

Level 4 Award in Health and Safety in the Workplace

Centre and trainer guidelines

This qualification meets industry's need for a high-level practical training programme with external accreditation.

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. Some programmes are delivered in consecutive days, often residentially – these 'intensive' programmes have special examination requirements to maintain the quality of the learning experience (see section 1.4).

For candidates to succeed in the assessment they must submit two workplace-based assignments, as well as 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 non-ionising 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 independent assignment work, refreshment breaks, revision sessions, or 'mock' examinations.
- 1.2 Training centres may formulate the programme structure to suit clients' needs. However, the training programme must cover the whole syllabus.
- 1.3 In addition to the training, candidates are required to submit two assignments from the list set by the CIEH. The required standard of 30 marks must be achieved in each assignment before the candidate is eligible to sit the examination.
- 1.4 Where programmes are delivered over a period of five consecutive normal working days (an intensive programme) candidates must be allowed a period of at least 28 days between the end of the programme and the examination to assimilate the knowledge and complete the assignments.
- 1.5 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.
- 1.6 All centres will be provided with sample examination questions and answer information. The questions may be photocopied or downloaded from the CIEH website.
- 1.7 Candidates must complete at least 80% of the programme to be eligible to take the 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 *Procedures Manual*).
- 1.8 Candidates who achieve an overall mark between 60–74% will achieve a pass grade, those achieving 75–89% will be awarded a merit grade and those achieving 90% or more will be awarded a distinction grade. Candidates who do not achieve at least 60% will be deemed to have failed.
- 1.9 Candidates have one opportunity to re-sit the examination upon submission of the appropriate candidate entry fee. Candidates who do not re-sit within 12 months of the examination, or fail their second attempt, are required to complete the whole programme again, re-sitting the examination and resubmitting the assignments.

2 Administrative procedures

- 2.1 To receive examination papers, centres must complete an order form and send or fax it to Customer Services at least 28 days prior to the examination date. Emailed orders will not be accepted.
- 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 examination papers ordered after this date, you will incur an additional administration fee.
- 2.4 Examination papers are serial numbered and assigned specifically to the date you have chosen – they cannot be used on any other date.
- 2.5 Examination papers will be dispatched to centres seven days prior to the examination date. If you do not receive them, contact Customer Services – on 020 7827 5800 or email examinations@cieh.org – as a matter of urgency.
- 2.6 The conduct of the examination is the responsibility of the trainer (see 'Procedure for examination and assessment' in the *Procedures Manual*).
- 2.7 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 *Procedures Manual*).
- 2.8 The CIEH must be notified of any changes in circumstance immediately (see 'Procedure for special consideration' in the *Procedures Manual*). Trainers must complete a 'Request for special consideration' form and additional charges may be incurred.
- 2.9 If a candidate is unable to attend the examination due to ill health, a copy of the medical certificate and the unused examination paper are required to secure a credit.
- 2.10 At the end of the examination all the papers, used and unused, must be returned to Customer Services.
- 2.11 Make sure that the assessment results sheet(s) and candidate assessment records have been completed properly.
- 2.12 Send the examination papers (used and unused), together with the examination scripts, assessment results sheet(s), candidate assessment records, assignments and examination feedback form, by registered post within 24 hours of the examination. Make sure that the package is wrapped securely.

- 2.13 The CIEH will not accept responsibility for the examination scripts and assignments until they are received at Chadwick Court.
- 2.14 Centres must be aware that examiners have strict marking deadlines. If assessment materials are not sent to Customer Services within 24 hours of the examination, the processing of results and certificates will be delayed.
- 2.15 The results take approximately 6–8 weeks to process as the examination scripts are sent to an examiner and then on to a CIEH moderator, together with the trainer-marked assignments, for standardisation. All results and certificates are sent directly to the centre.
- 2.16 On receipt of the certificates, the trainer should check the certificates to ensure that 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 Customer Services with the replacement certificate order form detailing the error (this form can be downloaded from our website www.cieh.org).
- 2.17 CIEH regrets that it cannot give results to individual candidates.
- 2.18 Candidates should be made aware of the need to store the certificate safely since they may require it for verification purposes in the future.
- 2.19 Replacement certificates are available in the event of loss or damage, but there is a fee payable.
- 2.20 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 *Procedures Manual*).

3 The assignments

- 3.1 Each candidate is required to produce two assignments, each one being about a health and safety procedure or subject area. There are eight assignment topics – one is compulsory and the candidate must select the second topic from the remaining seven. The second topic must not duplicate the area addressed in the compulsory assignment.

Each assignment must be related to a specific workplace, which can be the same for both assignments.

- 3.2 The assignment titles should be provided to candidates at an early stage of the programme, and a session on selecting and undertaking assignments must form part of the training programme.
- 3.3 Trainers will need to provide appropriate post-programme support for candidates submitting assignments. However, there is no reason why candidates cannot commence planning during the training programme itself following the relevant topic being taught.
- 3.4 Each assignment must contain the following sections:
- i A brief description of the workplace and a summary of the legal requirements relevant to the topic of the assignment 10 marks
 - ii A critical review of the situation with respect to the topic under discussion. 15 marks
 - iii A series of recommendations for improvement with a detailed account of how they should be implemented in the workplace. 25 marks

- 3.5 The assignment topics are:

- A Risk assessment (compulsory)
- B Fire safety
- C Electrical safety
- D Manual handling operations
- E Hazardous substances
- F Stress at work
- G Noise in the workplace
- H Work equipment safety

The performance criteria are included on the marking grid on the candidate assessment record.

3.6 Assignments should be written in the style of a report and should include:

An introduction – outlining the purpose and scope of the report and explanation of context of the analysis (i.e. the nature of the business operation).

A full analysis of the topic structured according to three performance criteria.

A conclusion – summarising the main findings.

References – including full bibliographic details of all the sources used.

Appendices – including only essential and relevant material to support key points of the report.

3.7 Reports should not exceed 2,500 words (excluding references and appendices).

3.8 Documents submitted for assessment cannot be returned to the candidate.

3.9 Trainers are encouraged to give guidance to their candidates when they are completing assignments. Up to two drafts of an assignment can be submitted to the trainer for comment prior to submission of the final assessment. Any help given should be referred to in the trainer's comments section, alongside the marking criteria, on the Candidate Assessment Record.

3.10 Suitable feedback is essential. It should be helpful, constructive and positive and should indicate areas where further improvement could be made. Trainers should be confident to give high marks where work is good, and low marks where work is inadequate.

3.11 All assignments must be marked using the CIEH performance criteria and marking grid on the candidate assessment record. This will ensure that assignments are marked consistently.

3.12 Trainers must make it clear on the marking grid and trainer feedback section of the candidate assessment record where the marks have been allocated. It is insufficient to state a total mark only.

3.13 Candidates for the examination must first achieve a minimum mark of 30 on each assignment. Overgenerous marking of poor assignments will not help candidates as moderators are required to scrutinise assignment marking and, in certain cases, such situations may result in a candidate failing.

3.14 The trainer must record all assignment marks on the assessment results sheet.

3.15 The trainer and the candidate must sign the verification statement on the front of each candidate assessment record.

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 examination paper consists of two parts (both parts must be attempted):

Part 1 consists of five structured questions each consisting of several parts requiring short answers in spaces provided on the examination paper itself. Candidates must answer all the questions in Part A. Each question is worth 15 marks.

Part 2 consists of a free response or essay-type question where candidates answer one question from a choice of three. This question is worth 25 marks.

4.3 Candidates have 2½ hours to complete the examination.

4.4 The final mark is made up of marks achieved in both the written examination and the assignments.

4.5 Candidates who achieve an overall mark between 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% will be deemed to have failed.

4.6 If, for any reason candidates do not achieve a pass grade, they will be referred. Candidates will be given one opportunity to re-sit the examination upon submission of the appropriate candidate entry fee. If candidates do not re-sit within 12 months of the examination or fail their second attempt, they are required to complete the whole programme again, re-sitting the examination and resubmitting the assignments.



Chartered
Institute of
Environmental
Health

Customer Services

Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ

Telephone 020 7827 5800 (Option 1)

Email customerservices@cieh.org **Web** www.cieh.org/training