

IVQ in Skills Certificate in Health and Safety 1100



Publications and enquiries

City & Guilds publications are available from

Publications Sales**City & Guilds****1 Giltspur Street****London****EC1A 9DD****United Kingdom****T +44 (0)20 7294 2850****F +44 (0)20 7294 3387**

General information about City & Guilds may be obtained from Customer Relations at the above address, or on 020 7294 3500, or by e-mailing **international@city-and-guilds.co.uk**

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

©2003 The City and Guilds of London Institute. All rights reserved.
City & Guilds is a trademark of the City and Guilds of London Institute.

1 Giltspur Street**London****EC1A 9DD****T +44 (0)20 7294 2468****F +44 (0)20 7294 2400****www.cityandguilds.com**

IVQ in Skills Certificate in Health and Safety 1100

[This page is intentionally blank]

Contents

05 IVQ in Skills Certificate in Health and Safety 1100

05 About City & Guilds

05 Introduction to this programme

05 Certificate

05 Making entries for assessments

05 Internal candidates

05 External candidates

05 Resources

05 Assessments

05 Skills Certificate in Health and Safety

06 Fixed and free dates

06 Results and certification

06 How to offer this programme

06 Subject approval

06 Examination centre approval

06 Other information

06 Designing courses of study

07 Presenting format of units

07 Practical competences

07 Knowledge requirements

07 Practical assessments

07 Entry levels

07 Progression routes and recognition

09 Syllabus

IVQ in Skills Certificate in Health and Safety 1100

10 01 Understanding health and safety

12 02 Using safe working practices

14 03 Developing health and safety procedures

15 01 Understanding health and safety

16 02 Using safe working practices

17 03 Developing health and safety procedures

19 Appendix A

Practical assessments

19 Practical assessments

19 Preparation, supervision and marking

19 Records, results and certification

19 Assessment of underpinning knowledge

19 Visiting verifier

20 Candidate practical competence assessment records

21 Appendix B

The levels of our awards

21 Progressive structure

[This page is intentionally blank]

IVQ in Skills Certificate in Health and Safety 1100

About City & Guilds

We provide assessment and certification services for schools and colleges, business and industry, trade associations and government agencies in more than 100 countries. We have over 120 years of experience in identifying training needs, developing assessment materials, carrying out assessments and training assessment staff. We award certificates to people who have shown they have mastered skills that are based on world-class standards set by industry. City & Guilds International provides a particular service to customers around the world who need high-quality assessments and certification.

Introduction to this programme

We have designed the Skills Certificate in Health and Safety for those undergoing training or employed in any area of work. The programme aims to reflect the international nature of the knowledge and skills and activities needed for different countries or cultures.

We do not say the amount of time a candidate would need to carry out the programme, but we do provide advice on guided learning hours for each level (see below). The programme has one level.

Certificate

The certificate (about 60 guided learning hours) provides a broad introduction to the theory and practical side of health and safety for any person in a work environment.

We stress that this figure is only a guideline and that we award certificates and diplomas for gaining and showing skills by whatever mode of study, and not for periods of time spent in study.

We provide certificates for all work-related areas at seven levels within our structure of awards shown in appendix B. This programme covers level 1.

Making entries for assessments

Candidates can only be entered for the assessments in this subject if the approved examination centres agree. Candidates must enter through an examination centre we have approved to carry out the assessments for 1100 Skills Certificate in Health and Safety.

There are two ways of entering candidates for assessments.

Internal candidates

Candidates can enter for examinations if they are taking or have already finished a course at a school, college or similar training institution that has directed their preparation, whether by going to a training centre, working with another institution, or by open-learning methods.

External candidates

These are candidates who have not finished a programme as described above. The examination centres must receive their application for entry well before the date of the examination concerned. This allows them to act on any advice you give about assessment arrangements or any further preparation needed. External candidates must carry out practical assignments and projects if necessary, and they will need extra time and guidance to make sure that they meet all the requirements for this part of the assessment.

In this publication we use the term 'centre' to mean a school, college, place of work or other institution.

Resources

If you want to use this programme as the basis for a course, you must read this booklet and make sure that you have the staff and equipment to carry out all parts of the programme. If there are no facilities for realistic practical work, we strongly recommend that you develop links with local industry to provide opportunities for hands-on experience.

Assessments

There is one level of this award.

Certificate

We use a numbering system to allow entries to be made for our awards. The numbers used for this programme are as follows.

Award number

1100-01 Skills Certificate in Health and Safety

We use award numbers to describe the subject and level of the award.

Component numbers

001 Health and Safety Practice

We use component numbers to show units for which we may award a certificate of unit credit.

We use these numbers throughout this booklet. You must use these numbers correctly if you send forms to us.

Skills Certificate in Health and Safety

To carry out what is needed for the Skills Certificate in Health and Safety, candidates must be successful in the following assessment.

[1100-01-001] Health and Safety Practice

The practical assessment is carried out during the learning programme. (See appendix A.)

We provide assessments in two ways.

a Fixed date

These are assessments which are carried out on dates and times we set. These assessments have no brackets around their numbers.

b Free date

These are assessments which are carried out at a college or other training establishment on a date or over a period which the college chooses. These assessments have brackets around their numbers.

In this programme the practical assessment is free date.

You must carry out assessments according to our International Directory of Examinations and Assessments. If there are any differences between information in this publication and the current directory, the Directory has the most up-to-date information.

Results and certification

Everyone who enters for our certificates, diplomas and advanced diplomas receives a 'Notification of Candidate Results' giving details of how they performed.

We grade practical and course work assessments as pass or fail.

Each certificate clearly states what candidates need for full certification at the relevant level, allowing schools, colleges and employers to see whether they have met the full requirements.

If candidates successfully finish all the requirements for a full certificate, they will automatically receive the appropriate certificate.

We will send the 'Notification of Candidate Results', and certificates to the examination centre to be awarded to successful candidates. It is your responsibility to give the candidates the certificates. If candidates have a question about the results and certificates, they must contact you. You may then contact us if necessary.

We will also send you a results list showing how all candidates performed.

How to offer this programme

To offer this programme you must get approval from us. There are two categories of approval.

Subject approval

We give approval to offer a teaching course based on this syllabus.

Examination centre approval

We give approval to enter candidates for examinations.

To be approved by us to offer a teaching course you must send us the application form.

To enter candidates for examinations you must be approved by us as an examination centre. For this programme it is possible to act

as a registered examination centre only, and accept external candidates. Approved examination centres must provide suitable facilities for taking examinations, secure places to keep the examination papers and materials, and may have an appointed Visiting Verifier to review practical work.

After we have received and accepted an application, we will send an approval letter confirming this. You can then send entries in at any time using the International Directory of Examinations and Assessments for guidance.

Please note that in this section we have provided an overview of centre approval procedures. Please refer to the current issue of 'Delivering International Qualifications – Centre Guide' for full details of each aspect of these procedures.

Other information

Designing courses of study

Candidates for the Skills Certificate in Health and Safety will have come from different backgrounds and will have different employment and training experiences. We recommend the following:

- carry out an assessment of the candidates' achievements so you can see what learning they already have and decide the level of entry they will need; and
- consider what learning methods and places will best suit them.

When you assess a candidate's needs, you should design teaching programmes that consider:

- what, if any, previous education qualifications or training the candidate has, especially in the various general vocational education certificates we provide; and
- what, if any, previous practical experience the candidate has which is relevant to the aims of the programme and from which they may have learned the relevant skills and knowledge.

When you choose learning methods and places, you should consider the results of your assessments and whether the following are available.

- Open or distance learning material.
- Workplace learning that can be carried out on site or between you and a local workplace. This will allow the candidates access to specialised equipment and work experience.
- Working with other registered centres to share facilities.
- Opportunities for co-operative learning between candidates who need to gain similar skills.

As long as the candidates meet the aims of this learning programme the structures of courses of study are up to you. So, it is possible to include extra topics that meet local needs.

You should avoid teaching theory alone. As far as possible the practical work should be closely related to work in the classroom so that candidates use their theory in a realistic work environment. You can use formal lectures in the classroom with appropriate exercises and demonstrations. Candidates should keep records of the practical work they do so they can refer to it at a later date.

We assume that you will include core skills, such as numeracy, communication, working with people, and organisation and planning throughout a teaching programme.

Presentation format of modules

Practical competences

Each module starts with a section on practical competences which shows the practical skills candidates must have.

At times we give more detail about important words in each 'competence statement'.

For example:

- 1.1 State the names (and job titles if applicable), and describe where to find, all the people responsible for health and safety in a workplace.

Job titles: eg health and safety officer, first aid officer, fire officer

Workplace: the location in which the candidate is being assessed, and which is a place of work'

In the above statement the words 'job titles' and 'workplace' are given as a range which the candidate should be familiar with. If a range starts with the abbreviation 'eg' the candidates only need to cover some of the ranged areas or you can use suitable alternatives.

Knowledge requirements

Immediately after the section on practical competences the module tells you what knowledge is needed for that area. The knowledge needed is closely linked to the practical competences, so it is best to teach the two together so that the candidate appreciates the topic more.

Practical assessments

The end of each unit contains practical assessments which deal with the practical competences we mentioned earlier. Candidates must carry out the practical assessments. You should make sure all practical assessments are supervised and instructors should make sure that the results reflect the candidate's own performance. You must hold all the evidence in a file (portfolio) for each candidate for eight weeks after the application for a certificate. You must also keep separate records of the dates of all attempts by each candidate.

Entry levels

We consider the following programmes to be relevant preparation for this award.

All International Vocational Qualifications awarded by City & Guilds International

All Pitman Qualifications single subject awards.

Progression routes and recognition

We have a range of related programmes for onward progression. These include

All International Vocational Qualifications listed in the City & Guilds International Handbook

All Pitman Qualifications awards listed in the Pitman Qualifications awards handbook.

Successful completion of this award may be used as credit towards the health and safety requirements of City & Guilds International Vocational Qualifications.

[This page is intentionally blank]

Syllabus

IVQ in Skills Certificate in Health and Safety 1100

Unit numbers

10 01 Understanding health and safety

12 02 Using safe working practices

14 03 Developing health and safety procedures

01 Understanding health and safety

Introduction

The aim of this module is to introduce candidates to:

- a safe working within their own area of work
- b the recognition of risks and hazards.

Note: the term 'workplace' as used throughout this syllabus refers to a specific place of work in which the candidate is located, and which is itself a place of work. The candidate cannot achieve the standards necessary to be awarded a certificate without being able to refer to specific examples in a specific location. Where appropriate, simulated work activities may be used. Except in the case of simulated accidents, where simulation is used to demonstrate competence, the visiting verifier must agree that this is acceptable and realistic.

Practical competences

The candidate must be able to do the following:

- 1.1 State the name and location of people responsible for health and safety in the workplace.
Workplace: the location in which the candidate is being assessed, and which is a place of work
- 1.2 State the names and location of documents that refer to health and safety in the workplace.
- 1.3 State activities for a job role which could be harmful to the worker or to others.
Job role: a specific role in which the candidate is employed, or for which the training is being given
Others: people working alongside the candidate, people whose work is affected by the candidate's performance, customers
- 1.4 State possible causes of risk or accident in the workplace.
- 1.5 State activities and causes of risk and accident in the workplace that are of most importance to the job role.
Most importance: activities of the person, and risks that directly affect the person in the job role, that will injure or affect the person and/or other people if disregarded
- 1.6 State methods of accident prevention for a specific job role.
Methods: all actions necessary to prevent accidents in a specific role in which the candidate is employed, or for which training is being given
- 1.7 State methods of accident prevention in the work environment of the job role.
Work environment: methods of accident prevention to be used by other people, or to be applied to fixtures and fittings in the workplace
- 1.8 State location of health and safety equipment in the workplace.
Equipment: fire extinguishers, first aid equipment, safety instruments and clothing, safety installations, eg fire exits, extractor fans

Knowledge requirements

The instructor must ensure the candidate is able to:

- 1.1 State the names (and job titles if applicable), and describe where to find, all the people responsible for health and safety in a workplace.
Job titles: eg health and safety officer, first aid officer, fire officer
Workplace: the location in which the candidate is being assessed, and which is a place of work
- 1.2 State the names and location of documents that refer to health and safety in the workplace.
Documents: fire notices, safety instructions for equipment and procedures, company notices and documents, legal documents (eg government notices)
- 1.3 Describe all the activities for a job role which could be harmful to the worker or to others and explain why the activity could be harmful, and what causes the risk.
Activities: eg use of dangerous equipment and materials, use of equipment in harmful way (such as excessive time spent using a PC), occupational hazards (such as breathing toxic fumes, repetitive strain injury), using equipment or making products in a way that will cause harm to others (accident and sickness)
Job role: the specific role in which the candidate is employed, or for which the training is being given
Others: people working alongside the candidate, people whose work is affected by the candidate's performance, customers
- 1.4 Identify and describe possible causes of risk, hazard or accident in the workplace giving reasons why risk and/or accidents are possible.
Risk: a hazard with a potential for being realised
Hazard: something with potential to cause harm
- 1.5 Identify and describe activities and causes of risk and accident for the particular job role in which the candidate is working and or being trained and give reasons why they are of most importance to the job role.
Activities and causes: physical actions, reading, listening to and giving instructions, inattention, sickness and incapacity (such as drunkenness), health hazards (such as untreated injuries and contagious illness)
- 1.6 Describe all the methods of accident prevention for a specific job role and explain why personal use of each method is a way of preventing accidents.
Methods: training in health and safety procedures, using health and safety procedures, use of equipment and working practices (such as safe carrying procedures), safety notices, advice and instruction from colleagues and supervisors

- 1.7 Describe all the methods of accident prevention in a work environment in which the candidate is working or being trained, and for each method give reasons why the activities of other people can contribute to the worker's own safety.
Reasons: employees' responsibility for the safety of others (such as safe use of equipment and safe handling of products), employer's responsibility for employees (legal and physical), everyone's responsibility for safety of third parties such as visitors and customers
- 1.8 Describe where to find all the health and safety equipment in the workplace relevant to the particular job role in which the candidate is working.
Equipment: fire extinguishers, first aid equipment, safety instruments and clothing, safety installations, eg fire exits, extractor fans

02 Using safe working practices

Introduction

The aim of this section is to introduce candidates to:

- a safe working within their own area of work
- b taking action to prevent and report risks and hazards.

Note: the term 'workplace' as used throughout this syllabus refers to a specific place of work in which the candidate is located, and which is itself a place of work. The candidate cannot achieve the standards necessary to be awarded a certificate without being able to refer to specific examples in a specific location. Where appropriate, simulated work activities may be used. Except in the case of simulated accidents, where simulation is used to demonstrate competence, the visiting verifier must agree that this is acceptable and realistic.

Practical competences

The candidate must be able to do the following:

- 2.1 Report a risk and a simulated accident to the correct person responsible for health and safety in the workplace at the correct time.
Risk: a hazard with a potential for being realised
Accident: a simulated accident relevant to the location in which the candidate is working
Workplace: the location in which the candidate is being assessed, and which is a place of work
Correct time: immediately after any essential first-aid has been given in the case of accident or fire or any hazard representing a risk of injury and/or death to a person, as soon as is practicable (such as meeting with supervisor) for risks such as wear and tear likely to lead to eventual hazard
- 2.2 State to a qualified supervisor situations for a specific job role that require immediate action, that require immediate action after first aid has been given, that require reporting at the earliest opportunity and state why action taken will be different according to the situation.
- 2.3 Retrieve and/or point out documents that refer to health and safety in the workplace.
- 2.4 Select and use protective clothing and equipment for a specific job role.
Protective clothing: eg overalls, ear defenders/plugs, safety boots, knee pads, gloves/gauntlets, hard hats, particle masks, glasses/goggles/visors, gloves
Equipment: eg machine guards, hygiene equipment
- 2.5 Use good housekeeping practices at all times for a specific job role.
Practices: eg clean and tidy work areas, personal hygiene, removal and disposal of waste products, protecting work areas
- 2.6 Use correct health and safety procedures to demonstrate under observation by a qualified supervisor, all the activities for a job role which could be harmful to the worker or to others observing correct health and safety procedures.
Demonstrate: perform in a real or simulated work environment on at least one occasion, successfully demonstrating all health and safety procedures
Job role: a specific role in which the candidate is employed, or for which the training is being given
Others: people working alongside the candidate, people whose work is affected by the candidate's performance, customers
Qualified supervisor: person trained and competent in the activity being demonstrated
- 2.7 State to a qualified supervisor the specific actions taken to reduce risk and accident whilst demonstrating activities.
Activities: All of the activities in 2.5 above.
- 2.8 Walk to and/or retrieve as appropriate health and safety equipment in the workplace.
Equipment: fire extinguishers, first aid equipment, safety instruments and clothing, safety installations, eg fire exits, extractor fans
- 2.9 Participate in emergency procedures.
Procedures: raising alarm, safe/efficient evacuation, correct means of escape, correct assembly point, roll call, correct return to work
- 2.10 Demonstrate the correct use of a fire extinguisher.
Demonstrate: by correct explanation to a qualified supervisor and/or by actual use in a safe, simulated environment
- 2.11 Demonstrate basic first aid procedures relevant to the job role or call qualified first aider to location of accident.
Job role: a specific role in which the candidate is employed, or for which the training is being given
Demonstrate: by correct explanation to a qualified supervisor and/or by actual use in a safe, simulated environment
(Note: this competence can be met by calling first aider to location if candidate is not trained to carry out procedures)
- 2.12 Complete a written accident report or dictate a report to another person, and send report to person responsible.
Report: name, date/time of incident, date/time of report, location, weather conditions, lighting conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified
- 2.13 Complete a written fault report or dictate a report to another person, and send report to person responsible.
Report: name, date and time of noting fault, date and time of report, location, nature of fault

Knowledge requirements

The instructor must ensure the candidate is able to:

- 2.1 Describe the range of risks and potential accidents for the specific job role for which the candidate is being trained, and name the correct people responsible for health and safety in the workplace.
Range: all risks and potential accidents of which the candidate should be aware in order to safely carry out the specific job role for which training is being given
- 2.2 Recognise and describe situations that require immediate action, that require immediate action after first aid has been given, that require reporting at the earliest opportunity and give reasons for why action taken will be different according to the situation.
Correct time: immediately after any essential first-aid has been given in the case of accident or fire or any hazard representing a risk of injury and/or death to a person, as soon as is practicable (such as meeting with supervisor) for risks such as wear and tear likely to lead to eventual hazard
- 2.3 Describe the locations of documents that refer to health and safety in the workplace.
Locations: eg on walls, next to equipment, manuals, library, work instructions
- 2.4 Describe protective clothing and equipment for a specific job role and explain its purpose.
Protective clothing: eg overalls, ear defenders/plugs, safety boots, knee pads, gloves/gauntlets, hard hats, particle masks, glasses/goggles/visors, gloves
Equipment: eg machine guards, hygiene equipment
- 2.5 State good housekeeping practices for a specific job role and give reasons for their use.
Reasons: safety, efficiency, security
- 2.6 Describe the correct health and safety procedures for all the activities for a particular job role and describe activities which could be risks to the worker or to others.
Job role: a specific role in which the candidate is employed, or for which the training is being given
Others: people working alongside the candidate, people whose work is affected by the candidate's performance, customers
- 2.7 Understand and describe specific actions that could cause risk and accident whilst performing all the activities for a particular job role and state methods of prevention.
Actions: All actions relevant to 2.5 above.
- 2.8 Describe the location of appropriate health and safety equipment and installations in the workplace and their purposes.
Equipment: fire extinguishers, first aid equipment, safety instruments and clothing
Installations: eg fire exits, extractor fans
- 2.9 Describe emergency procedures for a specific job role in a specific location.
Job role: a specific role in which the candidate is employed, or for which the training is being given
Procedures: raising alarm, safe/efficient evacuation, correct means of escape, correct assembly point, roll call, correct return to work
- 2.10 Describe the correct use of different types of fire extinguisher and other fire fighting equipment.
Fire extinguishers: water, CO2, foam, powder
Equipment: eg sand/water bucket, blanket, fire hose
Uses: wood/paper, oil/spirit, electrical
- 2.11 Describe appropriate basic first aid treatment relevant to the job role.
Treatments: shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries
Job role: a specific role in which the candidate is employed, or for which the training is being given
- 2.12 Describe the content of written accident report.
Accident report: name, date/time of incident, date/time of report, location, weather conditions, lighting conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified
- 2.13 Describe the contents of a fault report.
Contents: name, date and time of fault, date and time of report, nature of fault, actions taken

03 Developing health and safety procedures

Introduction

The aim of this section is to introduce candidate to:

- a employee's responsibility for keeping health and safety procedures under review
- b employers' responsibility for keeping health and safety procedures under review
- c the role of external organisations in health and safety.

Note: the term 'workplace' as used throughout this syllabus refers to a specific place of work in which the candidate is located, and which is itself a place of work. The candidate cannot achieve the standards necessary to be awarded a certificate without being able to refer to specific examples in a specific location. Where appropriate, simulated work activities may be used. Except in the case of simulated accidents, where simulation is used to demonstrate competence, the visiting verifier must agree that this is acceptable and realistic.

Practical competences

The candidate must be able to do the following:

- 3.1 State to a qualified supervisor the main groups of people responsible for maintaining a safe working environment, for a specific job role, and state an example of at least one activity undertaken by each group.
Groups: employees, employers, legislators
- 3.2 State the names and locations of people who have up to date knowledge about health and safety for a specific job role.
- 3.3 State the location of the most up to date piece of legislation or health and safety regulation relevant to a specific work role.
- 3.4 State a minimum of one action undertaken as a result of the legislation or regulation in 3.3 above.
- 3.5 State the company procedure for reviewing health and safety.
- 3.6 Produce a written or verbal report to a supervisor, recommending at least one change or improvement to existing practices in a specific job role.

Knowledge requirements:

The instructor must ensure the candidate is able to:

- 3.1 Describe the main groups of people responsible for maintaining a safe working environment, for a specific job role, and state an example of at least one activity undertaken by each group.
Groups: employees, employers, legislators
Activities: eg employees' responsibilities for good housekeeping, use of protective clothing and equipment, reporting hazards, employers' responsibilities for keeping up to date with legislation and complying with the law, training employees; legislators' responsibility for protecting people
- 3.2 Describe the names, roles and locations of people who have up to date knowledge about health and safety for a specific job role, and explain how they receive up to date information.
- 3.3 Explain why it is important to know the location of the most up to date piece of legislation or health and safety regulation relevant to a specific work role.
- 3.4 Describe a minimum of one action undertaken as a result of the legislation or regulation in 3.3 above and explain how the legislation or regulation is influencing the action.
- 3.5 Describe different procedures companies may have for reviewing health and safety.
Procedures: eg named person with overall responsibility, delegated staff responsibilities, reporting procedures, company training, external advisors
- 3.6 Describe suitable contents for a written or verbal report to a supervisor, recommending at least one change or improvement to existing practices in a specific job role.
Contents: eg recipient's name, date, task or activity, identification of risk or hazard, recommendation for change, potential benefits

01 Understanding health and safety

Practical competences

The candidate must be able to do the following:

- 1.1 State the name and location of people responsible for health and safety in the workplace.
- 1.2 State the names and location of documents that refer to health and safety in the workplace.
- 1.3 State activities for a job role which could be harmful to the worker or to others.
- 1.4 State possible causes of risk or accident in the workplace.
- 1.5 State activities and causes of risk and accident in the workplace that are of most importance to the job role.
- 1.6 State methods of accident prevention for a specific job role
- 1.7 State methods of accident prevention in the work environment of the job role.
- 1.8 State location of health and safety equipment in the workplace.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature _____

Candidate name (please print) _____

Instructor signature _____

Instructor name (please print) _____

Completion date _____

02 Using safe working practices

Practical competences

The candidate must be able to do the following:

- | | |
|--|--|
| 2.1 Report a risk and a simulated accident to the correct person responsible for health and safety in the workplace at the correct time. <input type="checkbox"/> | 2.12 Complete a written accident report or dictate a report to another person, and send report to person responsible. <input type="checkbox"/> |
| 2.2 State to a qualified supervisor situations for a specific job role that require immediate action, that require immediate action after first aid has been given, that require reporting at the earliest opportunity and state why action taken will be different according to the situation. <input type="checkbox"/> | 2.13 Complete a written fault report or dictate a report to another person, and send report to person responsible. <input type="checkbox"/> |
| 2.3 Retrieve and/or point out documents that refer to health and safety in the workplace. <input type="checkbox"/> | |
| 2.4 Select and use protective clothing and equipment for a specific job role. <input type="checkbox"/> | |
| 2.5 Use good housekeeping practices at all times for a specific job role. <input type="checkbox"/> | |
| 2.6 Use correct health and safety procedures to demonstrate under observation by a qualified supervisor, all the activities for a job role which could be harmful to the worker or to others observing correct health and safety procedures. <input type="checkbox"/> | |
| 2.7 State to a qualified supervisor the specific actions taken to reduce risk and accident whilst demonstrating activities. <input type="checkbox"/> | |
| 2.8 Walk to and/or retrieve as appropriate health and safety equipment in the workplace. <input type="checkbox"/> | |
| 2.9 Participate in emergency procedures. <input type="checkbox"/> | |
| 2.10 Demonstrate the correct use of a fire extinguisher. <input type="checkbox"/> | |
| 2.11 Demonstrate basic first aid procedures relevant to the job role or call qualified first aider to location of accident. <input type="checkbox"/> | |

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature _____

Candidate name (please print) _____

Instructor signature _____

Instructor name (please print) _____

Completion date _____

03 Developing health and safety procedures

Practical competences

The candidate must be able to do the following:

- 3.1 State to a qualified supervisor the main groups of people responsible for maintaining a safe working environment, for a specific job role, and state an example of at least one activity undertaken by each group.
- 3.2 State the names and locations of people who have up to date knowledge about health and safety for a specific job role.
- 3.3 State the location of the most up to date piece of legislation or health and safety regulation relevant to a specific work role.
- 3.4 State a minimum of one action undertaken as a result of the legislation or regulation in 3.3 above.
- 3.5 State the company procedure for reviewing health and safety.
- 3.6 Produce a written or verbal report to a supervisor, recommending at least one change or improvement to existing practices in a specific job role.

This is to confirm that the candidate has successfully completed the above tasks:

Candidate signature _____

Candidate name (please print) _____

Instructor signature _____

Instructor name (please print) _____

Completion date _____

[This page is intentionally blank]

Appendix A

Practical assessments

One assessment method is used in the 1100 Skills Certificate in Health and Safety – practical assessment in a real or simulated work environment, with questions to test underpinning knowledge.

Practical assessments

Each section in this programme has a practical assessment which is derived from the practical competences. The competence checklists (tick boxes), given at the end of the list of practical competences and knowledge requirements, serve as the marking criteria for these assessments and should be used to record the outcome of each candidate's performance. The use of local legislation, tools, equipment and practices is allowed within the specifications of the 'range' supporting each practical competence statement. The results of the assessment must be documented and available for audit by the visiting verifier. ALL assessments must be successfully completed. ALL assessments must be completed in the context of one specific job role in which the candidate is working, or for which the candidate is being trained. The context must be stated on each candidate's assessment record.

The assessments may be held at any time agreed by the instructor and the candidate so that each candidate has a personal record of his/her practical assessments.

The competence checklists in this publication must be photocopied and must be completed for every candidate.

This practical assessments for this programme are not suitable for use in a teaching programme that is entirely classroom based. Candidates must demonstrate competence in each of the areas required in a realistic work environment. This may be the workplace in which the candidate is undertaking training, or it may be a simulated work environment where simulation provides the appropriate environment and tasks to demonstrate the required competences. A simulated work environment is an area such as a training room specifically designed to replicate the work place. A classroom is unsuitable as a simulated work environment other than for candidates wishing to demonstrate competence in health and safety in the context of teaching. Candidates may demonstrate competence in a combination of real and simulated situations.

Candidates undertaking practical activities for the purposes of assessment must, at all times, be under the supervision of a competent and qualified supervisor.

Preparation, supervision and marking

It is essential that the instructor ensures all necessary preparations are carried out. This will involve ensuring:

- the candidate is ready to demonstrate his or her practical skills
- every candidate understands what is involved
- any necessary materials, tools or equipment are available for the assessment.

Marking of the practical performance is determined on outcomes as defined by the practical competences. Each tick box will show either 'yes – the candidate achieved this' or 'no – the candidate did not achieve this'. The candidate must be successful in all competences included in the checklist before it can be 'signed off' and its results transferred to the summative record.

All assessments require supervision to ensure that the results reflect only the work of the individual candidate concerned. You must keep all assessment documentation and material in a file for each candidate until the results have been agreed by the visiting verifier and until confirmation of the result has been received from City & Guilds.

After results have been confirmed, copies of assessment documentation other than Form S may be returned to candidates. Candidates who wish to use the Skills Certificate in Health and Safety as the basis for credit towards the health and safety requirements of City & Guilds' International Vocational Qualifications must present original records (not photocopies) to be eligible for consideration.

Records, results and certification

When all the required practical assessments for a specific award have been achieved, then the result must be sent to City & Guilds. We suggest that you keep a record of each individual's achievements which may then be transferred to the entry forms. A recommended model is given at the end of this section but you may use any form of record keeping that is convenient and accessible, and which gives the information provided in the model.

Results for practical assessments are entered onto **Form S** which must be countersigned by the visiting verifier and sent to us.

Assessment of underpinning knowledge

The knowledge requirements in this programme are tested by asking questions during the assessment to verify that the candidate understands the reasons why a particular activity is being performed. Questions may be asked during, or at the end of an assessment. Questions must not be asked during an activity if they distract the candidate from the safe performance of the task. The person carrying out the assessment of practical competences is responsible for asking questions about underpinning knowledge. The questions used must be available for review by the visiting verifier.

Candidates wishing to gain the full award must successfully demonstrate all of the practical competences at least once in a real or simulated work environment.

Visiting verifier

The operation of this programme requires the appointment of a visiting verifier. **The visiting verifier must countersign the results of the practical assessments on Form S.** The visiting verifier should also be able to inspect records and candidates' work to verify the results before submission.

Certificate in Health and Safety Candidate practical competence assessment record

Candidate's name and number

Centre name and number

Assessment reference	Date completed	Instructor signature	Instructor name
001/1 Understanding health and safety			
001/2 Using safe working practices			
001/3 Developing health and safety procedures			

In the context of

Use this space to describe the context(s) in which the practical competences credited above were demonstrated.

Appendix B

The levels of our awards

Progressive structure

Achieving maximum potential

All City & Guilds qualifications are part of an integrated, progressive structure of awards arranged over seven levels, allowing people to progress from foundation to the highest level of professional competence. Senior awards, at levels 4 to 7, recognise outstanding achievement in industry, commerce and the public services. They offer a progressive vocational, rather than academic, route to professional qualifications. An indication of the different levels and their significance is given below.

City & Guilds level	Qualification/Programme	
7	Fellowship (FCGI)	The highest level of technological and managerial experience.
6	Membership (MCGI)	Professional or managerial status, at the level of Master's degree.
5	Graduateship (GCGI)/ Associateship (ACGI)*, NVQ5	Requires the ability to master and apply complex principles and techniques in a variety of contexts and to assume significant responsibility for human and plant resources, at the level of first degree.
4	Full Technological Diploma (FTD), Full Technological Certificate (FTC), Advanced Technician Diploma, (IVQ), Licentiateship (LCGI), NVQ4	Demands specialist or technical expertise and the ability to undertake professional work, at the level of Master Craftsman in Europe.
3	Technician Diploma, (IVQ), Advanced Vocational Diploma, (IVQ), Vocational (non NVQ/IVQ) Level 3 NVQ3	Denotes skilled work of a complex nature and the ability to undertake a supervisory role.
2	Technician Certificate, (IVQ), Vocational Diploma (IVQ), Vocational (non NVQ/IVQ) Level 2, NVQ2	Recognises competence in a more demanding range of activities which require a degree of individual responsibility.
1	Vocational Certificate (IVQ), Vocational (non NVQ/IVQ) Level 1, NVQ1	Indicates the ability to perform basic or routine activities which provide the broad foundation for progression.

*Only graduates of the City & Guilds College, Imperial College of Science, Technology and Medicine, are awarded the Associateship (ACGI).

NVQ – National Vocational Qualifications

IVQ – International Vocational Qualifications

[This page is intentionally blank]

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 3505
F +44 (0)20 7294 2425
international@city-and-guilds.co.uk
www.cityandguilds.com

City & Guilds is a registered
charity established to promote
education and training