



Qualification Specification

HABC Level 3 Award in Risk Assessment (QCF)

Qualification Number: 600/5747/6

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Introduction

This Qualification Specification is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your Account Manager.

Qualification Details

The HABC Level 2 Award in Risk Assessment has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Proskills, the Sector Skills Council for the process and manufacturing sector.

Key facts

QAN:	600/5747/6
Learning Aim Reference:	60057476
Guided learning hours (GLH):	20
Credit Value:	2
Assessment Method:	Multiple-choice examination and internally set & assessed activity

Qualification Overview

This qualification is designed for learners with a responsibility to conduct risk assessments at low risk premises. It covers the principles of risk assessment, the relationship between hazard and risk and requires learners use the knowledge learned on the course by undertaking a risk assessment. Therefore laying a foundation for further development as a risk assessor.

Entry Requirements

There are no pre-requisites for this qualification. It is advised that learners already hold the Level 2 Award in Health and Safety or the Level 2 Award in Risk Assessment.

Age ranges

These qualifications are approved for delivery to the age ranges pre-16, 16-18 and 19+.

Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

Reasonable Adjustments and Special Considerations

HABC have measures in place for learners that require additional support. Please see the Reasonable Adjustments Policy Annex 17 of the HABC Core Manual.

Qualification Structure

This qualification is made up of one mandatory unit. Details of all learning outcomes and assessment criteria can be found at the end of this specification document.

How this qualification is assessed

This qualification is assessed in two parts:

Part 1: Multiple choice examination

30 questions lasting 1 hour. Learners must achieve 20/30 in order to pass.

Part 2: Centre set and marked assessment.

Learners are expected to undertake a risk assessment, which will be internally assessed, externally moderated.

The risk assessment activity is an opportunity for learners to fully understand and demonstrate the risk assessment process. Learners must follow the 5 step process to risk assessment.

Learners should be supported in choosing an appropriate workplace task or workplace area in constructing their risk assessment. Centres are encouraged to allow learners to complete the risk assessment with reference to their own workplace, however Centres that have facilities to allow full completion of the assessed activity may utilise this.

A Suggested form to use to complete this activity is contained in Appendix 2 of this qualification specification; however other suitable risk assessment forms may be used. The first sheet of Appendix 2 must *always* be attached to act as a cover sheet.

Internal marking guidance

Centres are to be satisfied that the activity undertaken by the learner will enable a full assessment to be undertaken in accordance with Appendix 3.

Where learners fall short in the Risk Assessment activity, Centres are encouraged to grade as a 'refer' and include guidance and advice on areas to improve in their feedback to the learner. Learners are to follow this and resubmit their work to the tutor who will ensure all areas have been covered before sending both the learner's work and the feedback into HABC for moderation. Tutors must clearly indicate that they are content with the standard of work the learner has produced.

HABC recognises the referral process is not always negative and instead acknowledges the learning journey it shows. It is encouraged and never penalised.

Moderation

This part of the assessment will be subject to external moderation by HABC after an initial marking has been conducted by the Nominated Tutor. Nominated Tutors must indicate whether a learner has passed the activity on the cover sheet – appendix 2 of this qualification specification.

Guidance on moderation procedures for this activity is found in appendix 1 of this qualification specification.

Part 2 must be sent to HABC at the same time as the examination paperwork is returned in order for the assessments to be processed.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Guidance on Delivery

It is recommended that the knowledge element of the qualification is completed on day one of the course and day two dedicated to the production of a risk assessment.

Day 1 can be completed via distance learning, however HABC have stipulated a minimum of 7 contact hours in the delivery of this qualification.

It is recommended that cohorts are no larger than 8 learners per tutor in order to give adequate feedback to each learner on the course.

The Risk Assessment must be submitted to HABC with the examination paperwork in order to be processed.

Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

It is recommended that nominated tutors should have an appropriate level Health and Safety qualification from a recognised awarding body together with a training qualification.

Suitable subject area qualifications/experience may include:

- Degree or Dip HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Level 4 qualification in Health and Safety or equivalent
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health
- Level 3 Health and Safety qualification in addition to attendance on a HABC CPD event “Delivering the Level 3 Award in Risk Assessment”

Suitable teaching qualifications include:

- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- HABC Level 3 International Award in Delivering Training (ADT), or equivalent

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each learner’s photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under “Identification Provided”. HABC will accept the following as proof of a learner’s identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- Other photographic ID card, e.g. Employee ID Card (must be current employer), Student ID Card, Travel card.

For more information on learner ID requirements, please refer to Annex 26: Invigilation Instructions.

Progression

Progression routes could include:-

- Level 4 Award in Health and Safety in the Workplace
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Useful Websites

- <http://www.proskills.co.uk/>
 - <http://www.hse.gov.uk/>
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Recommended Training Materials

Health and Safety for Supervisors (Level 3) Fisher, Ian. Highfield.co.uk Ltd

Unit 1: Risk Assessment – Principles and Practice

Unit number: F/502/8528
 Credit: 2
 GLH: 20
 Level: 3

Assessment Guidance

All Learning Outcomes will be assessed through a multiple choice examination with the addition of an internally set and assessed activity; conducting a Risk Assessment.

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the importance of health and safety in the workplace	1.1 Outline the main causes of work-related accidents and ill health. 1.2 List the main costs of work-related accidents and ill health to employers, employees and society. 1.3 Outline the duties and responsibilities of employers, employees and others with respect to workplace health and safety. 1.4 Describe the provisions for risk assessment contained in key legislation. 1.5 Outline how workplace health and safety legislation is enforced and the penalties for non-compliance.
2. Understand the principles involved in risk assessment	2.1 Describe what is meant by the term 'risk assessment'. 2.2 Describe the necessary competencies of a risk assessor. 2.3 State sources of advice and information for carrying out workplace risk assessments 2.4 Describe the stages involved in a typical risk assessment. 2.5 State the requirements for recording, monitoring, reviewing and revising workplace risk assessments.
3. Understand the relationship between hazard and risk as part of an accident and ill health prevention strategy	3.1 Describe how accident and ill health records can be used to target hazards and control the level of risk. 3.2 Describe how occupational, environmental and human factors affect the level of risk from hazards at work. 3.3 Identify a range of work-related health and safety hazards in various work environments 3.4 Outline who may be at risk from work related

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	hazards.
<p>4. Apply the hierarchy of controls to control risk to an acceptable level.</p>	<p>4.1 Identify a range of control measures for different workplace hazards.</p> <p>4.2 Determine if control measures currently in place are suitable and sufficient in terms of the risk control hierarchy to :</p> <ul style="list-style-type: none"> • prevent exposure to hazards altogether • reduce the health or safety related consequences should exposure to hazards occur • effectively control an emergency situation relating to health and safety hazards.
<p>5. Apply knowledge of the risk assessment process in a workplace</p>	<p>5.1 Undertake a risk assessment and use their findings to demonstrate the ability to:</p> <ul style="list-style-type: none"> • collect information on the workplace and hazards that may be relevant there • analyse the current level of risk and who may be exposed • determine suitable recommendations • record and communicate findings effectively.

Appendix 1: HABC External Moderation Procedures

Although set and marked by Centres, the Risk Assessment will be moderated by HABC subject matter experts.

Centres must ensure that the activities undertaken meet the assessment criteria and that learners are able to follow due process in the construction of a Risk Assessment.

Learners must be informed that although Centres may have 'passed' an activity, it is subject to moderation at HABC and decisions may be reversed.

Learner activities will be sent to HABC along with learner examination paperwork. Individual feedback given to the candidate **must** accompany the activity by using Appendix 3, including any details of advice given to learners where their work was originally graded as 'refer'.

Scripts and documentation will be forwarded to the nominated HABC Moderator for confirmation of decisions. Where decisions are not confirmed, individual feedback will be completed with any further requirements clearly identified. Where decisions are confirmed, any general comments for the Centre will also be completed. This feedback will be forwarded to the Centre when results are issued.

HABC will fully moderate the first two courses submitted and, provided they are of acceptable standard, will then award that Centre with a Direct Claim Status (DCS), meaning from this point only a sample of activities will be moderated. If the first two courses do not add up to 10 learners, HABC will continue to moderate until at least 10 learners have been put through successfully.

All paperwork **must** be sent into HABC even after DCS has been awarded.

Centres must ensure that the declaration found in Appendix 3 is completed by the learner, confirming that the work is their own. HABC Moderators will undertake checks within activities for originality and authenticity.

Centres must be aware that Centre approval is conditional on robust procedures within the Centre. Centres that are identified as submitting activities which do not meet the requirements of the qualification will in the first instance be offered guidance and support, which will be monitored by HABC. Where improvement is not forthcoming from the Centre, approval may be withdrawn without notice subject to further necessary actions.

HABC will appoint a Lead Moderator to oversee the moderation process. Centres that disagree with moderation decisions may refer feedback to the Lead Moderator whose decision will be final.

Appendix 2

Risk Assessment Form (For the Risk Assessment Activity)

Candidate Name		Level 3 Risk Assessment Examination Security Number (to be found on EAS of examination)			
Centre Name		Centre Number			
Tutor Name		Tutor Number			
Brief description of the workplace e.g. <ul style="list-style-type: none">• Number of employees• The work activities undertaken• Brief description of the premises					
Name of person completing the Risk Assessment		Position		Date of Assessment	

List the potential hazards	Identify the specific persons who may be at risk from the hazards	Record all existing controls that are in place	Assessment of risk with the existing controls in Place	Additional Action / Control Measures Required / Comments	Assessment of Risk with the additional Action / Control Measures Introduced

Action Required	By Whom	By When (identify a suitable time period according to risk)

Assessment Review			
Frequency of Review		Date Review Due	

Risk Ratings (Based on BS 8800)

Description	Definition
Slightly Harmful	Harm of a temporary nature which dissipates (eg Muscle strain, headache)
Harmful	Harm which results in a permanent minor disability
Extremely Harmful	Harm which results in premature death or permanent major disability

Description	Definition
Highly Unlikely	The starting point if no records of injuries exist
Unlikely	Used if factors exist which make challenge Highly Unlikely, eg poor lighting, floor surfaces
Likely	If there is a record of injuries occurring then this category must be used

	<u>Slightly harmful</u>	<u>Harmful</u>	<u>Extremely harmful</u>
<u>Highly unlikely</u>	Trivial Risk	Tolerable Risk	Moderate Risk
<u>Unlikely</u>	Tolerable Risk	Moderate Risk	Substantial Risk
<u>Likely</u>	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Level	Action and Timescales
Trivial	No action nor documentary records needed - but good practice to record the assessment
Tolerable	Improvement not mandatory, but record and monitoring required to ensure controls are maintained. Go for cheap improvements where possible.
Moderate	Aim to reduce risk but costs of prevention may be limited. Measures should be tied to a timetable
Substantial	Where the risk involves work in progress urgent action should be taken otherwise work should not start until the risk has been reduced. Considerable resources may have to be allocated.
Intolerable	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources work has to remain prohibited.

Appendix 3

HABC Level 3 Award in Risk Assessment			
Risk Assessment Activity feedback			
Candidate Name			
Date of Assessment			
	Understandable and sufficient? Yes/No	Feedback to candidate	HABC Use Only
Hazards identified			
People at risk identified			
Existing controls identified			
Evaluation suitable <small>(Taking into account number of people exposed, severity and frequency)</small>			
Further controls identified and built into an action plan			
Post further controls evaluation suitable <small>(taking into account number of people exposed, severity and frequency)</small>			
Review process			
Overall Feedback to Candidate	Pass/Refer		

Further action required (if refer)					
Name of Assessor				Date of assessment	
Signature					
I confirm that the work submitted is my own work Candidate Signature:					
For HABC use only					
HABC Moderator Decision Agreed	YES/NO	Name of Moderator		Signature	
Individual candidate feedback to Centre	<p>Details of areas generally covered well:</p> <p>Details of areas generally covered poorly/confused:</p> <p>General Comments:</p>				
Further requirements (if unsuccessful)	<p>In order to pass the Risk Assessment activity, the learner must:</p> <ul style="list-style-type: none"> Review and expand the identification of hazards section Review and expand the identification of persons at risk section Expand and add further details to existing controls Review and add further control measures Review and amend risk evaluations either pre or post additional controls Review and detail the action plan Resit entire Risk Assessment activity 				