



# QUALIFI Level 2 Award in understanding and applying COSHH Principles (ACP2SFG2017)

Award Specification

March 2017

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# Qualifi Ltd Mission Statement

## WE PROMOTE ACCESS TO EXCELLENCE ENABLING YOU TO REALISE YOUR POTENTIAL

- We value and practise equality of opportunity, transparency and tolerance
- We strive for excellence in all we do: locally regionally, nationally and internationally
- We work in partnership with business, the community and other educators
- We encourage and promote research innovation and creativity

## Student Commitment

This represents a clear statement of Qualifi Ltd and its partners' intentions to deliver agreed standards for a range of academic and administrative services. It spells out what is expected of you as a student and the contribution that can be made to gain the most benefit from your study time through our courses.

## You will get the best out of your study time with Qualifi if you are committed to:

- Preparing for classes and attending punctually
- Completing your work to the best of your ability and submitting it on time
- Not committing plagiarism
- Keeping up to date with course information through email or other channels
- Using the feedback, you are given to improve subsequent work
- Making appropriate use of teaching staff's time
- Taking responsibility for your personal development planning and skills development
- Treating staff, fellow learners and neighbours in the local community with respect at all times

## We aim to:

- Start and end all classes on time
- Give you one week's notice of changes to your classes
- Give you feedback on assessed work within 15 working days
- Give you clear, legible and informative feedback on your work
- Be available for timed appointments
- Treat you with respect at all times
- Support you in your preparation for the work place

## Supporting Diversity

Qualifi Ltd and its partners recognise and value individual difference and have a public duty to promote equality and remove discrimination in relation to race, gender, disability, religion or belief, sexual orientation and age.

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# **QUALIFI Level 2 Award in understanding and applying COSHH Principles (ACP2SFG2017)**

## **Award Specification**

### **Award Aims**

This level 2 award aims to provide learners with an understanding of the principles basic application of COSHH (Control of Substances Hazardous (to) Health) in the UK workplace. It is intended for application by all learners whose job may involve contact with a range of potentially hazardous substances used in the workplace. This includes people working in catering, hospitality, care and Early Years sectors, manufacturing, cleaning, transport, office environments and the voluntary sector. It provides learners with the knowledge and skills to recognise the risks associated with a range of hazardous substances and how to limit or control exposure to levels considered safe.

## **Award Details**

QUALIFI Level 2 Award in understanding and applying COSHH Principles (ACP2SFG2017)

Accredited by QUALIFI

QUALIFI is a UK Awarding Organisation regulated by OFQUAL

Award Reference	ACP2SFG2017
Award Type	Endorsed Award with equivalence at RQF Level 2
QAN	n/a
Guided Learning Hours	12-14 hours
Level	2
Credit value	1
Assessment	Multiple choice examination (online)
Delivery	Video and text online with tutor support
Launched (review)	2017 (2020)

## **Award Overview**

The QUALIFI Level 2 Award in understanding and applying COSHH Principles is aimed at individuals/staff who come into contact with common hazardous substances as part of their work role or within their workplace. This includes physical, chemical and bio, and waste hazards. Learners gaining this award will understand the legal requirements relating the use of hazardous substances used in the workplace (Control of Substances Hazardous to Health regulations 2005), they will understand the importance of risk assessment in developing the safe use of hazardous substances in the workplace, and they will be aware of the precautions and procedures necessary to ensure the risks associated with hazardous substances are appropriately controlled. This award maps nationally recognised level 2 syllabus for COSHH principles approved by Health & Safety Executive (HSE).

## **Entry Requirements**

No minimum entry conditions associated with this course (advisory minimum of Level 1 in English and level 1 Maths or equivalent).

## **Progression Routes**

QUALIFI wider qualifications or awards.

## **Award Structure**

This award is made up of one mandatory unit. Candidates must successfully complete the assessment for the unit via online multi-choice examination to achieve the award. The award can be gain as a free-standing unit qualification or as part of a wider programme of learning.

## **Assessment Guidance**

This award is assessed via a 30-question multiple-choice examination, tested online and with a guide completion time of 1 hour. Successful candidates must answer a minimum of 20 questions out of 30 correctly (67%). Following assessment, the assessment result will be provided to the candidate, and certificates for those who are successful are generated and provided electronically.

## **Age Range**

This award is provided for delivery to learners aged 16+ yrs.

## Delivery Information

All learning, tutor support and examination activity is carried out online. There is no fee for additional examination entry, however unsuccessful candidates are encouraged to contact the course tutor for support and advice. Please contact delivery partner The Safer Food Group (East GB Ltd) 0800 612 6784 info@[thesaferfoodgroup.com](mailto:thesaferfoodgroup.com) for more information.

## Learning Outcomes and Assessment Criteria

Learning outcome	Assessment criteria
<p>1. Understand basic legal requirements relating the use of hazardous substances used in the workplace.</p>	<p>1.1 Outline employers and employee’s basic duties relating to hazardous substances in the workplace.</p> <p>1.2 Explain the consequences for non-compliance with statutory duties.</p> <p>1.3 Identify ways in which an employer can communicate hazardous substance safety information</p>
<p>2. Understand the importance of risk assessment in developing the safe use of hazardous substances in the workplace.</p>	<p>2.1 Explain the terms hazard and risk in relation to hazardous substances</p> <p>2.2 Identify a range of hazardous substances and the form they can take in the workplace</p> <p>2.3 Explain the health and safety consequences of exposure to or release of a hazardous substance</p> <p>2.4 Describe the routes that hazardous substances can enter the body</p> <p>2.5 Describe how risk assessments reduce accidents and ill health at work</p> <p>2.6 Describe a basic formal risk assessment process</p>
<p>3. Understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are appropriately Controlled.</p>	<p>3.1 Outline appropriate control hierarchy in respect of safe use, handling, transport, storage and disposal of hazardous substances</p> <p>3.2 Identify information that should be referred in the identification and use of hazardous substances</p> <p>3.3 Describe the general procedures that should be in place for dealing with an accident/incident involving a hazardous substance</p>

# Programme Syllabus

## A. Introduction to COSHH

Learners should understand that certain substances commonly found in a range of workplace can be hazardous to health and be able to:

- I. Define and explain what is meant by the term substances hazardous to health.
- II. State the consequences of inadequate or inappropriate health and safety procedures that lead to exposure to hazardous substances and the benefits of putting controls in place.
- III. Identify common hazardous substances found in the workplace.
- IV. Describe a range accidents and ill-health caused by exposure to hazardous substances in the workplace.
- V. State the importance of appropriate risk assessment in controlling and maintaining a safe work environment.

## B. Legal Regulations

Learners should understand the range and purpose of legal requirements relating to COSHH and be able to:

- I. Identify the main legal responsibilities under the Control of Substances Hazardous to Health
- II. Regulations of 2002 and the Chemicals (Hazard Information and Packaging for Supply) Regulations 2005 for employers, employees and the self-employed.
- III. Explain the importance of using use of approved codes of practice and HSE guidance notes in completing a formal COSHH assessment.
- IV. Outline how the law is enforced, the enforcement agencies involved and the powers and actions available to enforcement officers.
- V. Describe the duty of care of employers to provide information, instruction and training to anyone potentially exposed to hazardous substances at work.

## C. Health Implications

Learners should be aware of how hazardous substances cause injury and ill health and be able to:

- I. Identify common health hazards associated a range of hazardous substances and the job functions they are commonly associated with.
- II. Describe the various routes in which hazardous substances can enter the body and the effects that may arise from exposure to hazardous substances.
- III. Identify common errors and inappropriate planning or equipment that can result in unnecessary exposure to substances governed by COSHH guidelines.
- IV. Describe the difference between acute and chronic symptoms arising from short term and long term exposure to hazardous substances.

## **D. Hazardous substances**

Learners should understand the different ways that hazardous substances can be identified and be able to:

- I. Explain the importance of identifying hazardous substances that are brought into as well as produced by work activities and processes.
- II. Describe the essential COSHH label information including risk and safety terminology.
- III. Identify the meaning of warning symbols commonly appearing on COSHH product labels
- IV. State the reason for the use of safety data sheets and how these can reduce injury/ill health.
- V. Explain the use of safety data sheets in helping employers conduct a COSHH assessment.
- VI. State the emergency procedures for hazardous substances whenever there is a loss of control.

## **E. Control of Hazardous Substances**

Learners should understand the risks associated with hazardous substances and be able to:

- I. Explain the terms hazard, risk and severity in the context of workplace COSHH.
- II. Identify job functions commonly at risk from hazardous substances in the workplace.
- III. Describe the factors that are likely to increase the level of risk from hazardous substances.
- IV. effective different control measures might be.
- V. Identify appropriate PPE personal protective equipment and clothing in controlling risks from hazardous substances and state personal protective equipment limitations.
- VI. Explain the importance of following instructions and safe systems of work in the presence of hazardous substances, and the employee's responsibility to report any failures in systems.
- VII. Describe the general first aid provision required, and state that there may be additional requirements where there are high-risk substances in the workplace.

## **F. COSHH Risk Assessment**

Learners should understand the value and purpose of conducting COSHH assessments and be able to:

- I. Identify employers and employee's responsibilities with respect to COSHH assessments.
- II. Explain the importance of risk assessment, recording and monitoring of COSHH assessments.
- III. Describe basic informal and formal risk assessment in relation COSHH risk assessment activity
- IV. Define the term control measure with reference to hazardous substances and give examples
- V. Explain how employers must monitor worker hazardous substance exposure including the use of workplace exposure limits, maximum exposure limits and occupational exposure standards.

## Further professional development and training

Qualifi supports UK and international customers with training related to our qualifications. This support is available through a choice of training options offered through publications or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing student-centred learning and teaching approaches
- building in effective and efficient quality assurance systems.

You can request customised training through your registered centre in the first instance. If you need to contact Qualifi directly:

Our customer service number: +44 (0) 161 818 9904

or delivery partner

The Safer Food Group Tel **0800 612 6784** [info@thesaferfoodgroup.com](mailto:info@thesaferfoodgroup.com).