures several types of glass tubes in both round and prismatic (triangular) glass. The tubes used to be predominantly filled with mercury, but this has moved towards petroleum-based spirits, which can be coloured with simple dyes in a variety of colours.

Job title and description of your role:

In my role as Factory Manager, I am part of the senior management team, which includes two Joint Managing Directors, the UK Sales Director, the Export Sales Manager and the Financial Director. I am directly responsible all the technical aspects of running the factory.

These duties include:

- 1 The management of Health & Safety, including COSHH, risk assessment, accident reporting and incident investigations.
- 2 Overall responsibility for the ISO 9001 Quality Management System, including the upkeep of all company procedures and working instructions, as well as driving continuous improvement in all our internal processes.
- 3 Working with suppliers both in the UK and overseas to maintain and improve the quality of the parts we receive.
- 4 Ensuring that both plant and buildings are suitably maintained and work with internal staff and external contractors to minimise downtime.
- 5 Design both new products and all associated production processes to ensure product quality, reliability and manufacturability.

**Customer Services**

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