



# Ascentis Level 1 Award in Health and Safety Specification

<b>Ofqual Number</b>	<b>500/7232/8</b>
Ofqual Start Date	01/09/2009
Ofqual Review Date	31/07/2021
Ofqual Certification Review Date	31/07/2022

## ABOUT ASCENTIS

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Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

**Ascentis** is distinctive and unusual in that it is both:

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

**and**

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

## ASCENTIS CONTACT DETAILS

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## TABLE OF CONTENTS

### ASCENTIS LEVEL 1 AWARD IN HEALTH AND SAFETY

Introduction	4
Aims	4
Target Group	4
Ofqual Qualification Number	4
Award of the Qualification	5
Recommended Guided Learning Hours	5
Total Qualification Time	5
Recommended Prior Knowledge, Attainment and / or Experience	5
Age Range of Qualification	5
Opportunities for Progression	5
Centre Recognition	5
Qualification Approval	5
Registration	5
Re-sits	6
Status in England, Wales and Northern Ireland	6
Reasonable Adjustments and Special Considerations	6
Enquiries and Appeals Procedure	6

### ASSESSMENT AND VERIFICATION ARRANGEMENTS

Overview	7
External Assessment	7
Conduct of Assessment	7
Quality Assurance Arrangements	7
Results	7
Knowledge, Understanding and Skills required of Assessors and Internal Verifiers	8

### UNIT SPECIFICATIONS

Principles of Health and Safety	9
Appendix 1 Sample Questions	11

# ASCENTIS LEVEL 1 AWARD IN HEALTH AND SAFETY

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## Introduction

The Ascentis Level 1 Award in Health and Safety qualification is designed to give learners the knowledge and understanding of the basic principles of health and safety, hazards that can arise and some of the protection available against those hazards.

There are several features of this qualification that make it very appropriate for its target learners

- Assessment and certification can be offered throughout the year, allowing maximum flexibility for centres
- Qualification offered as a single unit of 10 guided learning hours
- Can be delivered either as a classroom based course or as a blended learning programme
- Assessment is by a multi choice test, offered on screen or paper based. This will normally be taken at the end of the course

## Aims

The aims of the qualification are to enable learners

- 1 To understand the importance of following health and safety procedures
- 2 To know key rights and responsibilities relating to health and safety
- 3 To have a basic awareness of potential hazards and the conditions which afford risk
- 4 To identify safe practices and protective equipment

## Target Group

The qualification is aimed at a range of learners, including

- Young people wishing to pick up an award as part of another learning programme
- Young people aged 14 – 19 who are in various learning environments

**Ofqual Qualification Number - 500/7232/8**

## Award of the Qualification

Learners must complete one unit for the Award in Health and Safety. This is a single unit qualification and certification is given for achieving a pass in the external assessment.

Ascentis Level 1 Award in Health and Safety				
Title	Level	Credit Value	GLH	Unit ref
Principles of Health and Safety	1	1	10	Y/600/1443

## Recommended Guided Learning Hours

The recommended guided learning hours for this qualification is 10.

## Total Qualification Time

The total qualification time for the Level 1 Award in Health and safety is 11.

## Recommended Prior Knowledge, Attainment and / or Experience

No recommended prior learning or experience is required.

## Age Range of Qualification

This qualification is suitable for young people aged 14 – 19 and adult learners

## Opportunities for Progression

The qualification gives the learner an introduction to health and safety principles which can be applied in a wide variety of contexts. Learners may use the qualification as a stand-alone course or as part of a longer vocational or academic programme of study.

## Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at [www.ascentis.co.uk](http://www.ascentis.co.uk).

## Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at [www.ascentis.co.uk](http://www.ascentis.co.uk).

## Registration

All learners must normally be registered within 15 working days of the intended test date for paper based assessment and 5 working days for e-assessment.

Registration is via the Ascentis electronic registration portal.

## Re-sits

Learners can re-sit the assessment if they do not achieve a pass but should have sufficient time for additional learning. Re-sits for e-assessment are free of charge, but please refer to the pricing structure for re-sits of the paper based tests.

## Status in England, Wales and Northern Ireland

This qualification is available in England, Wales and Northern Ireland. It is only offered in English. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Ascentis.

## Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

## Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*<sup>1</sup>. Full details of this procedure, including how to make an application, are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

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<sup>1</sup> The Scottish Qualifications Authority (SQA) have developed some high level principles that cover the same requirements as the Ofqual Conditions. These are the SQA Accreditation Regulatory Principles (2011).

## ASSESSMENT AND VERIFICATION ARRANGEMENTS

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### Overview

To gain the Level 1 Award in Health and Safety all learning outcomes and assessment criteria within the unit must be successfully achieved. The full award consists of one unit.

### External Assessment

This qualification is assessed through the completion of an Ascentis devised multiple choice test that is carried out at the completion of the course, available as a paper based test or e-assessment. Sample questions are found in Appendix 2.

### Conduct of Assessment

The assessment is through a 40-minute test paper or e-assessment consisting of 20 multiple-choice questions.

Full details of candidate, Examinations Officer and invigilator instructions are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

**Note: Dictionaries cannot be used during the assessment.**

### Quality Assurance Arrangements

As part of ongoing quality assurance arrangements, Ascentis will carry out quality visits to recognised centres using a risk based approach. The focus of quality visits will normally be

- Review of resources; both physical and staffing
- Observation of assessment practice
- Staff development, if required

Further details will be provided prior to a visit taking place.

Ascentis reserve the right to carry out inspections of assessments taking place without prior notice.

The delivery of the knowledge required within this qualification should be carried out by qualified teachers or those working towards a teaching qualification. Delivery staff should also have a theoretical understanding of Health and Safety.

### Results

Provisional results are provided immediately after e-assessment. An hour after the e-assessment the e-assessment achievement list report can be run through the Ascentis electronic portal.

## **Knowledge, Understanding and Skills required of Assessors and Internal Verifiers**

Centres must ensure that those delivering and assessing Ascentis qualifications are occupationally knowledgeable and competent within the relevant subject area.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on Quartz Web or the Ascentis website.

# UNIT SPECIFICATIONS

## Principles of Health and Safety

Credit Value of Unit 1

GLH of Unit 10

Level of Unit 1

### Introduction

This unit will provide the introductory knowledge to health and safety procedures, rights and responsibilities. Learners will develop their awareness of potential hazards and be able to identify risks to health.

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Understand the importance of health and safety procedures.	1.1	Explain the importance of following health and safety rules
		1.2	Show a clear understanding of key terms used in health and safety
2	Outline key rights and responsibilities linked to health and safety	2.1	Identify the main aspects of health and safety legislation relevant to one's own situation
		2.2	Be aware of health and safety responsibilities in the workplace
3	Have an awareness of potential hazards, conditions which represent risk, or cause harm	3.1	Indicate common hazards and their causes
		3.2	Identify basic safety signs and their meanings
		3.3	Identify ways in which accidents can be avoided
4	Be aware of safe practices and protective equipment	4.1	Outline basic fire and emergency procedures
		4.2	Identify firefighting and personal protection equipment
		4.3	Demonstrate the importance of reporting accidents, ill health and other incidents
		4.4	Recognise the value of First Aid provision

### Indicative Content

#### Importance of Health and Safety Procedures

- Definition of health and safety and how it affects people
- Benefits of a healthy and safe environment – for employees, customers, students
- Causes of ill health or accidents at work
- Responsibility for health and safety in the workplace – competent person
- Health and safety rules – workplace policies and procedures
- Definitions of key terms: hazard, harm, risk, manual handling, control measure, protective clothing etc.

#### Key Rights and Responsibilities linked to health and safety

- **Health and Safety Legislation** – HASAWA, Management of Health and Safety at Work Regulations, Workplace Regulations, COSHH, Personal Protective Equipment Regulations, Provision and Use of Work Equipment, RIDDOR, Manual Handling, First Aid Regulations, Display Screen Equipment Regulations, Work at Height Regulations.
- What health and safety in the workplace legislation covers and why it is important to both employer and employee
- Bodies with responsibility for health and safety: Health and Safety Executive, Chartered Institute of Environmental Health, Institute of Occupational Safety and Health, Food Standards Agency etc.

## **Common hazards and their causes**

**Common hazards in the workplace** and the harm they may cause people, e.g.

- Noise and vibration
- Slips, trips and falls
- Electricity
- Transport / vehicles
- Fire / explosions (the fire triangle)
- Confined spaces
- People / stress

## **Safety Signs and their Meanings:**

- Prohibition signs
- Warning signs
- Safe condition signs
- Mandatory signs
- Fire signs

**Preventing accidents at work** – Hazardous substances; computers; falling from height; machinery and equipment; manual handling; repetitive work; good housekeeping.

## **Safe practice and protective equipment**

**Basic Fire and Emergency procedures** – workplace requirements; responsibility of the employer.

**What to do in the event of a fire** – hear a fire alarm; discover a fire;

**What not to do in the event of a fire**

**Raising the alarm** – smoke alarms; call points

**How fires start** – The fire triangle; fuel; oxygen; heat

**Classification of Fires and how to prevent them** – ordinary combustibles; flammable liquids; flammable gases; metal fires; electrical fires; cooking oil fire

**Types of fire extinguishers** – water; powder; foam; carbon dioxide; wet chemical

**Other firefighting equipment** – fire blanket; hose reel; fire bucket

**Personal Protective Equipment** – clothing; headgear; safety glasses and goggles; hearing protection; respiratory equipment; safety gloves; foot protection

**Reporting of accidents, ill health and other incidents** – importance of reporting; recording requirements

**First Aid at Work** – regulation requirements; first aid provision the role and responsibilities of a first aider; first aid boxes.

## **Tutor Guidance**

Learners should be familiar with and had practice in answering multi-choice based papers. Sample questions are included in Appendix 2.

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## Sample Questions

### Level 1 Award in Health and Safety

- 1) Health and safety legislation is important because it:
  - a) **helps to keep workers safe**
  - b) costs an employer lots of money
  - c) creates lots of rules and makes workers feel important
  - d) allows the employer to make more money
  
- 2) Something which may cause harm is called:
  - a) a dangerous person
  - b) **a hazard**
  - c) a consequence
  - d) a near fatality
  
- 3) If a worker notices damaged equipment at work, they must:
  - a) continue to use it but with caution
  - b) use it but then tell their supervisor straight after
  - c) **report any defect promptly**
  - d) repair it themselves so that they can continue working
  
- 4) Why do young people have more accidents in the workplace?
  - a) they are often left unsupervised in the workplace
  - b) they are not allowed in to dangerous places
  - c) they are not as strong or as brave
  - d) **they are less experienced and often more prepared to take risks**
  
- 5) A manual handling risk assessment should be done:
  - a) by people who don't think they're strong enough
  - b) **before anything is moved manually (by hand)**
  - c) when things are heavy or hard to carry
  - d) at the end of a long day when workers are tired
  
- 6) PAT testing is:
  - a) testing production and techniques
  - b) testing people achieving tasks
  - c) testing fire extinguishers
  - d) **testing portable electrical equipment**

- 7) How can you prevent accidents happening?
- a) read all notices
  - b) report anything unsafe**
  - c) do all activities slowly
  - d) know where the accident book is stored
- 8) On discovering a fire at work, your **FIRST** action should be:
- a) call the fire brigade
  - b) count all friends or colleagues
  - c) sound the fire alarm**
  - d) look for a fire extinguisher
- 9) In a chemical fire the best extinguisher to use is:
- a) a powder extinguisher**
  - b) a carbon dioxide extinguisher
  - c) a water extinguisher
  - d) a foam extinguisher
- 10) The colour of the first aid box is:
- a) red
  - b) blue
  - c) purple
  - d) green**