



**British Safety Council Certificate in Manual Handling Risk
Assessment**
2020 Specification

Version 1

For assessments from 2020

Qualification code: NR/C/MHRA/01

Publishing Policy for Specifications

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.

Please check that this printed version of the specification is the latest version by visiting www.britsafe.org

Acknowledgements

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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.

The British Safety Council Certificate in Manual Handling Risk Assessment

The Manual Handling Operations Regulations 1992 require employers to assess any hazardous manual handling tasks that cannot be avoided and reduce the risk of injury, so far as is reasonably practicable.

The BSC Certificate in Manual Handling Risk Assessment aims to provide supervisors and employees with knowledge and understanding of the manual handling risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

The online assessment task relates directly to the candidate's workplace and tests the application of learning in a practical context.

The assessment structure is as follows:

Method	Assignment
Language	English
Format	Online
Duration	The assessment must be completed no more than 6 weeks after the learning has commenced. Re-submissions must be made within 6 weeks of result notification.
Grading	Pass or Fail only. Pass mark 12 out of 18
Re-submission opportunities	Unlimited re-submission fee applies

While the British Safety Council Certificate in Manual Handling Risk Assessment is a stand-alone qualification, it allows for lateral progression to other British Safety Council qualifications including

- British Safety Council Certificate in Risk Assessment
- British Safety Council Certificate in Manual Handling Risk Assessment
- British Safety Council Certificate in DSE Risk Assessment
- British Safety Council Certificate in Fire Risk Assessment
- British Safety Council Certificate in COSHH Risk Assessment
- British Safety Council Certificate in Supervising staff Safely

Learning Outcomes and Assessment Criteria

The learning outcomes state what a learner will be expected to know, understand or be able to do and the assessment criteria describe the requirements that a learner is expected to meet to demonstrate a learning outcome has been achieved.

Learning Outcome	Assessment Criteria
1. Understand the importance of manual handling risk assessments	1.1 Outline the reasons for conducting manual handling risk assessments 1.2 Outline the main legislation relating to manual handling risk assessments
2. Understand the principles of controlling the risks from manual handling	2.1 Outline the basic principles of anatomy and physiology as they relate to manual handling operations 2.2 Identify common injuries caused by manual handling operations 2.3 Identify methods for controlling the risk from manual handling
3. Understand how a manual handling risk assessment is undertaken	3.1 Describe the stages involved in a manual handling risk assessment 3.2 Outline the circumstances in which a manual handling risk assessment should be reviewed

Entry Requirements

There are no formal entry requirements for the British Safety Council Certificate in Manual Handling Risk Assessment. However, it is expected that learners will have a level of literacy adequate to cope with the assessment.

Arrangements for Learning and Assessment

Learning can be completed via British Safety Council digital learning, Live on Line Learning or face to face training either in-company or at one of our venues. Please visit www.britsafe.org/training-and-learning for options.

Once learning is completed, learners complete their assessments online. Payment must be made to the British Safety Council before the assessment is conducted usually this is included in the course fee. For digital learners the assessment will be unlocked once the learning is complete. For learners trained in a classroom British Safety Council will provide log in details to complete assessments on-line once the training has been completed.

Learners may visit the online system as many times as they like, adding to their answers and saving their work as they go. Once the learner submits their work for marking, they can no longer edit their answers. Learners have 6 weeks from enrolment to complete and submit the assessment.

Completed assessment tasks are marked online by independent examiners and learners are informed of their results by email. Learners' results are reported as a grade (Pass or Fail) for the qualification.

Learners' raw marks are also reported. A pre-defined quota of passes to be awarded does not exist - if all learners achieve the pass mark, then all learners will be awarded a pass grade.

In most cases, results are issued within 20 working days and electronic certificates follow within 5 working days thereafter.

Marking Scheme

The marking scheme is provided as follows for reference:

	3 marks	2 marks	1 mark	0 marks
Rationale	Clear description of area or task. Clear rationale for risk assessment.	Adequate description of area or task. Adequate rationale for risk assessment.	Limited description of area or task. Limited rationale for risk assessment.	No description of area or task, or no rationale for risk assessment.
Methodology	Clear description of a range of techniques with clear reference to limitations and suggestions for improvement.	Adequate description of a range of techniques with some reference to limitations and some ideas for improvement.	Limited description of techniques with little or no reference to limitations or suggestions for improvement.	No description of techniques and no reference to limitations or suggestions for improvement.
Hazards, how they might cause harm and to whom	Hazards and potential for harm clearly identified. All persons at risk clearly identified.	Hazards and potential for harm identified. Most persons at risk identified.	Hazards or potential for harm not clearly identified. Insufficient persons identified or unclear.	No hazard identified or no attempt to identify potential for harm. No persons or wrong persons identified.
Existing control measures and their effectiveness	A good range of control measures clearly identified and a sound awareness of their effectiveness.	A range of control measures identified with some awareness of their effectiveness.	A limited range of control measures identified with little awareness of their effectiveness.	No existing control measures identified
Proposed control measures and their implementation	Three relevant and realistic measures proposed and clearly outlined. Clear identification of who should implement the measures and by when.	Two relevant and realistic measures proposed and clearly outlined. Adequate identification of who should implement the measures and by when.	One relevant and realistic measure proposed and clearly outlined. Adequate identification of who should implement the measure and by when	No measures proposed
Review	Clear outline of three different circumstances that would necessitate a review.	Clear outline of two different circumstances that would necessitate a review.	Clear outline of one circumstance that would necessitate a review.	No circumstances outlined.

Language of Assessment

The online assessment task is presented in English and learners must respond in English. Learners for whom English is a second language are advised that their reading and writing skills should be equivalent to at least Level 4 of the International English Language Testing System (IELTS) Test for Non-Native Speakers of English. Information on this language testing service is available on the IELTS website (www.ielts.org).

Authentication

The completed task must be entirely the learner's own work. Learners are responsible for identifying a senior work colleague, normally their line manager, to authenticate their work. This individual must provide contact details to the British Safety Council to permit checks to be made. These contact details are required to be entered at the start of the online assessment task.

Plagiarism is a serious form of malpractice, and learners found guilty of it will be disqualified from this and other British Safety Council qualifications and no refund of fees will be due. A learner may be asked to re-submit their assessment or provide evidence that the work was completed independently. At the same time, it represents a lost opportunity for the learner's organisation to benefit directly from the work undertaken to complete assessment tasks. Line managers, or individuals authenticating learners' work, are expected to make checks to ensure that the work is indeed the learner's own.

Reasonable Adjustments

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

Reasonable adjustments are made to ensure that learners receive recognition of their achievement without compromising the equity, validity and reliability of the assessment. They are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

The Reasonable Adjustments Policy can be found at: <https://www.britsafe.org/media/1825/reasonable-adjustments-policy.pdf>.

Special Consideration

Special consideration involves procedures that may result in an adjustment to the marks of learners who have not been able to demonstrate attainment because of exceptional circumstances during the assessment 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);
- reasonable adjustment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.

The special consideration policy can be found here: <https://www.britsafe.org/media/1831/special-consideration-policy.pdf>

Malpractice

The fairness of the assessment process depends upon all parties adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of learners and prevent these learners accessing BSC qualifications in the future.

All examiners and staff are required to report suspicions of malpractice of anyone involved in delivering the qualification. Such reports should be made to the British Safety Council compliance@britsafe.org for investigation and resolution.

Examples of malpractice include:

- a learner copying another learner's work
- a learner assisted by a third party in completion of assessment
- a learner copying text from any other source into their assignment
- 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
- the revelation of questions to learners before the time of the Assessment.
- errors or omissions in information supplied to the British Safety Council

Marking, Awarding and Reporting of Results

Assessment tasks for the British Safety Council Certificate in Manual Handling Risk Assessment are marked by examiners appointed and trained by the British Safety Council. Rigorous standardisation procedures ensure that all examiners apply the marking scheme in exactly the same way and that all tasks are marked to the same standard.

The pass mark is 12 out of 18. Learners' results are reported as pass or fail. A pass grade reflects the fact that the learner has met the assessment criteria set out in this specification.

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.

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.

The Result Enquiries and Appeals Policy can be found at <https://www.britsafe.org/media/5478/result-enquiries-and-appeals-policy-v3.pdf>