

Level 4 Award in Health and Safety in the Workplace

Candidate 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 on consecutive days, often residentially – these 'intensive' programmes have special examination requirements to maintain the quality of the learning experience.

To undertake and be successful in the assessment you must submit two workplace assignments, as well as taking 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.

Overview

The CIEH Level 4 Award in Health and Safety in the Workplace programme is intended to help you develop knowledge and skills in key areas of health and safety management, as described in the syllabus. This section provides you, the candidate, with advice on how to approach the programme, how to organise any extra study time you may need, how to plan and undertake the assignments, and how to prepare for the written examination.

All CIEH registered trainers work in accordance with the CIEH Trainers' Charter, so if during your programme you are unclear about how well you are learning or what is required, you should speak to the trainer as soon as possible so that you can receive further assistance.

Whether you are used to studying or taking examinations or not, you should spend a few minutes to read these notes carefully and if there is anything you don't understand you should ask your trainer for advice.

Try to remember that the whole purpose of the training programme, assignments and examination is to help you to be more effective when you are at work.

You should have been given a copy of this guidance at the beginning of your programme.

How to approach the programme

Before the programme

If you have received this information in advance, you may have the opportunity to do some preparation for the training.

It is probably best to ask the person who booked you onto the programme to find out if any preparation is necessary. All programmes are different so it may be that the trainer does not require any pre-programme reading or other activity. However, it is always worth speaking to a line manager, if you have one, about what you want to get from the training, apart from the qualification of course! If you do not have a line manager, you could try speaking to the trainer or training organisation directly but, in any event, take some time to think through your objectives for undertaking the training and what you want to achieve.

Most programmes will either be accompanied by session notes or by a textbook chosen from several recommended titles. It is good practice to take your own notes so that you can look back and reflect on the discussions and learning points. Particularly during group work or exercises make sure that you record the conclusions even if someone else volunteers to give the feedback.

If your trainer gives you work to be done between days – i.e. homework – always make sure that you attempt it. This will give you a chance to check out your understanding and may even give you some examination practice.

During the programme

The CIEH Level 4 Award in Health and Safety in the Workplace programme is delivered over a period of time (minimum of 36 training hours) so there is plenty of time to develop your understanding. It is important to make sure that if you experience any difficulties in the material or subjects being presented, you talk to one of the programme trainers as soon as you can. It is probably best to raise problems at the end of the training day or during one of the breaks, although you should also feel free to raise questions during any of the training sessions.

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 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 attending training, you are required to submit two assignments.
- 1.4 Where programmes are delivered over a period of five consecutive normal working days (an intensive programme) you 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 The CIEH provides sample examination questions and answer information. You can obtain these from your trainer or centre.
- 1.7 You must attend at least 80% of the programme to be eligible to take the examination. If your programme attendance is below 80% and no special circumstances have prevailed, you will be automatically failed.

2 The assignments

- 2.1 You must complete two assignments and have them assessed by your trainer before you sit the examination.
- 2.2 You should be provided with the assignment titles at an early stage of the programme, and a session on selecting and undertaking assignments must form part of the training programme.
- 2.3 There are eight assignment topics – one is compulsory and you must select the second topic from the remaining seven. The second topic must not duplicate the area addressed in the compulsory assignment.
- 2.4 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
- 2.5 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.
- 2.6 Each assignment must be related to a specific workplace, which can be the same for both assignments.
- 2.7 The assignments require you to consider a workplace-based situation in practice so that you will need to carry out some practical research to produce the required report.
- 2.8 Assignments do not have to be lengthy nor do they need to be presented with an excess of photographs, diagrams and detailed appendices. Many assignments are successful between 1,500 and 2,500 words. In any event, it is important that your work addresses the appropriate criteria and is readable, accurate and logical in its layout.

- 2.9 Your assignments will be marked by your trainer using the CIEH performance criteria and marking grids on the candidate assessment record. This helps to ensure that all candidates are marked consistently.
- 2.10 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.
- 2.11 Reports should not exceed 2,500 words (excluding references and appendices).
- 2.12 Documents submitted for assessment cannot be returned to the candidate.
- 2.13 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.
- 2.14 Your trainer will provide support if you start work on your assignments after the end of the training programme. However, there is no reason why you cannot start planning during the training programme itself following the relevant topic being taught.
- 2.15 Before being entered for the examination you must first achieve at least 30 marks for each of the assignments. Over-generous marking of poor assignments will not help you as moderators are required to scrutinise assignment marking and, in certain cases, such situations may result in a fail.
- 2.16 Suitable feedback is essential. It should be helpful, constructive and positive and should indicate areas where further improvement could be made.
- 2.17 You and your trainer should complete a candidate assessment record for each assignment submitted and sign the verification statement.

3 The examination

- 3.1 The examination is designed to test your knowledge and understanding of health and safety so poor grammar and spelling mistakes will not matter. The questions are not designed to trip you up and there are no trick questions.
- 3.2 The examination paper consists of two parts:
- Part 1 consists of five structured questions each consisting of several parts requiring short answers in spaces provided on the examination paper itself. You are expected to 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 you answer one question from a choice of three. This question is worth 25 marks.
- You will have 2 ½ hours to complete the examination.
- The pass mark for the exam is 60%.
- 3.3 Each section of each question has a mark allocation shown in brackets – e.g. (3 marks). Obviously a question with 3 marks will require more information than one with only 1 mark. Being aware of this may help you to plan your time better.
- 3.4 The three most common reasons for not gaining marks are:
- i Not reading the question properly
Make sure that you understand the question before you begin the answer. If you are asked to ‘Give three of ...’ give the best three you can think of rather than the first three that come into your head. In addition if you read the whole question first, you are less likely to miss the point or answer something that is dealt with elsewhere in the same question.
 - ii Not giving enough detail
You should always provide the fullest answer you can in the space provided. The examiners who mark papers cannot give credit if the answers are not clear or do not have sufficient detail. One-word answers are rarely sufficient.
 - iii Leaving parts of questions unanswered
This might be because you aren’t sure of the answer but if you give no answer at all you will not be given any marks. In a case like this, and as a last resort, you should make an educated guess.
- 3.5 Some candidates do not manage their time well and find they cannot complete the paper in 2 ½ hours. Keep a regular check on the clock and avoid spending too much time on one question.

4 Pass marks

- 4.1 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.
- 4.2 If, for any reason, you do not achieve a pass grade, you will be referred. You will be given one opportunity to re-sit the examination upon submission of the appropriate candidate entry fee. If you do not re-sit within 12 months of the examination or fail your second attempt, you are required to complete the whole programme again, re-sitting the examination and resubmitting the assignments.
- 4.3 The CIEH regrets that it cannot give results directly to individual candidates.
- 4.4 If, after the results have been verified, you are dissatisfied with your mark and grade, the CIEH has an appeal procedure. If you wish to make an appeal you must do so through your CIEH centre within 28 days of the results being received.
- 4.5 If you do not pass first time, you will receive feedback from your trainer on your performance that should help you prepare to re-sit the examination.

5 After the examination

- 5.1 It will take approximately eight weeks for you to receive your results. If you are successful, you will have achieved a level of health and safety knowledge that is highly regarded, not only in the UK but also around the world. This will enable you to take on certain responsibilities for managing health and safety on behalf of your organisation.
- 5.2 You will need to keep up to date at all times, especially if your area of industry is complex or rapidly changing. You may also be eligible to apply to be a CIEH trainer to deliver programmes leading to the CIEH level 1 and 2 health and safety qualifications, providing that you have a training qualification and appropriate work experience. Please contact Customer Services on 020 7827 5800 or e-mail customerservices@cieh.org for more information.

We hope that you will find this information helpful and we wish you good luck in your current and future studies.

If you have any queries regarding aspects of the information provided in these guidelines, please contact your registered trainer or training centre.



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