



# Level 1 Award in Health and Safety in a Construction Environment

Qualification specification 2014

For examinations in 2014

Version 1

Accredited by the  
Qualifications Regulators at  
Level 1 in the Qualifications  
and Credit Framework

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### **Publishing Policy for Specifications**

Specifications are published on 1 October each year to allow centres adequate time to prepare for the delivery of the qualification from 1 January the following year.

For all British Safety Council specifications, the electronic version on the British Safety Council website is definitive in the case of any difference between it and a previously printed version.

The electronic version on the website is updated if any significant changes are made during the lifetime of a specification.

Centres are advised to check that this printed version of the specification is the latest version by visiting [www.britsafe.org](http://www.britsafe.org)

### **Acknowledgements**

This specification has been developed in consultation with independent chartered health and safety practitioners.

The British Safety Council recognises and values all those who contribute their time and expertise to the development of its specifications.

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# Introduction

## 1.1 The British Safety Council

Formed in 1957, the British Safety Council is one of the world's leading health and safety organisations.

Our vision is that no-one should be injured or made ill by work.

For more than half a century we've been a trusted guide to excellent health, safety and environmental management. We have educated millions of workers and made hundreds of thousands of workplaces safer for everyone. We do this by sharing information, supporting, advising, educating and campaigning. We are a not-for-profit organisation.

We've changed the world of work for the better and we'll never stop, because excellent health, safety and environmental management is good for your people and good for your business.

We are a government-regulated awarding organisation and, as such, must comply with a wide range of conditions set by the regulator so that rigour and consistency in the awarding of qualifications is maintained.

The British Safety Council is the only UK awarding organisation to offer a complete suite of health and safety qualifications from Entry Level to Level 6 in the Qualifications and Credit Framework. Please refer to Section 2.4 ('Progression routes and related programmes of study') for a full list of the qualifications currently offered.

# 2.

## Qualification profile

### 2.1. Level 1 Award in Health and Safety in a Construction Environment

The Level 1 Award in Health and Safety in a Construction Environment provides learners with an essential foundation in relevant matters of health and safety. It is suitable for individuals wanting to work in the construction industry and those already employed in the industry seeking to renew their knowledge in this area.

The qualification pre-supposes no former knowledge on the part of those who aim to attain it. Learners will come from diverse educational and employment backgrounds.

#### **The CSCS Green Card**

This qualification was developed by industry in partnership with the Construction Industry Training Board (CITB). From 1st July 2014, people wishing to apply for a CSCS Green Card need to:

Pass a Level 1 Award in Health and Safety in a Construction Environment qualification

*or*

Hold a valid *Site Safety Plus Health & Safety Awareness Course* certificate  
*and*

Pass the CITB *Operatives Health, Safety and Environment* test within two years of applying for a new card.

### 2.2. Relationship with the Qualifications and Credit Framework

The Level 1 Award in Health and Safety in a Construction Environment is accredited by the UK qualifications regulators in the Qualifications and Credit Framework (QCF).

The QCF largely replaces the previous qualifications system, the National Qualifications Framework (NQF). The QCF provides a flexible unit and credit-based framework for learners to gain skills and qualifications.

All QCF units have a credit value indicating the number of credits awarded on successful completion of that unit. Unit credit values additionally provide some indication of the time commitment involved – one credit typically equates to approximately ten hours' worth of learning.

The level of a qualification indicates its relative difficulty.

QCF qualifications consist of Awards, Certificates and Diplomas. Each qualification is composed of a pre-determined number of units. Awards may be achieved with 1 to 12 credits, Certificates require 13 to 36 credits and Diplomas require a minimum of 37 credits.

Successful achievement of the learning outcomes for the Level 1 Award in Health and Safety in a Construction Environment will earn a candidate four credits.

### 2.3. Progression routes and related programmes of study

The following lists the full range of qualifications the British Safety Council presently offers or expects to offer shortly. Centres are advised to consult our website for up-to-date guidance on our portfolio of qualifications and to study the individual specification documents for information regarding the content of particular qualifications.

#### **Entry Level**

Entry Level Award in Workplace Hazard Awareness

#### **Level 1**

Level 1 Award in Health and Safety in the Workplace

Level 1 Award in Health and Safety in a Construction Environment

Level 1 Award in Environmental Sustainability

#### **Level 2**

Level 2 Award in Health and Safety in the Workplace

Level 2 Award in Health and Safety in Health and Social Care

Level 2 Award in Principles of Risk Assessment

Level 2 Award in Principles of COSHH

Level 2 Award in Principles of Fire Safety

Level 2 Award in Principles of Manual Handling

Level 2 Award in Contact Dermatitis Prevention

Level 2 Award in Risk Assessment

Level 2 Award in COSHH Risk Assessment

Level 2 Award in DSE Risk Assessment

Level 2 Award in Fire Risk Assessment

Level 2 Award in Manual Handling Risk Assessment

Level 2 Award in Supervising Staff Safely

Level 2 Award in Safe Driving at Work

Level 2 Award in Environmental Sustainability

#### **Level 3**

Level 3 Certificate in Occupational Safety and Health

#### **Level 6**

Level 6 Diploma in Occupational Safety and Health

#### **International**

International Certificate in Occupational Safety and Health

International Diploma in Occupational Safety and Health

# 3.

## Delivering the qualification

### 3.1. Centre requirements

The Level 1 Award is delivered by organisations ('centres') approved by the British Safety Council. Organisations seeking approved centre status should complete and return the *Centre Agreement for the delivery of British Safety Council qualifications*, downloadable from our website.

Staff delivering this qualification must be competent to do so. Competence is a mixture of experience, knowledge, skills, training and qualifications.

Centres are required to familiarise themselves with the wide-ranging guidance and requirements detailed in the *Centre Handbook – A guide to the delivery of British Safety Council qualifications* document and the associated policy guides that are downloadable from our website.

### 3.2. Learner requirements

There are no formal entry requirements for this qualification and the British Safety Council will not restrict access on the grounds of prior academic attainment, age, employment, geographic location or any other grounds.

It is expected however that learners will have a level of literacy adequate to cope with the examination.

Centres must conduct an initial assessment of each cohort to determine whether any candidates have special requirements. Learners should also be made aware of relevant policy areas, particularly those concerning malpractice.

As with all our qualifications, learners should be informed of the title and level of the qualification they are undertaking and that the British Safety Council is the awarding organisation.

#### **Learner profiling**

This qualification is allocated 40 guided learning hours. It is strongly recommended that centres plan their delivery in a manner that is sympathetic to the varying requirements of each cohort. The experience levels of learners for this qualification will naturally differ (and often significantly). In some instances, a concise 'refresher' training session prior to the assessment may be sufficient (for example, with experienced construction workers). Other learners may require closer to the full 40 hours of tuition - for example, construction apprentices or young employees new to employment generally.

Centres may find it useful to profile the needs of their various learners by conducting a 'skills scan' against the unit content (see section 4.2). Profiling of this nature may also generate useful diagnostic information; centre delivery staff will be able to focus their training on those areas where learners' existing knowledge and understanding is weakest.

### 3.3. Qualification withdrawal

All regulated qualifications have operational start, operational end and certification end dates.

The operational end date is the date by which learners must be registered for a qualification and the certification end is the date by which learners must claim their certificates.

In the event of a qualification being withdrawn, the British Safety Council will give sufficient notice to centres to ensure that learners' interests are adequately protected. When qualifications are updated, the British Safety Council will make arrangements for the transfer of learners to any revised version.

In most cases the British Safety Council requests an extension to operational end dates and certification end dates from the regulators. In some cases, a qualification may be redeveloped to ensure content is current and a replacement may be introduced or a qualification may be withdrawn without a replacement being made available.

Whichever of the above applies, the British Safety Council will keep centres informed of the future of a qualification that is currently being offered.

### 3.4. Quality assurance – monitoring and sanctions

The British Safety Council has a responsibility to the learners taking its qualifications and to the qualifications regulators to ensure that centres deliver our qualifications and units in accordance with relevant national standards.

We conduct desk-based monitoring of our centres and centre visits. The primary focus of our monitoring is the centre's compliance with the conditions set out in the Centre Agreement. We seek to assure ourselves that the management and systems at each centre ensure that our qualifications are delivered in line with the requirements of the qualifications regulators and the British Safety Council's centre approval criteria.

It is important that centre staff involved in the delivery of our qualifications are fully aware of the contents of our sanctions policy and its possible implications should failure to comply with the requirements specified occur.

Centres are advised to study the centre monitoring and sanctions policy documents available on our website for detailed guidance in these areas.

# 4.

## Assessment overview

### 4.1. Assessment strategy at a glance

The following table provides key information regarding the assessment strategy for this qualification.

<b>Method</b>	One multiple choice question examination (40 questions total)	
<b>Language</b>	English	
<b>Format</b>	Online or paper-based	
<b>Duration</b>	60 minutes	
<b>Grading</b>	Pass or Fail only	Pass mark: 26 out of 40
<b>Resources</b>	None required or permitted	
<b>Re-sit opportunities</b>	Unlimited	

### 4.2. Unit detail and weightings

The Level 1 Award comprises one mandatory unit – ‘*Health and Safety in a Construction Environment*’ (K/505/1933). The learning outcomes state what a candidate will be expected to know, understand or be able to do and the assessment criteria describe the requirements that a candidate is expected to meet to demonstrate that a learning outcome has been achieved.

The following table indicates the unit content and on how the examination is weighted by particular learning outcome.

Learning Outcome	Assessment Criteria		Exam weighting
1. Know the principles of risk assessment for maintaining and improving health and safety at work.  <b>Range</b>  <i>Implications</i> Death Injury Legal action Insurance Delays Morale at work	1.1	State the purpose of risk assessments and method statements.	35%
	1.2	State the legal requirements for risk assessments and method statements.	
	1.3	State common causes of work-related: <ul style="list-style-type: none"> <li>• fatalities</li> <li>• injuries.</li> </ul>	
	1.4	State the implications of not preventing accidents and ill health at work.	
	1.5	State the meaning of the following in relation to health and safety at work: <ul style="list-style-type: none"> <li>• accident</li> <li>• near miss</li> <li>• hazard</li> <li>• risk</li> <li>• competence.</li> </ul>	
	1.6	List typical hazards/risks associated with the following: <ul style="list-style-type: none"> <li>• resources</li> <li>• equipment</li> <li>• obstructions</li> <li>• storage</li> <li>• services</li> <li>• wastes</li> <li>• work activities.</li> </ul>	
	1.7	State the importance of reporting accidents and near misses.	
	1.8	State typical accident reporting procedures.	
	1.9	State who is responsible for making accident reports.	

Learning Outcome	Assessment Criteria		Exam weighting
2. Know the importance of safe manual handling in the workplace.  <b>Range</b>  <i>Aids</i> Pallet truck Lifting sling Wheelbarrow Sack barrow Kerb/vacuum lifters Trolleys	2.1	State the reasons for ensuring safe manual handling in the workplace.	15%
	2.2	State potential injuries and ill health that may occur from incorrect manual handling.	
	2.3	State the employee's responsibilities under current legislation and official guidance for: <ul style="list-style-type: none"> <li>• moving and storing materials</li> <li>• manual handling</li> <li>• mechanical lifting.</li> </ul>	
	2.4	State the procedures for safe lifting in accordance with official guidance.	
	2.5	State the importance of using site safety equipment when handling materials and equipment.	
	2.6	List aids available to assist manual handling in the workplace.	
	2.7	State how to apply safe work practices, follow procedures and report problems when carrying out safe manual handling in the workplace.	
3. Know the importance of working safely at height in the workplace.  <b>Range</b>  <i>Controls</i> Following safe systems of work Tool lanyards Collective protective measures Securing items Inspections	3.1	Define the term 'working at height'.	15%
	3.2	State the employee's responsibilities under current legislation and official guidance whilst working at height.	
	3.3	List hazards/risks associated with the following: <ul style="list-style-type: none"> <li>• dropping tools and debris</li> <li>• stability of ladders</li> <li>• overhead cables</li> <li>• fragile roofs</li> <li>• scaffolds</li> <li>• internal voids</li> <li>• equipment</li> <li>• the working area</li> <li>• other people.</li> </ul>	
	3.4	State how hazards/risks associated with working at height can be controlled.	
	3.5	State the regulation that controls the use of suitable equipment for working at height.	

Learning Outcome	Assessment Criteria		Exam weighting
4. Know risks to health within a construction environment.  <b>Range</b>  <i>Substances</i> Dust Fumes/vapours Chemicals Gases  <i>Risks</i> Hand Arm Vibration Noise Respiratory illness Dermatitis Muscular skeletal problems  <i>Types of asbestos waste</i> Roofing/sheeting materials Lagging Textured coatings Gaskets Fire resistant boards Sprayed  <i>Types of PPE</i> Eye protection Hand and arm protection Respiratory protection Hearing protection	4.1	List substances hazardous to health under current regulations.	20%
	4.2	List common risks to health within a construction environment.	
	4.3	State the types of hazards/risks that may occur in the workplace linked with use of drugs and alcohol.	
	4.4	State the importance of the correct storage of combustibles and chemicals on site.	
	4.5	State the importance of personal hygiene within a construction environment.	
	4.6	State the potential hazards/risks to the health of workers exposed to asbestos.	
	4.7	State types of asbestos waste.	
	4.8	State types of personal protective equipment (PPE) used when dealing with hazardous materials.	

## 4.

## Assessment overview cont.

Learning Outcome	Assessment Criteria		Exam weighting
5. Know the importance of working around plant and equipment safely.  <b>Range</b>  <i>Hazards/risks</i> Struck by moving machinery Striking cables and buried services Trapped by moving machinery Damage from flying debris Electric shocks Burns Noise Tripping Injury during use of and changing of tooling Dust	5.1	List ways in which moving machinery can cause injuries.	15%
	5.2	State hazards/risks relating to the use of plant and equipment.	
	5.3	State the importance of keeping a safe distance away from plant/machinery and equipment until clear contact is made with the operator.	
	5.4	Outline how method statements can assist in ensuring the safety of workers where moving plant is in use.	
	5.5	State ways to eliminate or control hazards/risks relating to working around plant and equipment.	
	5.6	Identify hazard warning signs and symbols used around the use of plant and equipment.	

### 4.3. Arranging assessments

The examination is available on-demand, which means that centres may arrange an examination at a site and time of their choosing. Online and paper-based versions of the examination are available, giving centres flexibility in terms of delivery.

Centres must schedule examinations at least one week in advance of the examination date.

Online examinations are marked automatically and results are available immediately at the end of the examination.

Centres wishing to administer a paper-based version may download a copy of the examination question paper and return candidate answer sheets to the British Safety Council for marking.

### 4.4. Assessment conditions

Each centre takes responsibility for administering the examination in accordance with British Safety Council regulations. This includes providing a suitable room, invigilation and ensuring that the candidates' work is their own.

Details of the examination arrangements can be found in the Centre Handbook.

The British Safety Council reserves the right to send an inspector to an examination sitting to ensure that all regulations are being adhered to. The inspector will arrive without prior notice, will be identified by an official letter, and must be granted access to the examination room and to all the examination documentation. Failure to allow an inspector access, or any discovered breach of British Safety Council regulations, may invalidate the examination. The British Safety Council may also withdraw the centre's approval.

### 4.5. Marking, awarding and reporting of results

The results of online examinations are available immediately and certificates are issued by post within five working days.

With paper-based examinations, centres return the candidate answer sheets to the British Safety Council for marking. Results and certificates are posted to the centre within two working days of the British Safety Council receiving the answer sheets.

Candidates' results are reported as a grade (Pass or Fail) for the qualification as a whole. Candidates' raw marks are also reported. A pre-defined quota of passes to be awarded does not exist - if all candidates achieve the pass mark, then all candidates will be awarded a pass grade.

### 4.6. Availability of sample assessment material

Centres and learners may familiarise themselves with the format and style of the examination questions by reference to the sample questions provided in the Appendix.

# 5.

## Rules and policies

The following provides a summary of the rules and policies relevant to this qualification.

Centres and learners are advised to study the full and most current versions of each policy available on the British Safety Council website.

### 5.1. Equality of opportunity

The British Safety Council is committed to the principle of equality for all and it is a requirement that approved centres undertake the delivery of British Safety Council qualifications in accordance with the Equality Act 2010.

The British Safety Council aims to ensure that equality of opportunity is promoted through its qualifications and that unlawful or unfair discrimination, whether direct or indirect, does not occur.

Through our qualification development procedures and quality assurance arrangements, we keep under review how we can ensure equality for all learners.

We will ensure that:

- the widest possible diversity of learners can access our qualifications;
- the entry requirements, content and assessment demands of our qualifications are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement;
- the language used in our assessment materials is clear, free from bias and appropriate to the programme of study and target group;
- we produce materials that do not cause offence;
- we respond to requests for reasonable adjustments and special consideration;
- we act fairly at all times when working with centres and learners;
- our qualifications are regularly reviewed against this statement.

### 5.2. Reasonable adjustments

When necessary, the British Safety Council approves reasonable adjustments for candidates with particular requirements to enable them to have access to fair assessment and to demonstrate achievement. Candidates may require reasonable adjustments for a number of reasons including a permanent or temporary disability or medical condition.

Reasonable adjustments are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

### 5.3. Special consideration

Special consideration involves procedures that may result in an adjustment to the marks of candidates who have not been able to demonstrate attainment because of exceptional circumstances during the examination itself.

The British Safety Council ensures that its special considerations treat learners fairly and in accordance with national guidelines.

A learner who is fully prepared for an assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner (e.g. recent personal illness, accident, bereavement or serious disturbance during the assessment);
- reasonable adjustment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.

### 5.4. Malpractice and maladministration

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates and/or withdrawal of centre approval. In the event of proven malpractice or maladministration, the British Safety Council may notify the qualifications regulators and other awarding organisations.

All examiners, invigilators, centres, learners and awarding organisation staff are required to report suspicions of malpractice or maladministration on the part of centres, learners, tutors or anyone involved in delivering the qualification. Such reports should be made to the British Safety Council's Head of Qualifications for investigation and resolution.

Any attempt to gain unfair advantage in a qualification for oneself or for another constitutes malpractice, as does any infringement of examination rules.

Examples of malpractice include:

- a learner copying another learner's work;
- a learner bringing into an examination room aids (e.g. notes, mobile phone) that could be used to help answer the examination questions;
- a learner using others' ideas and words in an assignment without clearly acknowledging the source of the information (plagiarism);
- a tutor giving a learner unfair assistance with an assessment;
- an invigilator revealing the questions in an examination to learners before the time of the examination.

Any activity or practice which results in non-compliance with the British Safety Council's regulations and requirements constitutes maladministration.

Examples of maladministration include:

- a centre failing to return all examination materials after an examination;
- a centre failing to issue learners with appropriate notices and warnings in an examination;
- a centre not ensuring the examination venue conforms to requirements;
- errors or omissions in information supplied to the British Safety Council.

### 5.5. Result enquiries and appeals

The British Safety Council endorses the right of individuals to enquire about their result and to appeal against the outcome of that enquiry. Procedures are in place to ensure that result enquiries and appeals are dealt with thoroughly and fairly.

The British Safety Council reserves the right not to consider result enquiries if the request is submitted more than 14 days after the result issue date.

A result enquiry or an appeal can result in a grade being confirmed, raised or lowered. Where a grade is changed, the new grade will replace the original grade, whether it is higher or lower.

### 5.6. Feedback and complaints

The British Safety Council is committed to providing an outstanding level of customer service and we welcome feedback to help us continually improve our service.

With complaints, we undertake to:

- acknowledge your complaint within two working days;
- log all complaints and resolve them as quickly as possible;
- assign an appropriately qualified member of staff to deal with your complaint;
- respond fully or provide a progress report within 20 working days;
- for more complex complaints, conclude follow-up action within an agreed timescale;
- reply in whichever way (telephone, e-mail, letter) is most convenient for you.

# Appendix: Sample examination questions

1. Most major injuries in the construction industry result from
  - A. slipping and tripping.
  - B. being hit by vehicles.
  - C. flying debris or falling objects.
  - D. contact with moving machinery.
  
2. What is the greatest risk to a worker who directs vehicle movement on a construction site?
  - A. Being struck by a moving truck.
  - B. Exposure to cold or hot weather.
  - C. Stress due to long working hours.
  - D. Hearing damage from high noise levels.
  
3. Safety glasses worn on construction sites should offer protection against
  - A. heavy objects falling from height.
  - B. damaging radiation from welding activities.
  - C. contact with damaged electrical equipment.
  - D. dust blown from materials being carried or moved.
  
4. Examples of common construction-related health hazards include
  - A. asbestos, hand tools and high voltage electricity.
  - B. slips and trips, work at height and moving vehicles.
  - C. poor hygiene standards, dust and long working hours.
  - D. work in confined spaces, site traffic and falling objects.
  
5. Asbestos is most likely to be found in
  - A. structural steel frames.
  - B. house bricks and roof tiles.
  - C. pipe gaskets and ceiling tiles.
  - D. wooden doors and floorboards.

Answers (assessment criteria in brackets)

1. A (1.3)
2. A (1.6)
3. D (2.5)
4. C (4.1)
5. C (4.7)



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