



Level 3 Certificate in Occupational Safety and Health

Qualification Specification 2021

Qualification Accreditation Number: 600/1803/3

Publishing policy for specifications

The British Safety Council publishes qualification specifications on its website.

The electronic version on the 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.

Centres and learners are advised to check that any printed version of the specification is the latest version by visiting www.britsafe.org

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The British Safety Council

The British Safety Council is one of the world's leading health and safety organisations. Its vision is that no-one should be injured or made ill through their work.

The British Safety Council is a registered charity and everything it does is for public benefit.

The British Safety Council is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and, as such, must comply with a wide range of conditions set by the regulator so that high standards are maintained in respect of the development, delivery and award of qualifications.

The British Safety Council offers the following qualifications:

Level 3 Certificate in Occupational Safety and Health
Level 6 Diploma in Occupational Safety and Health
International Certificate in Occupational Safety and Health
International Diploma in Occupational Safety and Health

The Level 3 Certificate in Occupational Safety and Health

In 2020/21, 142 people were killed at work in Great Britain and there were more than 65,000 reportable injuries. More than 1.6 million people were suffering from a work-related illness. More than 38.8 million working days were lost due to work-related illness and workplace injury. The estimated cost of workplace injuries and ill-health was £16.2 billion.

In addition to the tragic loss of life and personal suffering, employers found themselves faced with court fines and costs, increased insurance premiums, compensation claims, reduced productivity, damaged reputation and lower staff morale.

The vast majority of workplace injuries and ill-health can be avoided by good health and safety management. With this in mind, the British Safety Council offers the Level 3 Certificate in Occupational Safety and Health, a qualification for people with responsibility for managing aspects of health and safety in the workplace.

The qualification is accredited at Level 3 in the Regulated Qualifications Framework (RQF). It is recognised by the Institution of Occupational Safety and Health (IOSH) as meeting the academic requirement for membership of the Institution at Technical level (Tech IOSH). Holders of the Level 3 Certificate may also apply for associate membership of the International Institute of Risk and Safety Management (IIRSM).

Qualification Structure

The Level 3 Certificate comprises two mandatory units, each separately assessed.

Unit 1 Principles of Health and Safety Management
(Unit number: F/503/1736)

Unit 2 Controlling Hazards in the Workplace
(Unit number: J/503/1737)

Entry Requirements

There are no formal entry requirements for the Level 3 Certificate, but learners should have a level of literacy adequate to cope with the assessments. This recommendation is intended to ensure that all learners who enter for the Level 3 Certificate can undertake the qualification with a reasonable expectation of success.

Arrangements for Learning

Learning is undertaken via an approved centre.

Total Qualification Time and Guided Learning

Total Qualification Time is an indication of the minimum length of time it would take the average learner to complete the qualification.

Total Qualification Time comprises two elements:

- a) Guided Learning (hours) - activities completed by the learner under the direct instruction or supervision of a tutor whether through physical presence or electronic means;
- b) all other time taken in preparation and study, but not under the direct supervision of a tutor, plus time taken to undertake the assessments.

The Level 3 Certificate has a Total Qualification Time of 160 hours of which 68 hours are Guided Learning.

Language of Assessment

The qualification is assessed in English only. Assessments are 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 6 of the International English Language Testing System (IELTS) Test for Non-Native Speakers of English. Learners may obtain information on this language testing service from the IELTS website (www.ielts.org).

Learning Outcomes and Assessment Criteria

Unit 1 Principles of Health and Safety Management

Learning outcomes (the learner will . . .)	Assessment criteria (the learner can . . .)
1. Understand the basic principles of law relating to health and safety in the workplace	1.1 Outline the principles of common and statute law 1.2 Outline the principles of civil and criminal law 1.3 Describe the legal frameworks for health and safety in the workplace 1.4 Describe the health and safety duties of employers and employees 1.5 Describe the role and powers of agencies that enforce or advise on health and safety matters
2. Understand how to organise health and safety in the workplace	2.1 Outline the responsibilities of employers, directors, managers and staff in relation to health and safety in the workplace 2.2 Outline the importance of effective communication in relation to health and safety in the workplace 2.3 Outline sources of health and safety information available to employers
3. Understand how to develop a positive health and safety culture in the workplace	3.1 Describe how a health and safety culture can be measured 3.2 Describe ways of improving a health and safety culture 3.3 Describe the benefits of a positive health and safety culture 3.4 Describe the barriers to a positive health and safety culture
4. Understand the principles of accident prevention in the workplace	4.1 Explain the differences between accidents, incidents and near misses 4.2 Explain the causes of accidents/incidents at work 4.3 Explain the costs associated with accidents/incidents at work 4.4 Explain the need to prevent accidents/incidents at work
5. Understand the importance of effective occupational health provision for organisations and people	5.1 Outline the causes and effects of ill-health in the workplace. 5.2 Describe measures to prevent ill-health related to activities in the workplace 5.3 Explain the benefits and costs of effective occupational health provision for employers and employees 5.4 Outline the effects and costs of inadequate occupational health provision for employers and employees
6. Know the main features of a health and safety management system	6.1 Outline the main features of a health and safety management system 6.2 Explain the purpose of and requirements for a health and safety policy 6.3 Explain the purpose of and procedures for health and safety audit and review 6.4 Describe how to measure, audit and review health and safety performance in the workplace
7. Understand the principles of workplace risk assessment	7.1 Describe the main stages of a suitable and sufficient risk assessment 7.2 Describe a range of methods for gathering information for a risk assessment 7.3 Outline a hierarchical approach to managing risks in the workplace 7.4 Explain how the principles of prevention are used for managing risks in the workplace 7.5 Outline the requirements for carrying out and reviewing workplace risk assessments 7.6 Outline when specific risk assessments are required

Unit 2 Controlling Hazards in the Workplace

Learning outcomes (the learner will . . .)	Assessment criteria (the learner can . . .)
1. Understand the principles of fire prevention in the workplace	1.1 Explain the principles of fire 1.2 Describe fire hazards and risks in the workplace 1.3 Describe the main stages of a fire risk assessment 1.4 Explain how to prevent a fire in the workplace 1.5 Explain the arrangements required to protect people and workplaces from fire
2. Understand how to manage emergencies in the workplace	2.1 Identify the situations which require emergency procedures 2.2 Describe the main features of an emergency plan 2.3 Describe how to evaluate the effectiveness of emergency planning and procedures
3. Understand the hazards and risks associated with workplace activities	3.1 Outline the main hazards and risks relating to workplaces and occupational activities 3.2 Describe the risk factors relating to workplaces and occupational activities 3.3 Outline who may be at risk from hazards in the workplace 3.4 Describe the consequences that may result from uncontrolled workplace hazards
4. Understand how to control risks in the workplace	4.1 Identify the legal requirement for controlling risks in the workplace 4.2 Identify the legislation relating to specific workplace hazards 4.3 Describe a general hierarchical approach for preventing and reducing risks 4.4 Describe suitable control measures for specific workplace hazards 4.5 Outline methods for monitoring and reviewing control measures
5. Understand the requirements for reporting and investigating incidents in the workplace	5.1 Identify the legal requirements for reporting and investigating incidents in the workplace 5.2 Explain the need for internal incident reporting and investigation 5.3 Describe the main elements of an incident investigation
6. Understand how to reduce the impact of workplace activities on the environment	6.1 Describe the main risks to the environment from workplace activities 6.2 Describe control measures that can be used to reduce the risks to the environment from workplace activities

Scheme of Assessment

The Level 3 Certificate is assessed via two written examinations which test knowledge, understanding and the application of learning. The examinations test the assessment criteria on pages 7 - 8 of this specification. The examinations may be completed in any order.

Unit 1

Unit 1 is assessed by a 1½ hour written examination comprising eight compulsory questions each worth 12 marks (total 96 marks).

Unit 2

Unit 2 is assessed by a 1½ hour written examination comprising eight compulsory questions each worth 12 marks (total 96 marks).

Legislation

The written examinations test the English legislative position six months prior to the examination. New legislation will not be directly tested until at least six months after it has come into force. Learners may refer to new or proposed legislation in their answers

Assessment Arrangements

Registration

Learners are registered with the British Safety Council by their centre.

Examinations

Learners sit their examinations at venues chosen by their centre. Examinations are available on-demand which means that centres can order examinations all year round. Centres must give at least two weeks' notice of their intention to hold an examination. Learners must pay for their examinations at the time of booking.

Reasonable Adjustments

Where necessary, the British Safety Council makes 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 on the British Safety Council website.

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 examination itself.

The Special Consideration Policy can be found on the British Safety Council website.

Malpractice

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest standards of conduct. Any evidence of deviation from such standards may lead to disqualification of learners and withdrawal of centre approval. In the event of proven malpractice, the British Safety Council may notify Ofqual and other awarding organisations.

Marking and Results

Assessments are externally marked by examiners appointed by the British Safety Council. Rigorous procedures are in place to ensure that all assessments are marked to the same standard.

Unit 1

To pass Unit 1, learners must score at least 50 out of 96 (52%).

Unit grade boundaries:

76 – Distinction

63 – Merit

50 – Pass

The unit grade is reported as Distinction, Merit, Pass or Fail.

An individual result notification for each learner is issued to the centre within four weeks of the examination date.

Unit 2

To pass Unit 1, learners must score at least 50 out of 96 (52%).

Unit grade boundaries:

76 – Distinction

63 – Merit

50 – Pass

The unit grade is reported as Distinction, Merit, Pass or Fail.

An individual result notification for each learner is issued to the centre within four weeks of the examination date.

Certification

Learners who pass both units are awarded the British Safety Council Level 3 Certificate in Occupational Safety and Health. Learners receive a qualification certificate.

Certificates are sent to centre with the final unit result. Certificates are issued as PDF documents.

Qualification grades are determined as follows:

Unit grades	Qualification
D + D	Distinction
D + M	Merit
D + P	Merit
M + M	Merit
M + P	Pass
P + P	Pass

Grade Descriptions

Distinction – A learner who has achieved a distinction in a unit has demonstrated a thorough knowledge and understanding of occupational health and safety issues relevant to that unit. A distinction for the qualification as a whole reflects a very high level of achievement across the two units.

Merit – A learner who has achieved a merit in a unit has demonstrated a good knowledge and understanding of health and safety issues relevant to that unit. A merit for the qualification as a whole reflects either a high level of achievement in both units or a very high level in one unit balanced by a satisfactory level in another.

Pass – A learner who has achieved a pass in a unit has demonstrated satisfactory knowledge and understanding of health and safety issues relevant to that unit. A pass for the qualification as a whole reflects at least a pass level of achievement in both units.

Credit

Every unit and qualification on the Regulated Qualifications Framework has a credit value. Credit indicates the amount of time an average learner will need to achieve a unit or a qualification. One credit represents ten notional hours of learning.

Successful achievement of the Level 3 Certificate will earn a learner the following credits:

Unit 1 – 8 credits
Unit 2 – 8 credits

Resits

Learners may resit an examination upon payment of the appropriate fee.

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 on the British Safety Council website.