



LEVEL 2

Health & Safety in the Workplace

COURSE

JOINING INSTRUCTIONS



Course Information

Qualification Overview

The Level 2 Award in Health and Safety in the Workplace is aimed at all employees. It is intended for learners already in workplaces and those who are preparing to start or return to work. It is also very useful for young persons to raise their ability to identify and understand hazards when preparing for work experience and into employment. Persons gaining this qualification will know that health and safety is the responsibility of everyone within a business, its contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

Qualification

Successful candidates will gain a Level 2 Award in Health and Safety in the Workplace (QCF)

Awarding Body

Highfield Awarding Body for Compliance (HABC); www.highfieldabc.com HABC have laid down guidelines that the course is to be completed within a minimum of 10 guided learning hours.

Identification

ALL STUDENTS MUST BRING SUITABLE IDENTIFICATION (ID) WITH THEM ON DAY ONE OF THE COURSE and x1 Passport Photo. Acceptable ID can be one of the following;

- Driving Licence (both parts)
- Passport (in date)
- Student ID
- Military ID
- Birth Certificate

Entry Requirements

There are no prerequisites for this qualification. It is advised that learners have a minimum of Level 1 in English and Maths or equivalent. These qualifications are approved for delivery to learners aged 14+

Course in Outline

The course is made up of the following units:

Unit 1: Understand roles and responsibilities for health, safety and welfare in the workplace

- Outline employers and employees duties relating to health, safety and welfare at work
- Outline the consequences for non-compliance with health and safety legislation
- Outline the requirements for training and competence in the workplace
- Outline the ways in which health and safety information can be communicated

Unit 2: Understand how risk assessments contribute to health and safety

- Define the terms 'hazard' and 'risk'
- Outline the process for carrying out a risk assessment
- Describe how risk assessment can be used to reduce accidents and ill health at work

Unit 3: Understand how to identify and control the risks from common workplace hazards

- Describe the hazards that may be found in a range of workplaces
- Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment
- Describe the principle of the risk control hierarchy
- List examples of risk controls for common workplace hazards

Unit 4: Know the procedures for responding to accidents and incidents in the workplace

- State the common causes of workplace accidents and ill health
- Identify the actions that might need to be taken following an incident in the workplace
- List the arrangements that should be in place in a workplace for emergencies and first aid
- Outline why it is important to record all incidents, accidents and ill health

Assessment Examination

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 1 hour.

Successful learners must achieve a score of at least 20 out of 30.

Booking Confirmation

Your place on the course will only be secured once Impact has received a deposit of 20% of the overall course cost.

Course Administration

Venue Location and Postal Address

Impact Training Centre

Unit 15, Peartree Business Centre, Peartree Road, Colchester, Essex **CO3 0JN**

Tel: 01206 562 366

Email: info@impact-security.com

Web: www.impact-security.com



Entrance
Peartree Business Centre

Continue to the bottom of the road and take the last turning on the left, look right and head for Unit 15.

Car Parking

Unfortunately parking at the Training Centre is **reserved only for employees**. Please **DO NOT PARK** in Impact's parking bays or in any of the neighbouring business's private parking spaces.



Adequate parking is available in the car park at Peartree Retail Centre, CO3 0LE behind Topps Tiles (see photo left). Please be aware half this car park is restricted parking and you will be penalised if you park in the restricted areas. Peartree Retail Centre is only a 5 minute brisk walk (always good to start and end the day with a brisk walk in the fresh air).

Public Transport

The nearest railway stations are Marks Tey or Colchester North Station. If travelling by bus; Dugard Avenue/Moss Road is the destination required on the local bus route.

Accommodation

Impact Security can provide accommodation at reduced rates at:

Stoke by Nayland Hotel, Golf & Spa
Keepers Lane, Leavenheath, Colchester, Essex CO6 4PZ
www.stokebynayland.com

Should you require to use the above accommodation please contact us for your discounted booking reference with the hotel.

Military personnel can request use of transit accommodation at one of the barracks within 16 Air Assault Brigade. Most commonly used is Merville Barracks, Colchester, Essex CO2 7UT.

Refreshments

There is a vending machine within the classroom dispensing both hot and cold drinks. There are no student kitchen facilities at the centre although there is a fridge to store sandwiches etc. A mobile sandwich van patrols the area every day. Within a short walk there is a chip shop, portable burger van, local supermarket and a small coffee shop.

Clothing (Dress States)

Please ensure that you wear comfortable relaxed clothing for the classroom study. Students will be required to take part in practical studies, therefore ladies are asked to wear trousers to avoid any embarrassment during casualty simulation.

Stationary

All students will be issued with a Health and Safety reference book. You are advised to bring your own note book to take notes.

Timings

9.30am – 5pm Daily

Alcohol

No alcohol is to be consumed during training breaks. Any individual who breaches this condition may be removed from the course at the discretion of the course tutors.

Drugs

Impact Security Services Ltd operates a drug free training culture. Any individual who is caught taking illegal or un-prescribed drugs, or who is caught in possession of such items will be removed from the course and if necessary reported to the Police.

Photos

Videoring and the taking of pictures is not permitted without the express written permission of Impact Security Services Ltd.

Medical and Health Matters

On arrival all students are requested to complete a medical history form. If you have any medical conditions or allergies that you think may hinder you on the course, then you must bring this to the attention of the course tutor. Training staff reserve the right to remove a student from the course should they feel the student is at risk of injury due to health matters?

Removal from Course (Expected Behaviour)

The course is delivered in a relaxed but professional manner and participants are asked to be of the same manner throughout the course.

Training staff reserve the right to ask a student to be removed from the course, should it be felt that the student's behaviour is inappropriate towards the staff or other students. Should this be the case then no refund of course costs will be given.

Point of Contact (POC)

Prior to the course if you have any questions or concerns please do not hesitate to contact our Training Manger, Dennis:

Tel: 01206 562366

Mob: 07701 076735

Email: dennis@impact-security.com

Web: www.impact-security.com