



Qualsafe Level 1 Award in  
**Health and Safety**  
**in the Workplace** (RQF)

Qualification Specification

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## Key Qualification Information

Qualification number:	<b>603/0774/2</b>
Operational start date:	<b>28 Nov 2016</b>
Number of units:	<b>1 mandatory unit</b>
Total Qualification Time (TQT):	<b>5</b>
Guided Learning Hours (GLH):	<b>4</b>
Credit value:	<b>1</b>
Assessment methods:	<b>• Theory assessment/multiple choice question paper: 1 x 15 question paper (minimum score 10)</b>



## Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Mental Health First Aid; Food Safety; Fire Safety; Education and Training; Manual Handling; Health and Social Care; and Sport and Leisure.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in other sectors such as mental health, you can be confident that you are truly working with the industry experts.

## Qualification overview

This qualification forms part of the QA Health and Safety suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- National Occupational Standards (NOS) for Health and Safety
- Recommendation of good practice outlined by the Health and Safety Executive (HSE)

This qualification develops Learners' basic awareness of health and safety in the workplace. It includes understanding the importance of health and safety in the workplace, the types of common hazards present and the requirements for workplace health and safety procedures.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 1 Award in Health and Safety in the Workplace (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

### Objective

The objective of the qualification is to benefit Learners by providing a basic introduction to health and safety in the workplace to make sure they are keeping themselves and others they work with safe at all times. It would also prepare Learners for further learning or training in the area of workplace health and safety.

### Intended audience

This qualification is for all employees working in all types of environment. It provides them with a basic introduction to health and safety in the workplace. It is also suitable for employees entering work for the first time or returning to work. This training can help to fulfil an employer's legal duty to train all their staff in health and safety.

### Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 5 hours. Full details of this unit are in *Appendix 1*.



Learners must complete all assessments in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 4 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 4 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 1 hour

### **Other units**

No other units can be combined to count towards the Qualsafe Level 1 Award in Health and Safety in the Workplace (RQF) qualification.

### **Relationship with other related qualifications**

This unit may appear in health and safety qualifications that contain multiple units.

### **Recognition of Prior Learning (RPL)**

RPL is not allowed for this qualification.

### **Entry requirements**

Learners must be at least 14 years old on the first day of the training.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 1 in literacy or equivalent.

### **Progression**

Possible progression routes include:

- Qualsafe Level 2 Award in Health and Safety in Health and Social Care (RQF)
- Qualsafe Level 2 Award in Health and Safety in the Workplace (RQF)
- Qualsafe Level 2 Award in Principles of COSHH (RQF)
- Qualsafe Level 2 Award in Principles of Risk Assessment (RQF)
- Qualsafe Level 2 Award in Working at Height (RQF)
- Qualsafe Level 3 Award in Health and Safety in the Workplace (RQF)
- Qualsafe Level 3 Award in Risk Assessment (RQF)

### **Requalification requirements**

We recommend you refresh your training every 3 years.



## Qualification approval requirements

Qualsafe Awards requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification they deliver, which for this qualification is:

<b>One Trainer/Assessor</b>	Responsible for the delivery and assessment of qualifications
<b>One Internal Quality Assurer</b>	Responsible for quality assuring the delivery and assessment of this qualification

Qualsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

### Trainers

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification (see *Vocational qualifications* table)
2. A formal teaching/training qualification (see *Teaching qualifications* table)

Vocational qualifications	
Ofqual Regulated Level 3 or 4 Health and Safety qualification	NEBOSH Certificate in Occupational Safety and Health (or equivalent)
NEBOSH Diploma in Occupational Safety and Health (or equivalent)	HNC/D in a relevant subject, e.g. Occupational Health or Environmental Health
Degree or Dip HE in a relevant subject, e.g. Occupational Health or Environmental Health	IOSH Managing Safety (face-to-face assessments only)

Teaching qualifications	
B.Ed, M.Ed	City and Guilds Teacher's Certificate or equivalent
PGCE, PCET, Cert Ed	Ofqual Regulated Level 3 Award and Level 4 Certificate in Education and Training
NVQ Level 3 in Learning and Development	PTTLS, CTTLS, DTTLS
NVQ Level 4 in Learning and Development	Further Education Teacher's Certificate

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable.)

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).



## Assessors

There is no requirement for a separate Assessor when delivering this qualification. Once Trainers have been approved to deliver the qualification, they can assess Learners.

It is best practice for Trainers to hold a formal (regulated) assessing qualification or attend relevant Assessor CPD training with an Awarding Organisation (AO). However, as a minimum, Trainers must follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 9 – Assess learner achievement*. Centres must be able to prove this.

## Internal Quality Assurers

Internal Quality Assurers (IQAs) must be vocationally competent and have a relevant vocational qualification (see *Vocational qualifications* table) **and**:

- Hold an assessing qualification and follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 11 – Internally monitor and maintain the quality of assessment* (Centres must be able to prove this) **or**
- Hold a quality assurance qualification **or**
- Have attended QA approved IQA training relevant to this qualification

It is best practice for IQAs to hold a formal (regulated) IQA qualification and to hold, or be working towards, a formal (regulated) teaching qualification.

Full details of the Centre's requirements for internal quality assurance are in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

## Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre's responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area	Requirements:
<b>Training venue</b>	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. The theory assessment space should allow Learners to sit at least 1 metre apart to prevent collusion.
<b>Audio visual (AV) equipment and training aids</b>	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
<b>Learning materials</b>	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.



## Course/Centre administration

### Registering Learners

Centres must ensure Learners are registered in accordance with the guidance in the *QA Centre Handbook*.

### Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the QA Customer Portal at: [www.qualsafeawards.org](http://www.qualsafeawards.org)

Centres will be given login details and guidance on using the QA Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification.

The certificate date is the date the Learner achieves the final unit.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

## Delivery and support

### Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 16 Learners to 1 Trainer for face-to-face courses. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. Never allow more Learners on the course than you can cater for during the assessment.

While this ratio of 16 Learners to 1 Trainer for face-to-face courses is strongly recommended for the Qualsafe Level 1 Award in Health and Safety in the Workplace (RQF) qualification, Centres may apply to QA to extend this ratio to 24 Learners to 1 Trainer if there are no practical assessments/skills tests. You must demonstrate that:

- Learners will not be disadvantaged
- The Trainer is experienced in this subject area with a low Trainer risk rating
- The venue has sufficient assessment space to allow Learners to sit at least 1 metre apart (to prevent collusion during the multiple choice question paper assessment)

All requests **must be approved** by Qualsafe Awards **before** any increase in Trainer/Learner ratio.

This qualification may be delivered and/or assessed digitally through Qualsafe at Home. To maintain the quality of training and assessment for remote/online courses, make sure the class ratio is no more than 8 Learners to 1 Trainer. The assessment session must be invigilated 'live' via an appropriate video conferencing facility. Learners must meet all the technical, equipment and invigilation requirements to sit the theory/multiple choice assessment via the QA e-Assessment platform.

Note: You should never allow more Learners on the course than you can cater for during the assessment.

### Delivery plan

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.





Centres not using QA lesson plans, which are created and provided free, must submit their own delivery plan and have it approved by us **before** delivering this qualification. Note: Charges may apply. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and criteria/ learning outcomes are covered and the minimum 4 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments
- Be emailed to: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

## Qualsafe at Home

This qualification can be delivered online using a virtual classroom. It can be delivered entirely online by combining remote training and an invigilated e-Assessment or Learners can complete the remote training and then attend a face-to-face assessment session. Further details about the requirements for delivering a Qualsafe at Home course are available to approved Centres in the 'Centre downloads' section of their QA Customer Portal. All Centres must seek approval for remote training and/or e-Assessment by completing the *Qualsafe at Home Centre Application*. All Centre staff involved in the remote delivery and/or assessment for this qualification must read and understand all guidance and requirements in advance of delivery.

## Learning materials

Centres must provide each Learner with suitable learning materials that cover the lesson plans and learning outcomes/assessment criteria for this qualification. These **must be approved** by Qualsafe Awards prior to use. Note: Charges may apply.

## Ongoing support

Qualsafe Awards Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

# Assessment

## Methods

Qualsafe Awards has devised externally set, internally marked assessment tools for face-to-face assessments to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in *Appendix 1*. Centres should download all assessment papers from the QA Customer Portal in advance of the course. For this qualification there is:

- Theory assessment/multiple choice question paper – there is 1 paper per Learner and Learners should answer all the questions under 'examination' conditions, see *QA Multiple Choice Question Paper Guidelines*:
  - Maximum time allowed is 25 minutes
  - Minimum mark is 10 out of 15 to be considered for an overall 'Pass'

Note: Centres should download all assessment papers from the QA Customer Portal in advance of the course.

Alternatively, Learners may complete an externally set, externally marked invigilated e-Assessment. The time allowed, number of questions and minimum mark requirements are the same as the face-to-face assessment.

There are 2 possible grades available of Pass or Fail. All mandatory areas of assessment must individually meet or exceed the required pass criteria/mark for the Learner to achieve this qualification.





## Access to assessment

Qualsafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the *QA Access to Assessment Policy* to determine whether it is appropriate to:

- Make a Reasonable adjustment or
- Request Special Consideration for the Learner

When using the QA e-Assessment platform, Centres can apply additional time to a multiple-choice assessment for specific Learners who require a reasonable adjustment.

When a reasonable adjustment needs to be made, Centres should check the *QA Access to Assessment Policy* to see if the adjustment required needs prior approval or if the Reasonable Adjustment Form can be submitted retrospectively. If the adjustment requires prior approval, then Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence at least five working days in advance of course delivery for review and approval. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if their performance through the assessment process has been affected by some temporary illness, injury or adverse set of circumstances. A *Special Consideration Request Form* should be completed and sent to QA within five working days of Learner assessment taking place, along with any supporting evidence (where available), for consideration and approval. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about the Centre's and QA's appeals and complaints procedures and how they can access these. Information about these procedures can be found in the *QA Training Commitment* which should be presented to Learners during their course.

## Assessment language

Assessment in British Sign Language (BSL) may be permitted for this qualification for the purpose of a Reasonable Adjustment. See *QA Access to Assessment Policy*.

Assessment in languages other than English may be permitted. However, the certificate issued could only be used to support a role in the workplace as long as proficiency in English is not required for the role supported by this qualification. See *QA Language Policy*.

Prior approval from QA is required before any assessment is delivered through BSL or a language other than English. Any request received will be considered in terms of viability and there may be charges depending on the work required to meet the request, e.g. translating assessment papers.

If a Learner passes the assessment process in another language or through BSL, their certificate will show extra information, including the language of assessment and if required, confirmation of the context in which the certificate can be used.

# Quality assurance

## Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Centres are required to adhere to QA's internal quality assurance requirements. Further details can be found in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.



### **Qualsafe Awards external quality assurance**

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres.

QA employs a risk-based model to decide the frequency of external quality assurance activity.

Further details of the QA external quality assurance programme are available in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

## **Further information**

### **Contact us**

If you have any queries or comments we would be happy to help you, contact us:

Email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

Tel: 0330 660 0899

### **Useful addresses and websites**

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED  
[www.qualsafe.org](http://www.qualsafe.org)
- Office of Qualifications and Examinations Regulation (Ofqual):  
[www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)
- Council for the Curriculum Examinations and Assessment (CCEA):  
<https://ccea.org.uk/regulation>
- Scottish Qualifications Authority (SQA) Accreditation:  
<http://accreditation.sqa.org.uk>
- Health & Safety Executive (HSE): [www.hse.gov.uk](http://www.hse.gov.uk)

## Appendix 1 – Qualification unit

The Qualsafe Level 1 Award in Health and Safety in the Workplace (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

<b>Title:</b>	Understanding Health and Safety in the Workplace	
<b>GLH:</b>	4	
<b>Level:</b>	1	
<b>Learning outcomes The Learner will:</b>	<b>Assessment criteria The Learner can:</b>	<b>Indicative content</b>
<b>1. Understand the importance of health and safety in the workplace</b>	1.1 State what is meant by health and safety at work	<ul style="list-style-type: none"> <li>Health and safety is about keeping everyone in the workplace healthy and safe while they are there, e.g. employees, employers, visitors etc.</li> </ul>
	1.2 Recognise the definitions of key terms used in health and safety	Definitions of key terminology used in health and safety, including: <ul style="list-style-type: none"> <li>Accident</li> <li>Near miss</li> <li>Hazard</li> <li>Risk</li> <li>Control measures</li> <li>Risk assessment</li> </ul>
	1.3 State the main legal responsibilities of employers and employees with respect to health, safety and welfare in the workplace	<ul style="list-style-type: none"> <li>Employer's main legal health and safety responsibilities, e.g. train employees, risk assess significant hazards</li> <li>Employee's main legal health and safety responsibilities, e.g. co-operate with employer on health and safety matters</li> </ul>

<b>2. Understand the scope of hazards and risks in the workplace</b>	<p>2.1 Indicate the hazards and risks with reference to:</p> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Working at heights</li> <li>• Manual handling</li> <li>• Hazardous substances</li> <li>• Machinery and vehicles</li> <li>• Electricity</li> <li>• Fire</li> <li>• Stress</li> </ul>	<ul style="list-style-type: none"> <li>• Slips, trips and falls - one of the most common causes of accidents. Hazards and risks, e.g. uneven floors, wet floors</li> <li>• Falls from height - one of the most common causes of death in the workplace. Hazards and risks, e.g. working on roofs, use of ladders</li> <li>• Manual handling - physical activity to lift, carry, pull and push loads. Hazards and risks, e.g. twisting, lifting loads that are too heavy</li> <li>• Hazardous substances - any substances that could be harmful to health. Hazards and risks, e.g. fumes, chemicals</li> <li>• Machinery and vehicles hazards and risks, e.g. entanglement, lorries</li> <li>• Electricity hazards and risks, e.g. faulty appliances, overheating</li> <li>• Fire - fire triangle (heat and fuel should be kept apart). Hazards and risks, e.g. portable heaters, arson</li> <li>• Stress hazards and risks, e.g. time pressures</li> </ul>
<b>3. Understand the range of workplace conditions that can affect health and safety</b>	<p>3.1 Identify the benefits of maintaining a tidy, well organised workplace</p>	<ul style="list-style-type: none"> <li>• Benefits of good housekeeping, e.g. prevents accidents</li> <li>• Examples of good housekeeping, e.g. keeping exit routes clear, cleaning spills immediately</li> </ul>
	<p>3.2 State the importance of maintaining suitable environmental conditions</p>	<ul style="list-style-type: none"> <li>• Suggested workplace temperatures. How temperature can affect concentration</li> <li>• Importance of correct lighting, e.g. prevents slips, trips and falls, prevent eye strain</li> <li>• Importance of good ventilation and good air quality</li> <li>• Noise control, e.g. to prevent hearing loss</li> </ul>
	<p>3.3 Recognise the welfare facilities that should be provided</p>	<p>Employer's legal responsibility to provide adequate welfare facilities including:</p> <ul style="list-style-type: none"> <li>• Sanitary facilities</li> <li>• Clean drinking water</li> <li>• Rest areas</li> <li>• Personal protective equipment (PPE) storage</li> </ul>
	<p>3.4 Identify the different classes of health and safety signage</p>	<ul style="list-style-type: none"> <li>• Different types of safety sign, their colours and what they mean, e.g. prohibition, mandatory</li> </ul>

<b>4. Understand the requirements for workplace procedures</b>	4.1 Recognise the need for reporting accidents, ill health, dangerous events and near misses	<ul style="list-style-type: none"> <li>• Reasons for reporting accidents and ill health, e.g. so similar incidents are avoided in the future</li> <li>• Employer's responsibilities for reporting accidents/injuries, diseases and dangerous occurrences</li> <li>• Accident books and information that should be included</li> </ul>
	4.2 Identify the purpose of first aid provision	<ul style="list-style-type: none"> <li>• Employer's responsibilities, e.g. to make sure first aid provision in the workplace is sufficient</li> <li>• Role of first aiders in the workplace, e.g. to preserve life</li> </ul>
	4.3 Identify the types and uses of personal protective equipment	<ul style="list-style-type: none"> <li>• Types of PPE</li> <li>• Employee's responsibilities for PPE, e.g. must report any faults they notice</li> </ul>
	4.4 Recognise the importance of personal hygiene	<ul style="list-style-type: none"> <li>• Type of workplace where good personal hygiene is critical, e.g. care sector</li> <li>• Importance of and reasons for good hand hygiene</li> <li>• Other types of personal hygiene, e.g. showering</li> </ul>

Note: Full and detailed qualification content is available to approved Centres in the form of lesson plans which are provided free of charge.



**[www.qualsafe.org](http://www.qualsafe.org)**

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