

# Qualification Component and Record of Learner Achievement

## Health and Safety in the Workplace L2 (H/617/0025)

MCQ assessment option available

For use in AIM Awards centres



Component Credit Value:	<b>4</b>
Component Level:	<b>Two</b>
Component Guided Learning Hours:	<b>24</b>
Ofqual Component Reference No:	<b>H/617/0025</b>
Component Review Date:	<b>31/07/2023</b>
Component Sector:	<b>14.2 Preparation for Work</b>

### Component Summary

In this component, learners are introduced to health and safety procedures/policies in a work environment. They will learn what to do in the case of an emergency/fire evacuation and be able to carry out a risk assessment in the workplace.

### Standards

This component has **6** standards

<b>1</b>	Know about elements of health and safety policy at work
<b>2</b>	Know where potential hazards can occur in the workplace
<b>3</b>	Know how to maintain a safe environment in the workplace
<b>4</b>	Know about the individual's responsibility for health and safety at work
<b>5</b>	Understand the procedures for fire prevention and evacuation
<b>6</b>	Know about risk assessment

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](http://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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### 1 The learner will know about elements of health and safety policy at work

The learner must know:		Assessment Requirements	Evidence Location
1.a	Who is responsible for health and safety policies and procedures in the workplace	Learners should <i>identify</i> who is responsible for health and safety policies and procedures in the workplace.	<p>The following assessment methods can be used in the assessment of this standard:</p> <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> <p>This list is not exhaustive and other appropriate assessment methods may be used.</p>
1.b	Health and safety procedures for own organisation	Learners should <i>describe</i> health and safety procedures for own organisation.	
1.c	The importance of first aid as part of health and safety policy	Learners should <i>describe</i> the importance of first aid as part of health and safety policy	

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### 2 The learner will know where potential hazards can occur in the workplace

The learner must know:		Assessment Requirements		Evidence Location
2.a	Potential hazards within the workplace	Learners should <i>assess</i> a minimum of three potential hazards within the workplace.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	
2.b	Key areas within the workplace which affect health and safety management	Learners should <i>select</i> the key areas within the workplace which affect health and safety management		

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### 3 The learner will know how to maintain a safe environment in the workplace

The learner must know:		Assessment Requirements		Evidence Location
3.a	Ways of maintaining a safe working environment	Learners should <i>describe</i> a minimum of three ways of maintaining a safe working environment.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	
3.b	The role that good housekeeping plays in maintaining a safe working environment	Learners should <i>explain</i> the role that good housekeeping plays in maintaining a safe working environment.		

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### 4 The learner will know about the individual's responsibility for health and safety at work

The learner must know:		Assessment Requirements	Evidence Location
4.a	The importance of using personal protective equipment	Learners should <i>explain</i> the importance of using personal protective equipment.	<p>The following assessment methods can be used in the assessment of this standard:</p> <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> <p>This list is not exhaustive and other appropriate assessment methods may be used.</p>
4.b	The correct procedures for manual handling	Learners should <i>outline</i> the correct procedures for manual handling.	
4.c	The procedures for the use of display screen equipment	Learners should <i>outline</i> the procedures for the use of display screen equipment.	
4.d	The importance of controlling hazardous substances in the workplace	Learners should <i>explain</i> the importance of controlling hazardous substances in the workplace.	
4.e	Why it is important to report all accidents, diseases and dangerous occurrences in the workplace	Learners should <i>explain</i> why it is important to report all accidents, diseases and dangerous.	

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### 5 The learner will understand the procedures for fire prevention and evacuation

The learner must know:		Assessment Requirements		Evidence Location
5.a	Own company procedure for evacuating the premises in an emergency	Learners should <i>describe</i> own company procedure for evacuating the premises in an emergency.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	
5.b	Key elements in fire prevention	Learners should <i>describe</i> key elements in fire prevention.		
5.c	The process of raising the alarm in the event of fire	Learners should <i>explain</i> the process of raising the alarm in the event of fire.		

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### 6 The learner will know about risk assessment

The learner must know:		Assessment Requirements		Evidence Location
6.a	The process of risk assessment	Learners should <i>describe</i> the process of risk assessment.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	
6.b	The potential hazards	Learners should <i>identify</i> the potential hazards.		
6.c	The assessment of risks	Learners should <i>carry out</i> a workplace risk assessment.		

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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>
3	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.