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| Component Credit Value: | 3 |
| Component Level: | One |
| Component Guided Learning Hours: | 27 |
| Ofqual Component Reference No: | A/616/0617 |
| Component Review Date: | 31/07/2022 |
| Component Sector: | 14.2 Preparation for Work |

Component Summary

This component aims to introduce learners to health and safety in the workplace, including potential hazards and risks, common basic safety signs, safe practices and protective equipment.

Standards

This component has **4** standards

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|----------|--|
| 1 | Know about the importance of health, safety and welfare in the workplace |
| 2 | Know potential hazards and risks in the workplace |
| 3 | Know common basic safety signs found in the workplace |
| 4 | Know about safe practices and protective equipment |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Summary of Assessment

This component may be assessed through:

1) an internally set, internally marked and externally verified portfolio of evidence. The information on the following pages details what the learner must successfully complete to achieve the component. Knowledge that must be demonstrated by the learner is highlighted in purple and any associated assessment requirements have been provided. Assessment verbs are displayed in *italics* and expectations for these at each level, along with information on different assessment methods, are available in 'A Guide to Assessing AIM Awards Qualifications' on the AIM Awards website (www.aimawards.org.uk).

This document has been designed to be used as a Record of Learner Achievement Form; Assessors must make it clear to Internal and External Verifiers where achievement of each standard has been evidenced. Once the work has been marked and signed off as meeting the standards by the Assessor, final feedback should be provided to the learner.

Or

2) an externally set, externally marked online Multiple Choice Question (MCQ) exam. The online multiple choice exam must be invigilated by an AIM approved invigilator. Further information on our requirements is detailed in the qualification handbook.

Where a component may be assessed through either portfolio of evidence, or an externally set, externally marked MCQ exam, the centre must choose one of these assessment methods for the assessment of the component.

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Qualification Component and Record of Learner Achievement

Health and Safety in the Workplace L1 (A/616/0617)

MCO assessment option available
For use in AIM Awards centres



1 The learner will know about the importance of health, safety and welfare in the workplace

| The learner must know: | | Assessment Requirements | | Evidence Location |
|------------------------|--|--|--|-------------------|
| 1.a | Why health and safety in the workplace is important | Learners should <i>outline</i> why health and safety in the workplace is important. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used. | |
| 1.b | The responsibilities of employers and employees in relation to health and safety | Learners should <i>identify</i> a minimum of three examples (of each) of the responsibilities of employers and employees in relation to health and safety. | | |

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Qualification Component and Record of Learner Achievement
Health and Safety in the Workplace L1 (A/616/0617)

MCQ assessment option available
 For use in AIM Awards centres



2 The learner will know potential hazards and risks in the workplace

| The learner must know: | | Assessment Requirements | Evidence Location |
|------------------------|---|---|--|
| 2.a | Examples of hazardous materials and non-hazardous materials | Learners should <i>identify</i> a minimum of three (of each) hazardous materials and non-hazardous materials. | <p>The following assessment methods can be used in the assessment of this standard:</p> <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report <p>This list is not exhaustive and other appropriate assessment methods may be used.</p> |
| 2.b | Common hazards in the workplace | Learners should <i>outline</i> a minimum of three common hazards in the workplace. | |
| 2.c | How hazards may be caused in the workplace | Learners should <i>outline</i> how a minimum of three hazards may be caused in the workplace. | |

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3 The learner will know common basic safety signs found in the workplace

| The learner must know: | | Assessment Requirements | | Evidence Location |
|------------------------|--|---|--|-------------------|
| 3.a | Different basic safety signs | Learners should <i>label</i> a minimum of three different basic safety signs. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used. | |
| 3.b | The hazards that different basic safety signs indicate | Learners should <i>outline</i> the hazards that a minimum of three different basic safety signs indicate. | | |

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Qualification Component and Record of Learner Achievement
Health and Safety in the Workplace L1 (A/616/0617)

MCO assessment option available
 For use in AIM Awards centres



4 The learner will know an awareness of safe practices and protective equipment

| The learner must know: | | Assessment Requirements | | Evidence Location |
|------------------------|---|---|--|-------------------|
| 4.a | Common firefighting equipment | Learners should <i>outline</i> a minimum of three different pieces of common firefighting equipment. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used. | |
| 4.b | Items of personal protective equipment | Learners should <i>outline</i> a minimum of three different items of personal protective equipment. | | |
| 4.c | Where first aid equipment is usually located in the workplace | Learners should <i>state</i> where first aid equipment is usually located in the workplace. | | |
| 4.d | Fire and emergency procedures | Learners should <i>outline</i> fire and emergency procedures in the workplace. | | |
| 4.e | Why it is important to report accidents, ill health and other incidents | Learners should <i>outline</i> why it is important to report accidents, ill health and other incidents. | | |

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Final Tutor Feedback (Strengths and Areas for Improvement):

Learner Submission Disclaimer

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner's work fully meets all the assessment requirements listed above at the correct level and that any specified evidence requirements have been addressed.

Assessor: _____ **Learner:** _____ **Date:** _____

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Document Version History

| <i>Version Number</i> | <i>Date</i> | <i>Description</i> |
|-----------------------|-------------|--|
| 2 | June 2021 | MCQ assessment option available for this component (details on page 2) |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.