

CIEH Level 3 Award in Health and Safety in the Workplace

How to deliver

This qualification has been developed primarily to benefit those working in a supervisory position in order that they can acquire the knowledge and skills required to discharge their health and safety responsibilities. It is relevant to all employment sectors – for example, manufacturing, retail, catering and hospitality, healthcare, local government.

Successful completion of the training programme and assessment will enable candidates to understand:

- the terminology used in respect of health and safety
- the benefits of ensuring high standards of health and safety in the workplace
- the principles of risk assessment and its role in a health and safety management system
- key aspects of the UK legal system for health and safety and enforcement practices
- how to identify and control common workplace hazards
- the role of personal protective equipment in reducing risk
- the requirements for welfare provision in the workplace
- how to promote a positive health and safety culture
- the importance of consultation and good communication on health and safety
- the need to keep records relating to health and safety matters
- the means of monitoring the effectiveness of control measures
- the role of training in motivating safe behaviour and adherence to health and safety procedures
- the supervisor's role in ensuring compliance with legal and organisational requirements with respect to health and safety.

The training time to cover the syllabus must be at least 18 hours and is typically covered in three days. The time taken to deliver the programme does not include coffee/tea/lunch breaks, revision sessions or 'mock' examinations.

The candidates are assessed by an examination paper consisting of 60 multiple choice questions to be completed in two hours under examination conditions (see 'Procedure for Examination and Assessment' in the *Procedures Manual* for full details on examination administration). Sample examination questions are included in the registration approval pack.

Candidates must participate in at least 80% of the course to be eligible to take the examination.

Candidates who achieve 40–50 correct answers will pass the examination and receive a pass certificate. Those who achieve more than 50 correct answers will receive a merit certificate. The results for the Level 3 Award in Health and Safety in the Workplace take approximately two weeks to process. Certificates will be sent directly to the centre where the training was delivered.

To purchase examination papers please complete an order form.

Order forms and other resources for trainers are available on our website www.cieh.org/training



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