

**NCFE Level 2 Award in Occupational Health and Safety (600/0074/0)**

**Statement of authenticity**

Learner name:

Centre number:

Centre name:

**Signatures**

Learner: Date:

Tutor/Assessor: Date:

Internal Quality Assurer (IQA)\*: Date:

External Quality Assurer (EQA)\*: Date:

\* For completion if part, or all, of the evidence has been sampled by the Internal and/or External Quality Assurer

**Unit 1 Health and Safety in the Workplace (H/601/9699)**

**Learning outcome 1**

**You will:** Understand roles and responsibilities for health, safety and welfare in the workplace

You must:

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| **1.1 Outline employers and employees duties relating to health, safety and welfare at work** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.2 Outline the consequences for non-compliance with health and safety legislation** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **1.3 Outline the requirements for training and competence in the workplace** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **1.4 Outline the ways in which health and safety information can be communicated** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 2**

**You will:** Understand how risk assessments contribute to health and safety

You must:

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| **2.1 Define the terms 'hazard' and 'risk'** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.2 Outline the process for carrying out a risk assessment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **2.3 Describe how risk assessment can be used to reduce accidents and ill health at work** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 3**

**You will:** Understand how to identify and control the risks from common workplace hazards

You must:

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| **3.1 Describe the hazards that may be found in a range of workplaces** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **3.2 Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 3 (cont’d)**

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| **3.3 Describe the principle of the risk control hierarchy** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **3.4 List examples of risk controls for common workplace hazards** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 4**

**You will:** Know the procedures for responding to accidents and incidents in the workplace

You must:

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| **4.1 State the common causes of workplace accidents and ill health** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **4.2 Identify the actions that might need to be taken following an incident in the workplace** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **4.3 List the arrangements that should be in place in a workplace for emergencies and first aid** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 1 Health and Safety in the Workplace (H/601/9699) (cont’d)**

**Learning outcome 4 (cont’d)**

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| **4.4 Outline why it is important to record all incidents, accidents and ill health** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698)**

**Learning outcome 1**

**You will:** Understand the hazards and risks associated with fire in the workplace

You must:

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| **1.1 Explain how fires are caused in the workplace** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.2 Describe the components of the fire triangle** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.3 Identify the hazards during or after a fire, including the products of combustion** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **1.4 Describe the characteristics of fire and smoke spread** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698) (cont’d)**

**Learning outcome 2**

**You will:** Understand how fire risk is controlled in the workplace

You must:

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| **2.1 State the different methods used to identify and control fire hazards** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.2 Define the term 'means of escape' in relation to fire hazards** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **2.3 Outline typical components for means of escape from fire hazards** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **2.4 Describe methods of fire detection and raising the alarm** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **2.5 Describe the principle of how fires are extinguished** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **2.6 Describe how portable fire-fighting equipment should be used safely** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **2.7 Identify common fixed fire-fighting systems and where they might be used** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698) (cont’d)**

**Learning outcome 3**

**You will:** Understand the principles and practice of fire safety management at work

You can:

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| **3.1 Outline the duties of employers and employees with respect to fire safety in the workplace** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **3.2 Outline how to undertake a simple fire safety inspection in the workplace** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **3.3 Describe the stages involved in a fire risk assessment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 2 Fire safety principles (D/601/9698) (cont’d)**

**Learning outcome 4**

**You will:** Understand the role of the nominated fire warden

You can:

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| --- |
| **4.1 State the role and function of fire wardens in their workplace:*** **on a day-to-day basis**
* **during an emergency**
* **if they are not in their designated areas of responsibility when the alarm is raised**
 |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **4.2 Outline the content of a fire safety briefing** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 3 DSE risk assessment (Y/602/1420)**

**Learning outcome 1**

**You will:** Understand the importance of DSE risk assessments

You can:

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| --- |
| **1.1 Outline the reasons for conducting DSE risk assessments** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.2 Outline the main legislation relating to DSE risk assessments** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 3 DSE risk assessment (Y/602/1420) (cont’d)**

**Learning outcome 2**

**You will:** Understand the principles of controlling the risks from DSE work stations

You can:

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| **2.1 Identify the principles of good ergonomic workstation design** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.2 Outline the main causes of ill-health relating to DSE use** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **2.3 Describe corrections that can be applied to workstation design to control identified risks** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 3 DSE risk assessment (Y/602/1420) (cont’d)**

**Learning outcome 3**

**You will:** Understand how a DSE risk assessment is undertaken

You can:

|  |
| --- |
| **3.1 Describe the stages involved in a DSE risk assessment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **3.2 Outline the circumstances in which a DSE risk assessment should be reviewed** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 4 COSHH risk assessment (F/602/1413)**

**Learning outcome 1**

**You will:** Understand the importance of COSHH risk assessments

You can:

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| --- |
| **1.1 Outline the reasons for conducting COSHH risk assessments** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.2 Outline the main legislation relating to COSHH risk assessments** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 4 COSHH risk assessment (F/602/1413) (cont’d)**

**Learning outcome 2**

**You will:** Know the main types of hazardous substances and how they may cause harm

You can:

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| **2.1 Describe different forms of hazardous substances** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.2 Classify different hazardous substances** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.3 Describe the ways in which hazardous substances can enter the body and the harm they can cause**  |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 4 COSHH risk assessment (F/602/1413) (cont’d)**

**Learning outcome 3**

**You will:** Understand the principles of controlling the risks from hazardous substances

You can:

|  |
| --- |
| **3.1 Describe the factors to be considered when assessing the risks from exposure to hazardous substances** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **3.2 Describe the hierarchy of controls in relation to the control of hazardous substances** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 4 COSHH risk assessment (F/602/1413) (cont’d)**

**Learning outcome 4**

**You will:** Understand how a COSHH risk assessment is undertaken

You can:

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| **4.1 Describe the stages of a COSHH risk assessment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **4.2 Outline the circumstances in which a COSHH risk assessment should be reviewed** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 5 Manual handling safety at work (D/602/4593)**

**Learning outcome 1**

**You will:** Understand the reasons for safe manual handling

You can:

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| --- |
| **1.1 Outline the potential injuries and ill health associated with incorrect manual handling** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.2 Outline employers and employees duties relating to manual handling at work** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **1.3 Outline the consequences for non-compliance with health and safety requirements at work** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 5 Manual handling safety at work (D/602/4593) (cont’d)**

**Learning outcome 2**

**You will:** Understand how manual handling risk assessments contribute to improving health and safety

You can:

|  |
| --- |
| **2.1 Understand how manual handling risk assessments contribute to improving health and safety** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.2 Outline the process for carrying out a manual handling risk assessment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

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| **2.3 Describe the principle of the risk control hierarchy when applied to manual handling** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 5 Manual handling safety at work (D/602/4593) (cont’d)**

**Learning outcome 3**

**You will:** Understand the principles, types of equipment and testing requirements associated with manual handling safety

You can:

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| **3.1 Describe safe movement principles associated with manual handling** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

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| **3.2 Outline the types of equipment designed to be used for manual handling tasks** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |

**Unit 5 Manual handling safety at work (D/602/4593) (cont’d)**

**Learning outcome 3 (cont’d)**

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| **3.3 Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment** |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback**  |

**Unit 5 Manual handling safety at work (D/602/4593) (cont’d)**

**Learning outcome 4**

**You will:** Be able to apply safe manual handling principles

You can:

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| **4.1 Demonstrate efficient and safe manual handling principles when:*** **applying effort to, or moving a load or object manually on their own**
* **when using manual handling aids and equipment**
* **when undertaking a manual handling task as part of a team**
 |
| **What have you done to show this**  | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback**  |