

Course Syllabus

Level 2 Award in Health & Safety in the Workplace for Catering & Hospitality

Safer Food Worker (Level 2)

A. Introduction to health and safety

Candidates should understand the purpose and scope of Health and Safety at work legislation, and be aware of a range of common work based injuries and factors typically involved in accidents or other threats to health in the workplace. They should be able to:

- Give examples of a range of common accidents or injuries in a catering or hospitality setting
- State the consequences of poor health and safety standards and of good standards
- Demonstrate an awareness of HSE figures for work based injuries in the UK
- Demonstrate an awareness of factors that control Health & Safety in the workplace

B. Health and safety law

Candidates should be aware of relevant UK and EU legislation affecting Health & Safety in the workplace, both from an employee perspective and from an employer's perspective. They should be able to:

- Briefly describe the purpose and scope of the Health & Safety at Work Act 1974 and the responsibilities of employees, employers and the self-employed
- State the function of Statutory Notices and systems for Health and Safety in the workplace
- Describe the role and powers of Enforcement Officers in Health & Safety at work including the HSE Health and Safety Executive
- State the consequences of non-compliance with health and safety legislation

C. Accidents in the workplace

Candidates should understand the most common causes of accidents in the workplace are the result of unsafe conditions and unsafe acts, and that there is a legal basis for reporting of certain accidents described by RIDDOR. They should be able to:

- Define the term unsafe condition and offer practical examples of unsafe conditions
- Define the term unsafe act and offer practical examples of unsafe acts at work
- Define the term near-miss incident, its significance in the context of patterns of accidents
- State the purpose and legal basis of RIDDOR Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 in the workplace
- State the reasons why accidents should be recorded and in certain cases reported
- Give examples of occupational, environmental and human factors affecting health and safety

D. Risk and risk assessment

Candidates should understand the terms risk and risk assessment and be able to explain the relationship between hazard and risk, and describe approaches to informal and formal risk assessment. They should be able to:

- Define the terms hazard, risk, severity, risk assessment, and control measure in regard to workplace safety
- Describe the relationship between hazard, risk and severity
- Understand the importance of risk assessment in maintaining health and safety
- Describe factors and behaviours that are likely to increase risk of injury or ill health
- Offer examples of when to informally and formally risk assess tasks in the workplace
- Outline an approach to risk assessment and hazard control in the workplace
- Understand the need for specialist risk assessment in certain situations

E. Hazardous substances

Candidates should understand what constitutes a hazardous substance and be able to identify and classify a range of hazardous substances likely to be found in a catering or hospitality premises. They should be aware of a range of hazard controls associated with COSHH regulations (Control of Substances Hazardous to Health). Candidates should be able to:

- Give examples of a range of hazardous substances in the catering and hospitality workplace and classify them according to source and level of risk
- State the importance of risk assessment in the handling of hazardous substances
- Describe suitable control measures that should be used when handling a range of hazardous substances including storage methods
- Describe the purpose of COSHH regulations and assessment
- Explain the need for training and suitable authorisation prior to handling or otherwise being exposed to hazardous substances

F. Building design and manual handling

Candidates should understand the term Manual Handling and be aware of common handling injuries. They should be familiar with health and safety implications of premises, layout and work flow and suggest appropriate controls to limit injury from a range of manual handling tasks.

Candidates should be able to:

- Describe the health and safety considerations of building design and layout
- Give examples of poor building, task or workstation design that may cause injury
- Describe factors that contribute to slips, trips and falls and approaches to their prevention
- Explain the importance of good storage, stacking and good general housekeeping
- Explain how musculoskeletal disorders can be caused by work activities
- Outline the employer and employee responsibilities under manual handling regulations
- Describe a range of manual handling hazards and injuries
- Demonstrate an awareness of what constitutes manual handling good practice
- Describe a basic manual handling task assessment and task design to reduce the hazard
- Describe the correct lifting technique and what constitutes good manual handling practice

G. Noise, stress and violence

Candidates should be able to identify incidences of noise, stress and violence in the workplace, and be aware what constitutes acceptable versus unacceptable exposure. They should be aware of how the HSE Health and Safety Executive define stress and violence and their legal basis in a workplace environment in the UK. Candidates should be able to:

- Identify examples and sources of unacceptable noise and offer controls to limit noise and exposure to excessive noise levels
- Describe the health and safety hazards of working in high noise levels short and long term
- Describe an employee's right to a working environment free from unnecessary stress and the importance of reporting unacceptable conditions or behaviour
- Describe the main effects of stress and offer examples of how stress may be reduced
- Offer examples of what would constitute a violent act, bullying, or threat of violence in the workplace

H. Workplace health, safety and welfare

Candidates should be aware of the employer's mandatory obligation to ensure the health, safety and welfare of staff and customers including mandatory facility requirements placed on a catering premises, safety signage meaning and obligations, and the provision for First Aid within the workplace. Candidates should be able to:

- Outline mandatory health, safety and welfare related facilities required by a premises
- State the types of health hazard associated with working in catering and hospitality
- Explain why hazards to health in the workplace must be risk assessed and controls applied
- Understand the meaning of a range of health and safety signage required by HSE
- Describe basic mandatory first aid requirements including personnel and equipment
- Appreciate the importance of following instructions and the need to report any potential problems or incidents
- State how alcohol and drugs can affect health, safety and welfare at work

I. Workplace equipment

Candidates should understand the hazards associated with workplace equipment in the catering or hospitality workplace, and the employer's legal duty to risk assess equipment and introduce measures to reduce the risk to staff's health and safety from equipment. They should be able to:

- Describe a range of accidents commonly associated with catering workplace equipment
- Explain the importance of using equipment correctly and consistently following instructions
- Explain the importance of following instructions and using all safety devices provided
- Describe suitable hazard control measures including PPE, maintenance, and appropriate training before the use of any equipment
- Describe how to limit the threat to safety from knives and other bladed equipment in a catering and hospitality environment

J. PPE, heights and transport

Candidates should be able to select and use Personal Protective Equipment (PPE), appreciate safety considerations of working with ladders or steps, and understand the hazards of sharing a working environment with moving equipment or vehicles. They should be able to:

- Describe the need for and use of a range of PPE Personal Protective Equipment used either in a catering or hospitality environment
- Explain the importance of not using PPE as an excuse for exposure to excessive risk or lack of appropriate risk assessment
- Describe the safe use of ladders and steps in a catering or hospitality workplace
- Describe factors that contribute to a person falling from height or an object falling from height and potentially striking a person
- Describe the hazards of working in an environment where vehicles and other moving equipment are operating
- Describe controls and methods of working that may reduce the risk of accident or injury around vehicles and other moving equipment

K. Electricity

Candidates should be aware of the hazards associated with electricity in a catering or hospitality environment, including basic safety precautions and basic emergency First Aid when dealing with a victim of electrocution. They should be able to:

- Explain the dangers of working with electricity in a humid kitchen environment
- Describe a range of safety precautions when dealing with electricity in a kitchen or other environment where electricity and water may be present
- State the effect on the body of an accidental mains electricity electrocution
- Describe the emergency first aid approach in the event of an electrocution
- Describe ways of improving electrical safety including portable appliance testing

L. Fire safety

Candidates should understand the causes of fire in the workplace, what to do in the event of a fire or other need to evacuate the premises, and the legal basis of having an effective Fire Plan capable of evacuating customers and staff in a timely manner. They should be able to:

- Describe the common causes of fire in the catering or hospitality workplace
- Describe the elements and conditions fires need to start and spread
- Explain the purpose of fire risk assessment, and developing fire and evacuation plans
- Demonstrate an understanding of what to do when encountering a fire at work

Accreditation

Level 2 Award in Health & Safety in the Workplace
for Catering & Hospitality

QUALIFI Accredited Endorsed Level 2 Award
AHSWG2TSFG2020 (default online examination)

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