



## Health & Safety in the Workplace Level 2 (VTQ)

### QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/75/HSL2



*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*

## Endorsed, CPD Certified and ISO Standards

All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.

ProTrainings: Additional quality at an affordable price.



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that lives are rewarded through the training and services we provide

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## Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ProTrainings EU offer qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information please visit [www.ProTrainings.uk](http://www.ProTrainings.uk) for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

## Qualifications Specifications

ProTrainings EU offer policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding on how our courses are delivered and processed.

Our specifications document can be accessed on our website at [www.ProTrainings.uk](http://www.ProTrainings.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information, please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [support@protrainings.uk](mailto:support@protrainings.uk) or compliance department at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Introduction to Health & Safety

The Health and Safety in the Workplace Level 2 (VTQ) course has been carefully designed to include coverage on regulation, accident prevention and more and is intended for anyone who requires a course in health and safety awareness.

This course will cover regulations, precautions, planning, risk assessing, PPE, individual sectors, what causes accidents, employer/employee responsibilities, RIDDOR, COSHH, first aid, workstation/VDU safety, working at heights, gas safety, occupational health, infection control, electricity, enforcement and the dangers and links in the regulations in fire and manual handling.

This course is available online or nationally through our network of approved instructors as a one-day course.

Please note that learners undertaking a ProTrainings Trainings Course have the option to choose to take a regulated qualification.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence Based Learning statement.

## Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time, contact time, guidance or supervision of a learner by an instructor, supervisor, tutor or trainer.

GLH for this qualification is 6

**Total Qualification Time (TQT):** This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

TQT for this qualification is 10

Our Health & Safety course is taught over a full day and will include practical and theoretical assessments.

## Entry Requirements

There are no specific entry requirements, however, learners should have a minimum of Level 1 in literacy, numeracy or equivalent. This qualification is suitable for learners aged 16 years and above.

## Progression

**Successful learners can progress to other qualifications such as:**

- Health and Safety Level 3
- Health and Safety for Construction
- IOSH
- Nebosh

## Requirements to teach Health & Safety

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval. Supporting evidence which clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk). Additionally, requirements to complete ITG instructor training may be advisory.

## Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review prior to certification.

A desktop-review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

## Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

**Complaints - Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

**How to complain** - Complaints should initially be made in writing to the Head of Centre or to your designated tutor. This can be completed using your student login for [www.ProTrainings.uk](http://www.ProTrainings.uk)

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint
- Induction will provide further details regarding this process

# Health & Safety - PRO/75/HSL2

## Course Overview

### **Introduction and Regulation**

Health & Safety and its importance

What causes accidents?

Health and Safety Law

Employee and Employer Responsibility

LOLER Regulations

PUWER regulation 1998

Reasonably Practicable

Welfare at work

Electricity and electricity at work regulations

### **Prevention of Accidents**

Why prevention is important and what can be done

Risk Assessments

Assessing risk - high and low risk

What is a hazard

Personal Protective Equipment

Substances dangerous to health - COSHH

Portable gas appliances

Safety Signs

Correct lighting

### **When an accident happens**

First Aid Provision

Training Requirements

Basic First Aid Advice

RIDDOR and accident reporting

Workplace policies and procedures

Equipment in the workplace and how you can get hurt

### **Specific areas of health and safety training**

Formal Risk Assessment

Fire Triangle

Calling the fire service

Evacuation Procedures

Fire Good Housekeeping

Electricity

Manual Handling

Slips, Trips, and Falls

Workstation and VDU safety

Working at Heights

Occupational Health

Infection Control

Forklift trucks

Noise and vibration

Hoists, cranes and lifts

Ventilation

### **Summary of Health and Safety**

Workplace and personal safety

Enforcement of health and safety regulations

What you need to remember and what to do next



# Learning Outcomes - PRO/75/HSL2

These learning outcomes are mapped to meet a Health & Safety qualification. Each learning outcome presents a knowledge, skill or assessment to help students understand the curriculum in finer detail.

Learning Outcomes (LO) The learner will:	LO
<b>UNIT – 1</b>	
<b>Understand roles and responsibilities for health, safety and welfare in the workplace</b>	<b>LO1</b>
Outline employers and employees' duties relating to health, safety and welfare at work	1.1
Outline the consequences for non-compliance with health and safety legislation	1.2
Outline the requirements for training and competence in the workplace	1.3
Outline the ways in which health and safety information can be communicated	1.4
<b>Understand how risk assessments contribute to health and safety</b>	<b>LO2</b>
Define the terms 'hazard' and 'risk'	2.1
Outline the process for carrying out a risk assessment	2.2
Describe how risk assessment can be used to reduce accidents and ill health at work	2.3
<b>Understand how to identify and control the risks from common workplace hazards</b>	<b>LO3</b>
Describe the hazards that may be found in a range of workplaces	3.1
Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment	3.2
Describe the principle of the risk control hierarchy	3.3
List the aims and role in medication administration	3.4
List examples of risk controls for common workplace hazards	3.5
<b>Know the procedures for responding to accidents and incidents in the workplace</b>	<b>LO4</b>
State the common causes of workplace accidents and ill health	4.1
Identify the actions that might need to be taken following an incident in the workplace	4.2
List the arrangements that should be in place in a workplace for emergencies and first aid	4.3
Outline why it is important to record all incidents, accidents and ill health	4.4

## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

[www.gov.uk/ofsted](http://www.gov.uk/ofsted)

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

[www.cpdstandards.com](http://www.cpdstandards.com)

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

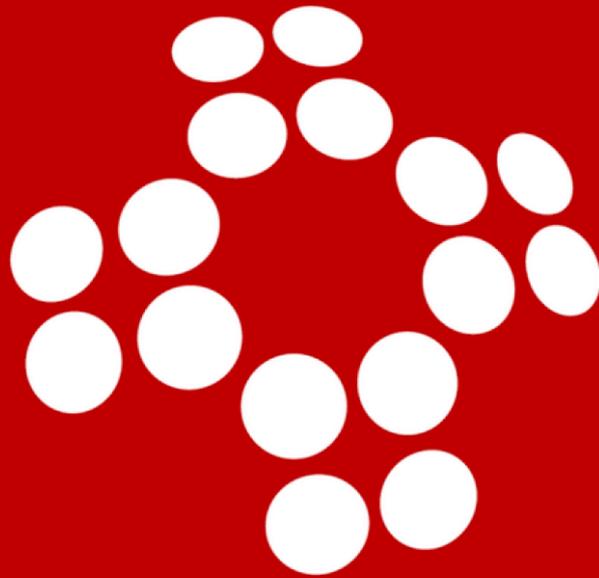
[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



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