



# QUALIFI Level 2 Award in Health & Safety in the Workplace for Catering & Hospitality (AHS2SFG2012)

Award Specification

May 2016

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- 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 Health & Safety in the Workplace for Catering & Hospitality (AHS2SFG2012)

## Award Specification

### Award Aims

This award aims to provide candidates with an understanding of Health & Safety at Work, focused on catering and hospitality industries. This includes any role involving working in kitchens or other food preparation or service areas including restaurants, venues, hotels, and any other environment where food is prepared or served. Successful completion will enable staff to operate safely from their first shift; protecting their health, safety and welfare and that of their colleagues through improved knowledge, competence and conduct.

### Award Details

QUALIFI Level 2 Award in Health & Safety in the Workplace for Catering & Hospitality

Accredited endorsed Level 2 award accredited by QUALIFI

QUALIFI is a UK Awarding Organisation regulated by OFQUAL

Award Reference	AHS2SFG2012
Award Type	Endorsed Award with equivalence at QCF Level 2
QAN	n/a
Guided Learning Hours	6-8 hours
Level	2
Credit value	1
Assessment	Multiple choice examination (online)
Delivery	Video and text online with tutor support
Launch (review)	2012 (2018)

## **Award Overview**

This award introduces learners to the key health, safety and welfare principles and practices necessary to work safely in catering and hospitality workplaces. It is intended to provide a good introduction to health and safety concepts, and health and safety law; considering how and why accidents occur in the workplace, and how they can be prevented.

This award considers the threat of hazardous substances and that of noise, stress and violence, and it seeks to identify safe approaches to manual handling including appropriate lifting techniques. It covers work welfare rights and statutes, how and when to use PPE, and how to limit the dangers inherent with working around vehicles, particularly at a delivery stage of food production. It concludes with an assessment of the equipment hazards, and an overview of the dangers and emergency procedures relating to the use of electricity and risk of fire.

## **Entry Requirements**

There are no prerequisites for this award. It is advised that learners have a minimum of Level 1 in English and Maths or equivalent.

## **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 25 questions out of 30 correctly (83%). 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
1. Understand key terms, concepts, and responsibilities relating to Health & Safety in the Workplace	1.1 Define the terms health, safety and welfare in the context of safety at work 1.2 Describe the duties of employers and staff in relation to health, safety and personal welfare at work 1.3 State the possible legal consequences for failing to comply with Health & Safety Law 1.3 Outline the objectives of training and safety related competences needed the workplace
2. Understand the role risk assessment performs in contributing to a safe working environment	2.1 Define the meaning of the terms hazard, risk and severity in the context of health and safety risk assessment of a workplace 2.2 Outline a range of approaches to risk assessment including formal and informal risk assessment 2.3 Describe how risk assessment can be used to reduce the incidence and severity of workplace accidents and associated ill health
3. Understand how to identify, assess and control risks from hazards commonly found in a catering or hospitality environment	3.1 Identify a range of hazards typically found in a working catering or hospitality environment 3.2 Describe how hazards can cause harm to people, wider hazards in the workplace, and damage the environment 3.3 Understand approaches to controlling common workplace hazards
4. Understand procedures for dealing with accidents and critical incidents in a catering or hospitality environment	4.1 Identify common causes of workplace accidents and ill health 4.2 State actions that should be taken following an incident in the workplace 4.3 Identify facilities and procedures that should be in place to deal effectively with workplace emergencies 4.4 Identify examples of reportable incidents and how the reporting process should function

# Programme Syllabus

## A. Introduction to health and safety

Candidates should understand the purpose and scope of Health and Safety at work legislation, and be aware of a range of common work based injuries and factors typically involved in accidents or other threats to health in the workplace. They should be able to:

- I. Give examples of a range of common accidents or injuries in a catering or hospitality setting
- II. State the consequences of poor health and safety standards and of good standards
- III. Demonstrate an awareness of HSE figures for work based injuries in the UK
- IV. Demonstrate an awareness of factors that control Health & Safety in the workplace

## B. Health and safety law

Candidates should be aware of relevant UK and EU legislation affecting Health & Safety in the workplace, both from an employee perspective and from an employer's perspective. They should be able to:

- I. Briefly describe the purpose and scope of the Health & Safety at Work Act 1974 and the responsibilities of employees, employers and the self-employed
- II. State the function of Statutory Notices and systems for Health and Safety in the workplace
- III. Describe the role and powers of Enforcement Officers in Health & Safety at work including the HSE Health and Safety Executive
- IV. State the consequences of non-compliance with health and safety legislation

## C. Accidents in the workplace

Candidates should understand the most common causes of accidents in the workplace are the result of unsafe conditions and unsafe acts, and that there is a legal basis for reporting of certain accidents described by RIDDOR. They should be able to:

- I. Define the term unsafe condition and offer practical examples of unsafe conditions
- II. Define the term unsafe act and offer practical examples of unsafe acts at work
- III. Define the term near-miss incident, its significance in the context of patterns of accidents
- IV. State the purpose and legal basis of RIDDOR Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 in the workplace
- V. State the reasons why accidents should be recorded and in certain cases reported
- VI. Give examples of occupational, environmental and human factors affecting health and safety

## **D. Risk and risk assessment**

Candidates should understand the terms risk and risk assessment and be able to explain the relationship between hazard and risk, and describe approaches to informal and formal risk assessment. They should be able to:

- I. Define the terms hazard, risk, severity, risk assessment, and control measure in regard to workplace safety
- II. Describe the relationship between hazard, risk and severity
- III. Understand the importance of risk assessment in maintaining health and safety
- IV. Describe factors and behaviours that are likely to increase risk of injury or ill health
- V. Offer examples of when to informally and formally risk assess tasks in the workplace
- VI. Outline an approach to risk assessment and hazard control in the workplace
- VII. Understand the need for specialist risk assessment in certain situations

## **E. Hazardous substances**

Candidates should understand what constitutes a hazardous substance and be able to identify and classify a range of hazardous substances likely to be found in a catering or hospitality premises. They should be aware of a range of hazard controls associated with COSHH regulations (Control of Substances Hazardous to Health). Candidates should be able to:

- I. Give examples of a range of hazardous substances in the catering and hospitality workplace and classify them according to source and level of risk
- II. State the importance of risk assessment in the handling of hazardous substances
- III. Describe suitable control measures that should be used when handling a range of hazardous substances including storage methods
- IV. Describe the purpose of COSHH regulations and assessment
- V. Explain the need for training and suitable authorisation prior to handling or otherwise being exposed to hazardous substances

## **F. Building design and manual handling**

Candidates should understand the term Manual Handling in the workplace, and be aware of common handling injuries. They should be familiar with health and safety implications of premises, layout and workflow and suggest appropriate controls to limit injury from a range of manual handling tasks. Candidates should be able to:

- I. Describe the health and safety considerations of building design and layout
- II. Give examples of poor building, task or workstation design that may cause injury
- III. Describe factors that contribute to slips, trips and falls and approaches to their prevention
- IV. Explain the importance of good storage, stacking and good general housekeeping



- V. Explain how musculoskeletal disorders can be caused by work activities
- VI. Outline the employer and employee responsibilities under manual handling regulations
- VII. Describe a range of manual handling hazards and injuries
- VIII. Demonstrate an awareness of what constitutes manual handling good practice
- IX. Describe a basic manual handling task assessment and task design to reduce the hazard
- X. Describe the correct lifting technique and explain in general terms what constitutes good manual handling practice

## **G. Noise, stress and violence**

Candidates should be able to identify incidences of noise, stress and violence in the workplace, and be aware what constitutes unacceptable versus unacceptable exposure. They should be aware of how the HSE Health and Safety Executive define stress and violence and their legal basis in a workplace environment in the UK. Candidates should be able to:

- I. Identify examples and sources of unacceptable noise and offer controls to limit noise and exposure to excessive noise levels
- II. Describe the health and safety hazards of working in high noise levels short and long term
- III. Describe an employee's right to a working environment free from unnecessary stress and the importance of reporting unacceptable conditions or behaviour
- IV. Describe the main effects of stress and offer examples of how stress may be reduced
- V. Offer examples of what would constitute a violent act, bullying, or threat of violence in the workplace
- VI. Describe an employee's right to a working environment free from unnecessary stress and the importance of reporting unacceptable conditions or behaviour

## **H. Workplace health, safety and welfare**

Candidates should be aware of the employer's mandatory obligation to ensure the health, safety and welfare of staff and customers including mandatory facility requirements placed on a catering premises, safety signage meaning and obligations, and the provision for First Aid within the workplace. Candidates should be able to:

- I. Outline mandatory health, safety and welfare related facilities required by a premises
- II. State the types of health hazard associated with working in catering and hospitality
- III. Explain why hazards to health in the workplace must be risk assessed and controls applied
- IV. Understand the meaning of a range of health and safety signage required by HSE
- V. Describe basic mandatory first aid requirements including personnel and equipment
- VI. Appreciate the importance of following instructions and the need to report any potential problems or incidences
- VII. State how alcohol and drugs can affect health, safety and welfare at work

## **I. Workplace equipment**

Candidates should understand the hazards associated with workplace equipment in the catering or hospitality workplace, and the employer's legal duty to risk assess equipment and introduce measures to reduce the risk to staff health and safety from equipment. They should be able to:

- I. Describe a range of accidents commonly associated with catering workplace equipment
- II. Explain the importance of using equipment correctly and consistently following instructions
- III. Explain the importance of following instructions and using all safety devices supplied
- IV. Describe suitable hazard control measures including PPE, maintenance, and appropriate training before the use of any equipment
- V. Describe how to limit the threat to safety from knives and other bladed equipment in a catering environment

## **J. PPE, heights and transport**

Candidates should be able to select and use Personal Protective Equipment (PPE), appreciate safety considerations of working with ladders or steps, and understand the hazards of sharing a working environment with moving equipment or vehicles. They should be able to:

- I. Describe the need for and use of a range of PPE Personal Protective Equipment used in catering or hospitality environment
- II. Explain the importance of not using PPE as an excuse for exposure to excessive risk or lack of appropriate risk assessment
- III. Describe the safe use of ladders and steps in a catering or hospitality workplace
- IV. Describe factors that contribute to a person falling from height or an object falling from height and potentially striking a person
- V. Describe the hazards of working in an environment where vehicles and other moving equipment are operating
- VI. Describe controls and methods of working that may reduce the risk of accident or injury around vehicles and other moving equipment

## **K. Electricity**

Candidates should be aware of the hazards associated with electricity in a catering or hospitality environment, including basic safety precautions and basic emergency First Aid when dealing with a victim of electrocution. They should be able to:

- I. Explain the dangers of working with electricity in a humid kitchen environment
- II. Describe a range of safety precautions when dealing with electricity in a kitchen or other environment where electricity and water may be present
- III. State the effect on the body of an accidental mains electricity electrocution
- IV. Describe the emergency first aid approach in the event of an electrocution
- V. Describe ways of improving electrical safety including portable appliance testing

## L. Fire safety

Candidates should understand the causes of fire in the workplace, what to do in the event of a fire or other need to evacuate the premises, and the legal basis of having an effective Fire Plan capable of evacuating customers and staff in a timely manner. They should be able to:

- I. Describe the common causes of fire in the catering or hospitality workplace
- II. Describe the elements and conditions fires need to start and spread
- III. Explain the purpose of fire risk assessment, and developing fire and evacuation plans
- IV. Demonstrate an understanding of what to do when encountering a fire at work

## 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)