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# Qualification Specification

## Highfield Level 2 Award in the Control of Substances Hazardous to Health (RQF)

Qualification Number: 603/1620/2

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## Highfield Level 2 Award in the Control of Substances Hazardous to Health (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

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### Qualification regulation and support

The Highfield Level 2 Award in the Control of Substances Hazardous to Health (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

<b>Qualification number:</b>	603/1620/2
<b>Learning aim reference:</b>	60316202
<b>Credit value:</b>	1
<b>Assessment method:</b>	Multiple-choice examination
<b>Guided learning hours (GLH):</b>	5
<b>Total qualification time (TQT):</b>	6

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### Qualification overview and objective

This qualification is aimed at learners who work in an environment where coming into contact with hazardous substances is likely. This includes workplaces in areas such as manufacturing, cleaning, healthcare, transport, utilities and office environments. The qualification provides learners with the knowledge and skills needed to recognise the risks associated with hazardous substances and how to control them.

The objective of the qualification is to support a role in the workplace.

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### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners have a minimum of level 1 in literacy/English or equivalent. This qualification is approved for delivery to learners aged 14+.

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### Guidance on delivery

The total qualification time for this qualification is 6 hours and of this 5 hours are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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### Guidance on assessment

This qualification is assessed by a 15-question multiple-choice examination that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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### Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

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### Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification to meet the following:

- hold a relevant subject area qualification, which could include any of the following:
  - Degree or Dip HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
  - HNC/D in a related subject (as outlined above)
  - Level 3 qualification in Health and Safety or equivalent;
  - NEBOSH National/International General Certificate in Occupational Safety and Health
  
- hold a recognised teaching qualification, which could include any of the following:
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Highfield Level 3 International Award in Delivering Training (IADT) or equivalent
  - Level 3 Award in Education and Training or above
  - Proof of at least 30 hours of training in any subject
  
- maintain appropriate continued professional development for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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## Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in Risk Assessment (RQF)
  - Highfield Level 2 Award Health and Safety within the Workplace (RQF)
  - Highfield Level 3 Award Health and Safety in the Workplace (RQF)
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## Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
  - [www.highfield.co.uk](http://www.highfield.co.uk) (Highfield Products)
  - [www.hse.gov.uk](http://www.hse.gov.uk) (Health and Safety Executive)
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## Recommended training materials

- COSHH Handbook (Level 2), Wordsworth, Martin. Highfield Limited
  - COSHH Training Presentation (Level 2), Wordsworth, Martin. Highfield Limited
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## Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in the Control of Substances Hazardous to Health (RQF)**, learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
M/615/7553	Principles of the Control of Substances Hazardous to Health	2	5	1

## Appendix 2: Qualification content

### Unit 1: Principles of the Control of Substances Hazardous to Health

Unit number: M/615/7553

Credit: 1

GLH: 5

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1 Understand the principles of hazardous substances in the workplace	1.1 Outline <b>duties</b> relating to hazardous substances at work 1.2 Identify the consequences for non-compliance with duties
2 Understand how hazardous substances can cause hazards and risks to health within the workplace	2.1 Define the following key terms: <ul style="list-style-type: none"> <li>• Risk</li> <li>• Hazardous substance</li> <li>• Risk Assessment</li> </ul> 2.2 State the different <b>forms</b> that hazardous substances can take 2.3 Identify the health and safety <b>effects</b> that may occur following exposure to hazardous substances 2.4 State the <b>routes</b> that hazardous substances can enter the body
3 Understand how risk assessments contribute to the safe use of hazardous substances in the workplace	3.1 Outline the process of risk assessment 3.2 Identify how risk assessments reduce accidents and ill-health at work 3.3 Identify the <b>risk control hierarchy</b> for hazardous substances
4 Understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are properly controlled	4.1 Identify common <b>COSHH symbols</b> 4.2 Outline the <b>types of information</b> that should be referred to for the safe identification and use of hazardous substances 4.3 State the general procedures that should be in place for dealing with an <b>incident</b> involving hazardous substances

Amplification
<p><b>Duties</b> - employer duties, employee duties, safe use, handling, transporting, storage and disposal</p> <p><b>Forms</b> - solid (powder), liquid (bleach), gas etc.</p> <p><b>Effects</b> following exposure - risks to people not the environment</p> <p><b>Routes</b> that substances can enter the body - inhalation, ingestion, absorption, injection</p> <p><b>Risk control hierarchy</b> –</p> <ul style="list-style-type: none"> <li>• Elimination – removing the hazard</li> <li>• Substitution – replace the material or process with a less hazardous one for example granules rather than powder</li> </ul>

- Engineering controls - for example changing the process so less of the hazardous substance is produced, fully enclose the process to separate the hazard from operators
- Administrative controls - for example reducing the time workers are exposed to hazards, prohibiting mobile phone use
- Personal Protective Equipment (PPE) – when previous measures have been tried and found ineffective, PPE should be fitted and workers trained in use

**COSHH symbols** - Dangerous to the environment, toxic, gas under pressure, corrosive, explosive, flammable, oxidising, caution, longer term health hazards

**Types of information** - Labelling, material safety data sheets

**Incident** - Emergency procedures, spillages, accident, near misses



## Appendix 3: Sample assessment material

Highfield EXAMINATION 

Paper Code:

### Principles of the Control of Substances Hazardous to Health

**Level 2**  
M/615/7553

**Information for registered centres**  
The seal on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unsealed examination paper.

**Information for candidates**  
Under no circumstances should you the candidate use an unsealed examination paper. This examination consists of 15 multiple-choice questions. The minimum pass mark is 9 correct answers. The duration of this examination is 30 minutes. You are **NOT** allowed any assistance to complete the answers. You must use a pencil to complete the answer sheet - pens must **NOT** be used. When completed, please leave the Examination Answer Sheet (EAS) on the desk.

**EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:**  
For each question, fill in **ONE** answer **ONLY**. If you make a mistake ensure you erase it thoroughly. You must mark your choice of answer by shading in **ONE** answer circle only. Please mark each choice like this:

01     ANSWER COMPLETED CORRECTLY

Examples of how **NOT** to mark your Examination Answer Sheet (EAS). These will not be recorded.

01     DO NOT partially shade the answer circle  
ANSWER COMPLETED INCORRECTLY

01     DO NOT use ticks or crosses  
ANSWER COMPLETED INCORRECTLY

01     DO NOT use circles  
ANSWER COMPLETED INCORRECTLY

01     DO NOT shade over more than one answer circle  
ANSWER COMPLETED INCORRECTLY

All candidates **MUST** sign the Examination Answer Sheet (EAS) in the bottom right-hand corner of the page before leaving the examination room.

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### Sample questions

The **most** likely consequence to the employer of non-compliance with statutory duties is:

- an increase in profits and a decrease in accidents
- an increase in accidents and a decrease in profits
- a decrease in complaints and a decrease in profits
- a decrease in accidents and an increase in complaints

A hazardous substance which cannot be seen may present itself as a:

- solid
- paste
- powder
- gas/vapour

What is the **most** common route of entry into the body by a hazardous substance?

- Absorption
- Ingestion
- Injection
- Inhalation