



**Highfield**

*awarding body for compliance*

## Qualification Specification

# HABC Level 4 Award in Health and Safety in the Workplace (QCF)

Qualification Number: 600/1953/0

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## HABC Level 4 Award in Health and Safety in the Workplace (QCF)

### 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 4 Award in Health and Safety in the Workplace (QCF) has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) 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 .

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### Key facts

<b>QAN:</b>	600/1953/0
<b>Learning Aim Reference:</b>	60019530
<b>Guided learning hours (GLH):</b>	40
<b>Credit Value:</b>	6
<b>Assessment Method:</b>	Multiple-choice & written examination and internally set and marked activities

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### Qualification Overview

The Level 4 Award in Health and Safety in the Workplace is a qualification aimed at Supervisors and Managers with a direct responsibility for health and safety management. The qualification is intended for learners already working in the capacity of supervisor or manager and those who are preparing to start work at this level.

Learners gaining this qualification will know that supervisors and managers have legal and moral obligations to ensure health and safety within a business and that this includes obligations to employees, contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important to developing safe working procedures in the workplace.

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### Entry Requirements

There are no prerequisites for this qualification. However it is recommended that learners already possess a Health and Safety qualification at Level 3.

It is advised that learners have a minimum of Level 3 in literacy or numeracy or equivalent.

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### Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

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This qualification can be taken as a free standing qualification or as part of a wider programme of training.

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## Guidance on Delivery

Centre guidance on the centre set and marked activities is available within Appendix 1 of this qualification specification.

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## Assessment Guidance

This qualification is assessed in two parts.

### Part 1

Centre set and marked assessment of 2 sections. Learners are expected to undertake the following activities:

- Section 1 Undertake a risk assessment
- Section 2 Construct a safe system of work

*This part of the assessment will be subject to external moderation by HABC after being initially marked by the Nominated Tutor.*

Part 1 must be sent to HABC at the same time as the examination paperwork is returned in order for the assessments to be processed.

**Guidance for completion of part 1 is contained in appendix 1 of this qualification specification**

**Suggested forms are contained in Appendix 3 and Appendix 4 of this qualification specification**

Where the suggested forms are not used, Centres **must** still use the cover sheet found in Appendix 3.

### Part 2

Examination consisting of 2 sections with a total duration of 2.5 hours.

- Section 1 contains 30 multiple-choice questions. Total marks available in this section are 30.
- Section 2 contains 6 longer written questions from which the learner answers 4 of their choice. Total marks available in this section are 70.

Marks from both sections will be added together to determine the learner's grade. Learners will achieve a Pass at 60% overall, a Merit at 70% and a Distinction at 80%.

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.

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## Age ranges

These qualifications are approved for delivery to learners aged 16+

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## Geographical Coverage

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

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## Tutor Requirements

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

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area.

It is recommended that nominated tutors should have a Higher 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)
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health
- Applicants who hold a Level 4 Health and Safety Qualification may still be considered for approval subject to further requirements details below\*

***Suitable teaching qualifications include:***

- HABC Level 3 Award in Delivering Training, or equivalent
- 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

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.

\* All Tutors will be assessed on an individual basis. Applicants should be prepared to provide statements of competence, a verifiable teaching history of higher level health and safety qualifications as well as references if deemed to be required.

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## **Reasonable Adjustments and Special Considerations**

HABC has measures in place for learners who require additional support. Please see the HABC Reasonable Adjustments Policy.

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## **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 Learner 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 section 8 of the HABC Examination and

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Invigilation Regulations contained within the Core Manual.

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### **Progression**

Progression routes could include:-

- Level 4/5 Occupational Health and Safety qualifications
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### **Useful Websites**

<http://www.hse.gov.uk/>

<http://www.proskills.co.uk/>

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### **Recommended Training Materials**

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

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**Unit 1: Health and Safety in the Workplace**

Unit no: A/602/5671  
 Level: 4  
 Credit: 6  
 GLH: 40

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the duties and responsibilities of employers, employees and others in relation to health and safety at work</b>	1.1 Outline the way in which health and safety law is applied in the United Kingdom. 1.2 Explain the duties and responsibilities of employers, employees and others in relation health and safety at work 1.3 Explain the potential cost and effects of poor health and safety standards. 1.4 Explain the role of training, maintenance and workplace layout in reducing risks.
<b>2. Understand the process by which health and safety is managed in an organisation</b>	2.1 Explain the role of health and safety policies in managing health and safety 2.2 Explain methods to ensure employers and employees communicate and co-operate on health and safety issues effectively 2.3 Explain the role of risk assessments and safe systems of work in the management of health and safety. 2.4 Describe management and audit processes and documentation used to maintain and improve health and safety standards. 2.5 Outline sources of information and instructions on health and safety and where they are found.
<b>3. Understand procedures for developing and implementing risk assessment</b>	3.1 Outline procedure for the development, implementation and recording of risk assessments. 3.2 Construct risk assessments for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment.
<b>4. Understand procedures for developing and implementing safe systems of work</b>	4.1 Outline procedure for the development, implementation and recording of safe systems of work. 4.2 Construct a safe system of work for a range

	of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment.
<b>5. Know how to review health and safety across an organisation</b>	<p>5.1 Explain procedures for reviewing an organisation's practices and policy with regards to health and safety at work.</p> <p>5.2 Explain the principles of incident investigation</p> <p>5.3 State how changes can be implemented following a review of risk assessments, safe systems of work and incidents.</p>

## Unit Content

### LO1: Understand the duties and responsibilities of employers, employees and others in relation to health and safety at work

- The way health and safety law is applied in the UK e.g.
  - Sources of health and safety law in the UK:
    - Common law (including case law, Torts, Negligence, Nuisance and Trespass/Occupiers Liability)
    - Criminal law
    - Civil law
    - Contract law
    - EU Directives
    - Acts of Parliament (Statutes)
    - Regulations (Statutory Instruments)
  - Court hierarchy and procedures for criminal cases, civil actions and tribunals
  - The concept of Vicarious Liability
  - The Health and safety at Work etc Act 1974 and the main objectives of this statute
  - The term 'Corporate Liability' and the responsibilities of organisations under the Health and Safety at Work etc Act 1974
  - The Corporate Manslaughter and Corporate Homicide Act 2007
  - The Management of Health and Safety at Work Regulations 1999 and the main provisions enacted by this Regulation
- The duties and responsibilities of employers, employees and others in relation health and safety at work under UK Health and Safety law e.g.
  - The duties and responsibilities of individuals and organisations under UK health and safety law
  - The main duties and responsibilities of the Health and Safety at Work etc Act 1974 for employers, contractors, manufacturers and designers
  - The Hierarchy of duties under criminal law
  - Competent persons
  - The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
  - The requirements of the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
  - 'Occupational health' and the relevant legal duties
  - Asbestos
  - Legionnaires
  - The legal requirements and duties imposed by:
    - EU Regulation 'Registration, evaluation, authorisation and restriction of chemicals' (REACH)
    - Control of Substances Hazardous to Health Regulations 2002 and Amendment Regulations 2004
  - The First Aid at Work regulations and its application

- The legal requirements to risk assess and prevent stress in the workplace
- Radiation and how these can be controlled including:
  - **Ionising Radiations Regulations 1999**
  - Ionising radiation
  - Non-ionising radiation
  - Effects of exposure
  - Radiological protection strategies
- The legal requirements and duties imposed by the **Construction (Design and Management) regulations 2007** including those for the:
  - Client
  - Principle contractor
  - Contractor
  - CDM Co-ordinator
- The legal requirements and duties of the **Personal Protective Equipment Regulations 1992** and accompanying guidance note with regard to:
  - The selection, compatibility and provision of PPE
  - Classification of PPE
  - Assessment of PPE
  - Maintenance and accommodation of PPE
  - Information, instruction, supervision and training of employees
- **Control of Noise at Work Regulations 2005** including:
  - Noise measurement
  - Action values
  - Risk assessment
  - Noise control strategies
  - Hearing protection
  - Health surveillance
  - Information, Instruction, training and supervision
- **Control of Vibration at Work Regulations 2005** including:
  - Exposure limit values
  - Exposure action values
  - Prevention of exposure
- The legal requirements and duties imposed by the **Manual handling Operations Regulations 1992**, the risks posed by manual handling activities by focusing on factors outlined in the schedule attached to the regulations:
  - The task
  - The Load
  - Individual capability
  - The environment
- The legal requirements and duties imposed by the **Health and safety (Display Screen Equipment) Regulations 1992**. Risk assessment and risks reduction. Including:
  - Workstations
  - Equipment
  - Environment
  - Interface between equipment and user
  - Information, instruction and training
  - The risks to health from the prolonged use of DSE

- The principles of toxicology to include:
  - Effects of exposure to toxic substances
  - Routes of entry of toxic substances
  - Target organs and systems
  - Forms taken by a hazardous substance
  - Classification of hazardous substances and their health effects
  - Physico – chemical effects
  - Safety data
  - Workplace Exposure Limits
- The hazards in construction, contracting and maintenance operations and be aware of the individual regulations that protect individuals from harm caused by those hazards including:
  - **Work at Height Regulations 2005**
- 'Stress' and the risks to health from stress.
- The legal requirements for pressure systems and lifting operations and lifting equipment
- The principles of electrical safety and give examples of protection measures including:
  - The general principles of the **Electricity at Work Regulations 1989** and the duties imposed by it
  - The hazards from electricity and risk assessment with regards to premises, equipment and tasks
  - Earthing
  - Circuit breakers
  - Earth leakage circuit breakers (residual current devices)
  - Reduced voltage
  - Safe systems of work
  - visual inspections
  - competent persons
  - 'Portable electrical appliances' and risk
  - The protective and preventive measures
- Occupational hygiene and how this can identify, measure and help to control workplace contaminants which can affect health. Including:
  - Environmental monitoring – short and long term sampling
  - Personal sampling
  - Static sampling
  - Drugs, alcohol and lifestyle initiatives
- The main requirements of the **Provision and Use of Work Equipment Regulations 1998** with regard to:
  - Suitability
  - Risk assessment
  - Maintenance and maintenance operations
  - Inspection
  - Information, instruction and training
- The potential cost and effects of poor health and safety standards e.g.
  - Enforcement procedures and the powers of inspectors under the **Health and safety at Work etc Act 1974** including:

- The inspectorates – Health and Safety Executive (HSE), Local Authorities, Fire and Rescue Authorities
- Notices
- Prosecution
- Penalties
- Follow up action
- The benefits to a business or organisation of managing health and safety and the costs and effects of poor health and safety standards (moral, legal and financial)
  
- The role of training, maintenance and workplace layout in reducing risks e.g.
  - The role of health and safety training and regulations that require information, instruction and training of employees
  - The main requirements for a safe workplace as required by the **Workplace (Health, safety and Welfare) Regulations 1992**:
    - Traffic routes
    - Maintenance
    - Environmental factors
    - Structural safety (inc slips, trips and falls)
    - Welfare amenity provision
    - The organisation of the workplace
    - Safety signage
  - The factors that must be considered in an ergonomics based approach to health and safety at work including:
    - The human system
    - Environmental factors
    - Person-machine interface
    - The task
    - Design ergonomics
  - Fire safety and the prevention of fire utilising:
    - Fire risk assessment and the requirements of the **Regulatory Reform (Fire safety) Order 2005**
    - Duties of the 'responsible person' and fire safety inspections
    - Fire precautions
    - Enforcement procedures
    - Fire safety training
    - The principles of combustion, classification of fires, heat transmission and the causes of fires, how they spread and how this can be controlled
  - Design and implementation of risk assessments and safe systems of work for maintenance and contracting tasks and equipment
  - Assessment and reduction of health risks posed by hazardous substances by:
    - Preventing or controlling exposure
    - Implementing control measures
    - Maintaining, examination and testing of control measures
    - Monitoring exposure at the workplace
    - Health surveillance and maintaining records
    - Information, instruction and training for those who may be exposed
    - Emergency procedures

**LO2: Understand the process by which health and safety is managed in an organisation.**

- The role of health and safety policies in managing health and safety e.g.
  - Safety policy and the elements of a policy including:
    - The Statement of Intent
    - The Organisation to make the policy effective
    - The Arrangements for putting the policy into practice
  
- Methods to ensure employers and employees communicate and co-operate on health and safety issues effectively e.g.
  - 'Safety culture'
  - 'Joint consultation' and how this can be achieved by implementing:
    - Safety representatives
    - Safety committees
    - Direct consultation
  
  - The term 'human factors' and how this influences safety and the capability to work safely including:
    - The organisation
    - The job
    - Personal factors – attitude, motivation, perception, capability, human error
  
  - The processes of behavioural safety including:
    - Unsafe behaviour
    - Behavioural safety programmes
  
  - Human factors in the communication process including:
    - Barriers to communication
    - Communication within organisations
    - Verbal communication
    - Non verbal communication
    - Written communication
    - Communication on health and safety issues
  
- The role of risk assessments and safe systems of work in the management of health and safety e.g.
  - Safe systems of work
  - Risk, risk assessment, hazard, danger and risk variables
  - The requirements of the Management of Health and safety at Work regulations for risk assessment, its general principles, purpose of a risk assessment
  - The requirements to implement the findings of a risk assessment and for regular review as part of a health and safety management system
  
- Management and audit processes and documentation used to maintain and improve health and safety standards e.g.
  - Health and safety management systems and their benefits including the approaches taken by:
    - HS(G) 65 – Successful Health and Safety Management
    - ISO 14001 – Environmental Management Systems
    - OHSAS 18001 and 18002 – Assessment of health and safety management systems
    - Corporate Health and Safety Performance Index (HSE)

- The key elements of HS(G) 65
- Documentation and record keeping within a health and safety management system
- Permits to work
- The causes and effects of stress at work and stress reduction strategies
- 'Emergency procedures' and the responsibilities for these under UK legislation.
- The principles of accident prevention including:
  - Proactive strategies – safety monitoring, safe workplace, equipment, processes, systems of work, access, supervision, training and behaviour
  - Reactive strategies – feedback from accidents (statistics, implement safe systems after accidents), emergency planning
- Safety monitoring techniques including:
  - Inspections
  - Surveys
  - Audits
  - Tours
  - Sampling
  - Checklists
- The health of employees review when they are exposed to risks to their health. The legal requirements for this review and where guidance can be sought.
- Review techniques
- The causes of occupation diseases and conditions including:
  - physical
  - chemical
  - biological
  - work related
- Sources of information and instructions on health and safety and where they are found e.g.
  - Advice and guidance sources in order to comply with health and safety legislation including:
    - HSE website
    - HSE books
    - Approved Codes of Practice
    - Guidance Notes
    - Industry Associations

### LO3: Understand procedures for developing and implementing risk assessment

- Procedure for the development, implementation and recording of risk assessments e.g.
  - Practically to construct a risk assessment the model 'Five steps to risk assessment' (HSE) or similar model
  - The term 'suitable and sufficient' and 'significant findings' with regard to a risk assessment
  - The absolute requirements for a risk assessment of new or expectant mothers and young persons
- Construct risk assessments for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment

**LO4: Understand procedures for developing and implementing safe systems of work**

- Procedure for the development, implementation and recording of safe systems of work
- Construct a safe system of work for a range of tasks and procedures, such as manufacturing/construction tasks, substances hazardous to health, general hazards of the working environment

**LO5: Know how to review health and safety across an organisation**

- Procedures for reviewing an organisation's practices and policy with regards to health and safety at work e.g.
  - Health and safety management systems and their benefits including the approaches taken by:
    - HS(G) 65 – Successful Health and Safety Management
    - ISO 14001 – Environmental Management Systems
    - OHSAS 18001 and 18002 – Assessment of health and safety management systems
    - Corporate Health and Safety Performance Index (HSE)
    - Safety monitoring techniques including:
      - Inspections
      - Surveys
      - Audits
      - Tours
      - Sampling
      - Checklists
    - The uses of accident statistical data
  - The principles of incident investigation e.g.
    - 'Accidents' and 'Incidents'
    - The objectives and possible outcomes of accident investigations.
    - Practical accident investigation
  - How changes can be implemented following a review of risk assessments, safe systems of work and incidents e.g.
    - The requirements to implement the findings of a risk assessment and for regular review as part of a health and safety management system

## Appendix 1

### Centre Guidance for the Setting and Marking of Internally Set and Marked Activities

A key element of the assessment for the Level 4 Award in Health and Safety in the Workplace is the centre-set and marked risk assessment and safe system of work activities. The following guidance is provided to centres to assist in the effective management of those activities.

#### Risk Assessment

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. It is **strongly** recommended that the activity is introduced early in the programme of study to enable learners the opportunity to complete the activity prior to the examination, as it must be submitted to HABC at the same time as the examination script. 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.

Centres are to be satisfied that the activity undertaken by the learner will enable a full assessment to be undertaken in accordance with Appendix 5. Centres may use alternative forms to those suggested in this specification, however the cover sheet found in Appendix 3 must be used.

#### Safe System of Work

This activity must be linked to the risk assessment undertaken. It is expected that the two assessed activities work in conjunction with each other and Centres must be active with learners to achieve this.

The safe system of work must identify and put in place controls which reduce risk by addressing technical, procedural and behavioural aspects with sufficient detail, which enables the assessor to make a subjective judgement that the system will reduce risk.

Centres are best placed to identify the most suitable activities to be undertaken by their own learners however, it needs to be stressed that the activities must be subject to the highest standards of integrity at all times.

External moderation will be in place to monitor the Centre derived activities with sanctions available, should any areas be identified which challenge the integrity of the qualification.

#### Pass/Refer Guidance

Where learners fall short in these activities, 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 into HABC for moderation.

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

## Appendix 2

### HABC External Moderation Procedures

Although set and marked by Centres, the Risk Assessment and Safe System of Work activities 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 and Safe System of Work.

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 (multiple choice and written). Accompanying the activities will be the individual feedback given to the learner found in Appendix 5 and Appendix 6, 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 be also completed. This feedback will be forwarded to the Centre when results are issued.

Centres must ensure that the declarations found in Appendices 5 and 6 are both 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 3

## Risk Assessment Form

<b>Candidate Name</b>		<b>Level 4 Examination Security Number</b> <i>(to be found on EAS of examination)</i>	
<b>Centre Name</b>		<b>Centre Number</b>	
<b>Tutor Name</b>		<b>Tutor Number</b>	
<b>Brief description of the workplace</b>  e.g. <ul style="list-style-type: none"><li>• Number of employees</li><li>• The work activities undertaken</li><li>• Brief description of the premises</li></ul>			
<b>Name of person completing the Risk Assessment</b>		<b>Position</b>	<b>Date of Assessment</b>

(For the Risk Assessment Activity)

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 <i>(identify a suitable time period according to risk)</i>
<b>Assessment Review</b>		
<b>Frequency of Review</b>		<b>Date Review Due</b>

**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 4

### Safe System of Work Form

(For the Safe System of Work Activity)

There is no prescribed template for this activity, however centres may choose to use the form below when submitting Safe System of Work activities.

Candidate Name	
Date of Assessment	
Activity	
<b>Technical Aspects</b>	
<b>Procedural Aspects</b>	
<b>Behavioural Aspects</b>	

Appendix 5

HABC Level 4 Award in Health and Safety in the Workplace			
Risk Assessment Exercise 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  (Taking into account number of people exposed, severity and frequency)			
Further controls identified and built into an action plan			
Post further controls evaluation suitable  (taking into account number of people exposed, severity and frequency)			

Review process			
<b>Overall Feedback to Candidate</b>	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:			
<b>For HABC use only</b>			
HABC Moderator Decision Agreed	YES/NO	Name of Moderator	Signature
<b>Individual candidate feedback to Centre</b>	<b>Details of areas generally covered well:</b>		



Appendix 6

HABC Level 4 Award in Health and Safety in the Workplace			
Safe System of Work Exercise feedback			
Candidate Name			
Date of Assessment			
	Understandable and sufficient?  Yes/No	Feedback to candidate	HABC Use Only
Identification of area or task subject to the safe system of work identified			
The safe system of work identifies and puts in place technical controls to reduce risk			
The safe system of work identifies and puts in place procedural controls to reduce risk			
The safe system of work identifies and puts in place behavioural controls to			

reduce risk			
The safe system of work supports fully the risk assessment activity undertaken			
All of the aspects of the safe system of work when applied together will effectively reduce risk			
<b>Overall Feedback to Candidate</b>	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	
<b>Individual candidate feedback to Centre</b>	<b>Details of areas generally covered well:</b>				
	<b>Details of areas generally covered poorly/confused:</b>				
<b>Further requirements</b>	<b>General Comments:</b>				
	In order to pass the safe system of work activity, the learner must: <ul style="list-style-type: none"> <li>Clearly identify the task/activity which the SSW is written for</li> <li>Review and detail procedural aspects</li> <li>Review and detail technical aspects</li> <li>Review and detail behavioural aspects</li> <li>Resit entire Safe System of Work activity</li> </ul>				