



Qualification Specification

HABC Level 3 Award in Risk Assessment (QCF)

Qualification Number: 600/5747/6

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Contents

Introduction.....	3
Qualification Details.....	3
Key facts	3
Qualification Overview	3
Entry Requirements.....	3
Qualification Structure	3
Centre Requirements	3
Guidance on Delivery	4
Assessment Guidance.....	4
This qualification is assessed in two parts:	4
Age ranges	4
Geographical Coverage.....	5
Tutor/Assessor Requirements.....	5
Reasonable Adjustments and Special Considerations	5
ID requirements	5
Progression	6
Useful Websites	6
Recommended Training Materials	6
Unit 1: Risk Assessment – Principles and Practice	7

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Introduction

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

Qualification Details

The HABC Level 3 Award in Risk Assessment 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.

Key facts

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

**please refer to 'guidance on delivery' and the Tutor Assessment Guidance Pack for further information*

Qualification Overview

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

Entry Requirements

There are no prerequisites for this qualification.

However it is advised that learners already hold the Level 2 Award in Health and Safety or the Level 2 Award in Risk Assessment.

Qualification Structure

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

Centre Requirements

In order to effectively deliver this qualification, centres must have the following resources in place:

- Classroom with suitable seating and desks

Guidance on Delivery

It is recommended that the knowledge element of the qualification is completed on day 1 of the course and day 2 dedicated to the production of a risk assessment.

Day 1 can include distance learning, however HABC have stipulated a minimum of **7 contact hours** in the delivery of this qualification, relating to the production of the risk assessment.

It is recommended that cohorts are no larger than 8 learners per tutor to allow for adequate feedback to be given to each learner on the course.

For more information and guidance on delivery of this qualification, please refer to the Tutor Assessment Guidance Pack available to download from the HABC website.

Assessment Guidance

This qualification is assessed in two parts:

Part 1: Multiple-choice examination

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

Part 2: Centre-set and marked assessment

Learners are expected to undertake a risk assessment, which will be internally set and assessed by the centre and externally moderated by HABC. 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.

The risk assessment activity should be submitted to HABC with the examination paperwork in order for results to be more efficiently processed. Where centres allow learners to complete the risk assessment after the examination has taken place, all examination paperwork **must** be stored safely and securely until all assessment documentation has been returned and is ready to submit to HABC.

Assessment Pack:

Learners may use the example forms provided by HABC within the Assessment Pack which is available to download from the HABC website. These suggested forms are not mandatory, with the exception of Form 1: *Risk Assessment Cover Sheet* which must be used. Guidance on alternative, acceptable documentation can be found with the Tutor Assessment Guidance Pack available to download from the HABC website. Alternative paperwork should be approved by HABC before centres start to use it.

Tutor Assessment Guidance Pack:

For full guidance on the risk assessment activity, please refer to the Tutor Assessment Guidance Pack. Guidance on external moderation procedures for this activity is also found within this document.

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.

Age ranges

These qualifications are approved for delivery to learners aged 14+

Geographical Coverage

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

Tutor/Assessor Requirements

Tutors of the Level 3 Award in Risk Assessment will also carry out the role of assessor, by assessing learners' internally set and assessed activity.

HABC require that nominated tutors/assessors have teaching experience and hold a qualification in the relevant subject area.

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

Suitable subject area qualifications/experience may include:

- Degree or Dip HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Level 4 qualification in Health and Safety or equivalent
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health

Suitable teaching qualifications include:

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

Nominated tutors/assessors 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.

Reasonable Adjustments and Special Considerations

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

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)
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- 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 Invigilation Regulations contained within the Core Manual.

Progression

Progression routes could include:-

- HABC Level 4 Award in Health and Safety in the Workplace (QCF)
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Useful Websites

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

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

Coming soon:

Level 3 Risk Assessment PowerPoint by Highfield.co.uk Ltd

Risk Assessment Handbook by Highfield.co.uk Ltd

Unit 1: Risk Assessment – Principles and Practice

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

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Understand the importance of health and safety in the workplace</p>	<p>1.1 Outline the main causes of work-related accidents and ill health.</p> <p>1.2 List the main costs of work-related accidents and ill health to employers, employees and society.</p> <p>1.3 Outline the duties and responsibilities of employers, employees and others with respect to workplace health and safety.</p> <p>1.4 Describe the provisions for risk assessment contained in key legislation.</p> <p>1.5 Outline how workplace health and safety legislation is enforced and the penalties for non-compliance.</p>
<p>2. Understand the principles involved in risk assessment</p>	<p>2.1 Describe what is meant by the term ‘risk assessment’.</p> <p>2.2 Describe the necessary competencies of a risk assessor.</p> <p>2.3 State sources of advice and information for carrying out workplace risk assessments</p> <p>2.4 Describe the stages involved in a typical risk assessment.</p> <p>2.5 State the requirements for recording, monitoring, reviewing and revising workplace risk assessments.</p>
<p>3. Understand the relationship between hazard and risk as part of an accident and ill health prevention strategy</p>	<p>3.1 Describe how accident and ill health records can be used to target hazards and control the level of risk.</p> <p>3.2 Describe how occupational, environmental and human factors affect the level of risk from hazards at work.</p> <p>3.3 Identify a range of work-related health and safety hazards in various work environments</p> <p>3.4 Outline who may be at risk from work related hazards.</p>
<p>4. Apply the hierarchy of controls to control risk to an acceptable level.</p>	<p>4.1 Identify a range of control measures for different workplace hazards.</p>

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