



Level 4 Award in Health and Safety in the Workplace

Candidate assessment record

Candidate's name (in full and block capitals):
Centre name:
Centre number:
Duration of course (start date and last date of course attendance):
Title of assignment:

Final result

Trainer's mark

Moderator's mark

This result is only valid if the marking grid and trainer feedback report are all complete.

I hereby certify that the submitted assignment is my own work, I have not received unauthorised assistance in completing this assignment and understand that it has been produced for assessment purposes only.

Candidate's signature:	Date:
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I hereby certify that to the best of my knowledge the submitted assignment is the candidate's own work and that he/she has not received unauthorised assistance in completing this assignment.

Trainer's signature:	Date:
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Trainer's name (block capitals):	Trainer no:
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Assignment D – Manual handling operations

Your assignment must be related to a specific workplace and contain the following sections:

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|---|--|-----------------|
| 1 | A brief description of the type of workplace with a summary of the relevant health and safety legal requirements. | 10 marks |
| 2 | A critical review of the organisation's present health and safety situation. | 15 marks |
| 3 | A series of recommendations for improvements to health and safety in the organisation with a detailed account of how these may be implemented by management. | 25 marks |

You should demonstrate an understanding of:

- the relevant legislation and associated guidance with regard to manual handling operations in the workplace
- how injuries from manual handling operations can be prevented
- how management can implement recommendations made through your investigations.

(See marking grid.)

Please note: the area selected for your elective assignment must not be the same as the one you select for risk assessment in Assignment A.

Please refer to the candidate guidelines.

When you have completed your assignment, hand your assignment together with this Candidate Assessment Record to your trainer for marking. Remember to keep a copy of your assignment.

Marking grid and trainer feedback

To be completed by the trainer. The trainer should provide details in support of the marks awarded.

Performance criteria	Marks	Trainer's mark	Moderator's mark
1 Understanding of legislation			
Little knowledge of the relevant legislation	1-2		
Some, but limited, knowledge of the relevant legislation with little insight into how it applies to the specified workplace	3-5		
Sound knowledge of the relevant legislation, any codes of practice and how they apply to the specified workplace	6-8		
Comprehensive knowledge of relevant legislation, any codes of practice and how they apply to the specified workplace with appropriate examples	9-10		
2 A critical assessment of manual handling operations			
Inadequate investigation of manual handling operations, little information or analysis given	1-4		
Simple investigation, some information or analysis given, possibly not all relevant to the specified workplace	5-7		
Good investigation and analysis of manual handling operations in the specified workplace. An account of the present safety systems and controls in place	8-11		
Excellent investigation, with detailed information and analysis of manual handling operations across the workplace and an detailed account of the safety systems and controls in place	12-15		
3 Recommendations and implementation			
Few recommendations with very limited knowledge of how they would be implemented	1-5		
Some detail of recommendations with limited knowledge of how they might be implemented in the specified workplace	6-10		
Good range of recommendations, including the importance of risk assessment. A fair account of how the recommendations might be implemented in the specified workplace	11-15		
Numerous effective and appropriate recommendations, including risk assessment and controls. A good account of how the recommendations might be implemented in the specified workplace	16-20		
Excellent comprehensive range of recommendations, including risk assessment and controls. A detailed account of how the recommendations might be implemented in the specified workplace and how controls could be monitored	21-25		
Total			

Trainer's comments

Did the candidate make more than one attempt at completing this assignment?
If yes, please complete the 'Assignment history' section overleaf.

Yes

No

Trainer's signature: _____ Date: _____

