

CITY & GUILDS LEVEL 2 AWARD IN THE SAFE MANUAL HANDLING OF OBJECTS QAN 600/6444/4



QUALIFICATION GUIDANCE

Integrated Assessment

Essential Qualification Information

Not to be used by the Candidate during Assessment

You will require some of this information to accurately complete the Record of Assessment (ROA)

| | | |
|--|---------------------------|---|
| Qualification Group No | 0 0 1 8 | Health and Safety |
| Qualification Programme No | 0 0 1 8 - 0 4 | City & Guilds L2 Award In the Safe Manual Handling of Objects |
| Unit(s) | 0 0 1 | Manual Handling of Objects |
| Guided Learning Hours (GLH) | 0 0 1 | GLH 14 (Credit Value 3) |
| Total Qualification Time (TQT) | | 30 Hours |
| Recommended Assessment Duration | | 1.5 – 3 hours per Candidate |

| Version and date | Change detail | Section |
|-------------------|--|---|
| 1.2 November 2017 | Added TQT details Deleted QCF / Learning Time | Qualification at a glance, Structure Throughout |

City and Guilds Level 2 Award in the Safe Manual Handling of Objects Qualification Guidance

Introduction

The scheme will be administered by City & Guilds

City & Guilds will:

- Publish
 - Scheme regulations
 - Qualification guidance
 - Training materials
 - Trainers support materials
- Approve centres to co-ordinate and administer the scheme
- Set standards for the training of Verifiers and Assessors
- Recruit, train and deploy Verifiers
- Issue certificates to successful Candidates

The Qualification

The qualification will be awarded to Candidates who achieve the required level of competence in the units to which their certificate relates.

Instruction

Attendance at a course of instruction is not a pre-requisite for an application for an assessment but potential Candidates are strongly advised to ensure that they are up to the standards that will be expected of them when they are assessed.

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Access to Assessment

Assessment centres will be responsible for arranging assessment on behalf of the Candidate.

The minimum age limit for Candidates taking Certificates of Competence is 16 years. There is no upper age limit.

The assessment consists of **one** compulsory unit:

Unit 001 Manual Handling of Objects (Credit Value 3)

| Outcomes | |
|----------|---|
| (1) | Understand the reasons for safe manual handling in the workplace (Criteria 1.1 – 1.5) |
| (2) | Know how to manage the possible risks involved in manual handling (Criteria 2.1 – 2.3) |
| (3) | Be able to carry out safe manual handling techniques (Criteria 3.1 – 3.4) |
| (4) | Be able to select and use appropriate mechanical manual handling aids (Criteria 4.1 – 4.4) |

Candidates must successfully achieve **all** assessment activities in the above unit.

Endorsement: There are no endorsements for this Award.

Verification is a process of monitoring assessment; it is an essential check to confirm that the assessment procedures are being carried out in the way City & Guilds has laid down. The overall aim of verification is to establish a system of quality assurance that is acceptable in terms of both credibility and cost effectiveness.

Approved Assessors will be subject to a regular visit by the verifier at a time when assessments are being undertaken.

A selection of assessment reports completed by the Assessor will be evaluated by a City & Guilds approved verifier.

Compliance with the verification requirements is a pre-requisite for Assessors remaining on the list of approved Assessors.

After assessment has been completed the Qualification Guidance is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

As part of the quality assurance process, a minimum of two observations are required to be undertaken for each qualification that is assessed by a Trainer/Assessor. These will be carried out by an internal Verifier appointed by the Centre. One observation will be conducted in the presence of the Quality Systems Consultant. In respect of risk management, there is an expectation that additional observations up to a maximum of four will be carried out for the inexperienced or newly qualified Trainer/Assessor or Assessors.

Performance Evaluation

The result of each assessment activity is evaluated against the following criteria:

M = Met Meets or exceeds the assessment criteria by displaying a level of practical performance and/or underpinning knowledge. If the Criterion has been MET, a tick is to be put in the box provided in the bottom right-hand column of each section.

NM = Not Met Does not satisfy the requirements of the assessment criteria, being unable to perform the practical task satisfactorily or safely or being deficient in underpinning knowledge. If the Criterion is NOT MET, a cross is to be put in the box provided in the bottom right-hand column of each section.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedures. If a Candidate is not satisfied with the examination conditions or a Candidate feels the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

Validation of Equipment

A Manufacturer's instruction book or other operator's manual should be available. **It is permissible for the Candidate to use this during formal assessment.**

All equipment being used for this assessment must comply with the relevant requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Vehicles must comply with Department of Transport and Road Traffic Acts where relevant.

Any appropriate item of machinery complying with legal requirements is acceptable for the assessment, provided it is suitably equipped for **all** assessment activities to be carried out.

Safe Practice

Appropriate Personal Protective Equipment (PPE) must be worn at all times.

The Assessor must ensure that a site specific risk assessment is carried out.

All equipment must be operated in such a way that the Candidate, Assessor, other persons, or other equipment are not endangered.

All ancillary equipment, when detached, must be safely parked.

Failure to operate safely and comply with these requirements will result in the Candidate not meeting the required standard.

Warning signs stating that an assessment is in progress should be available.

The Assessor may stop the assessment on the grounds of safety at any time at his/her discretion.

Before any assessments take place, Assessor & Candidate should be aware of any local or national issues to prevent breach of security, safety and any cross contamination or damage to the local environment.

A breach of Health and Safety that puts any person at risk during the assessment process will result in the assessment being terminated and the Candidate not meeting the required standard.

Additional Information

May be sought from the relevant manufacturer's operator manuals or any other appropriate training or safety publication.

Questions should be related to the background or employment aspirations of the candidate and, where possible, product labels used should be representative of products typically used in that sector or industry.

Candidates who undertake this assessment and have met the requirements are reminded of their legal obligation to receive/undertake appropriate additional training in the use of any equipment that differs from that used during the assessment, but which they are nevertheless qualified to use.

Assessment Guidance for the Trainer/Assessor

This qualification can be assessed by a Trainer who has trained the Candidate (a Trainer/Assessor) or by a third party (an Assessor) not directly involved with training of the Candidate providing they are suitably qualified and meet the requirements of the awarding body. Please see City & Guilds Centre Manual for guidance.

It is envisaged that assessment will be carried out after all of the training has been completed. However assessment may take place at intervals after each 'period' of training and may be effectively integrated into the training programme. The Candidate must be informed when assessment is taking place in terms of when formal assessment commences and when it ceases. **It is not permissible to assess whilst training is being carried out. Assessment must be a separate activity.**

Assessment Guidance for the Trainer/Assessor continued...

Trainer/Assessors are reminded that assessment is a formal process. Assessment must be carried out using the Qualification Guidance. All relevant assessment criteria must be assessed against the criteria as specified in the Qualification Guidance. Assessment will be carried out by direct observation and by oral questioning of the Candidate. **Where a specific number of responses are required these may include other suitable answers not specified if they are deemed to be correct by the Assessor.** The performance of the Candidate is to be recorded on the Qualification Guidance as directed by completing the tick boxes. Space has been provided on the Qualification Guidance for the person assessing to record relevant information which can be utilised to provide feedback to the Candidate. Trainer/Assessors are reminded that feedback from the Candidate is required on the Record of Assessment that is sent to City & Guilds as part of the quality assurance process. After assessment has been completed the assessment schedule is to be forwarded to the centre and retained by the centre until after the annual centre visit has taken place by a Quality Systems Consultant (QSC).

The Candidate may only have a maximum of 3 attempts. Re-assessment cannot take place until further training has been provided.

Assessment Guidance for Candidate

A list of registered assessment centres is available from City & Guilds Land Based Services. (www.nptc.org.uk)

Assessment is a process by which it is confirmed that the candidate is competent in the unit(s) within the award to which the assessment relates. It is the process of collecting evidence about his/her capabilities and judging whether that evidence is sufficient to attribute competence.

The Candidate must be registered through the City & Guilds approved assessment centre for this qualification prior to the assessment.

The results of the assessment will be recorded on the Record of Assessment form (ROA).

The qualification guidance contains criteria relating to:

- Observation of practical performance
- Assessment of underpinning knowledge

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City & Guilds is a registered charity established to promote education and training

| | | | | |
|--------------------|--------------|--------------|--------------------|------------------|
| Candidate A | Name: | Date: | Start Time: | Duration: |
| Candidate B | Name: | Date: | Start Time: | Duration: |
| Candidate C | Name: | Date: | Start Time: | Duration: |
| Candidate D | Name: | Date: | Start Time: | Duration: |

| CRITERIA NUMBER | ASSESSMENT CRITERIA | ASSESSOR GUIDANCE | ASSESSMENT ACTIVITIES | CANDIDATE | | | |
|-----------------|--|--|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| Unit 001 1.1 | State the statutory duties of employers for health and safety in the workplace in respect to manual handling | Candidate to state three statutory duties of the employer under the Health and Safety at Work Act 1974(HSWA) Candidate to state one statutory duty of the employer under the Manual Handling Operations Regulations 1992 (MHOR) | Duties of employers under HSWA: <ul style="list-style-type: none"> ensure the health, safety and welfare at work of their employees provide and maintain equipment and systems of work that are safe and without risks to health ensure that there are no risks to health in connection with the use, handling, storage and transport of articles and substances provide information, instruction, training and supervision to ensure the health and safety at work of their employees maintain the workplace in a condition that is safe and without risks to health, including entering it and leaving it provide a working environment for employees that is safe, without risks to health, and has adequate welfare facilities Duties of employers under (MHOR): <ul style="list-style-type: none"> to avoid employees having to carry out manual handling by automating or mechanising the process if possible ensure that a proper assessment is made for any manual handling operations that cannot be avoided reduce the possible risk of injury by providing mechanical assistance, when this is not possible look at ways of changing the activity <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 1.2 | Outline the responsibilities of employees for health and safety in the workplace in respect to manual handling | Candidate to outline two duties of the employee | Employee's duties: <ul style="list-style-type: none"> to take reasonable care of own health and safety and that of other persons (The Health and Safety at Work Act 1974) to cooperate with the employer so that the employer can comply with legal duties (The Health and Safety at Work Act 1974) not interfere with or misuse anything provided in the interests of health and safety (The Health and Safety at Work Act 1974) make full and proper use of any system of work provided for use by the employer (Manual Handling Operations Regulations 1992) <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 1.3 | State symptoms of ill health and potential injuries that may occur from incorrect manual handling | Candidate to state three injuries that could occur from incorrect lifting and handling techniques | Ill health and injuries that could occur include: <ul style="list-style-type: none"> a prolapsed disc pulled, torn, strained or bruised muscles/soft tissue/hernia a torn ligament broken bones trapped nerve upper limb disorders e.g. Repetitive Strain Injury (RSI) <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| CRITERIA NUMBER | ASSESSMENT CRITERIA | ASSESSOR GUIDANCE | ASSESSMENT ACTIVITIES | CANDIDATE | | | |
|-----------------|---|--|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| Unit 001 1.4 | Outline the possible consequences of not complying with health and safety within the workplace | Candidate to outline three possible consequences of not complying with H&S in the workplace | <p>Possible reasons may include:</p> <ul style="list-style-type: none"> causing or inflicting an injury on another person personal injury potential disciplinary action potential litigation potential prosecution <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 1.5 | Explain why it is important to report any faults in equipment in a timely manner | Candidate to explain four reasons for reporting faults quickly | <p>Possible consequences may include:</p> <ul style="list-style-type: none"> ensure compliance with legal obligations to ensure that nobody is injured by faulty/defective equipment to ensure that if necessary the equipment is taken out of use as soon as possible so that the person responsible for maintaining the equipment is aware of any fault/defect so that the equipment can be repaired as quickly as possible to prolong the service life of item <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 2.1 | Identify the risks for a specified manual handling activity | <p>The assessor should ensure that there are at least three obvious hazards that would pose a risk to manual handling activities within the training/assessment area</p> <p>The candidate is to carry out a dynamic risk assessment for a specified manual handling activity. This should be within the area set up for training/assessment. The candidate must report findings to the assessor verbally or by completing a risk assessment form.</p> <p>The candidate to state one action to be taken in the event of an accident or dangerous occurrence</p> | <p>Possible findings may include:</p> <ul style="list-style-type: none"> issues related to the object, e.g. difficult to grip, sharp edges, slippery, uneven weight, contents move space constraints which could impact on moving in the area issues concerning the condition of the floor e.g. uneven or slippery variations in levels e.g. steps or slopes changes in light levels, natural (bright sunlight) or artificial lighting an untidy work area with obstructions or trip hazards outdoors - adverse weather conditions which might include ice, rain or wind others <p>Criteria:</p> <ul style="list-style-type: none"> employee must report to supervisor/manager first aid/medical assistance is sought as necessary <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 2.2 | Identify the control measures to reduce the risks for a specified manual handling activity | <p>The candidate is to identify possible control measures for the specified manual handling activity used in 2.1 to the Assessor verbally or in writing on the risk assessment</p> <p>The candidate is required to put into action the control measures (it is acceptable for the Assessor to assist if required)</p> | <p>The candidate :</p> <ul style="list-style-type: none"> identified possible control measures appropriate to the specified manual handling activity put into action the identified control measures <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 2.3 | Determine the residual level of risk for a specified activity and decide if it is acceptable to proceed with the activity | <p>The candidate is required to determine the residual level of risk and feed back findings to the Assessor verbally or in writing on the risk assessment</p> <p>The candidate is required to state verbally whether the specified activity should take place or not</p> | <p>The candidate:</p> <ul style="list-style-type: none"> correctly determined the residual level of risk for the specified activity (after control measures have been put in place) confirmed that the site was safe for the operation to take place or; stated that the site was not safe for the operation to take place stated who to report to (in the workplace) if the site was not safe for carrying out a manual handling activity <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| CRITERIA NUMBER | ASSESSMENT CRITERIA | ASSESSOR GUIDANCE | ASSESSMENT ACTIVITIES | CANDIDATE | | | |
|-----------------|--|--|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| Unit 001 3.1 | Demonstrate the principles of safe lifting in the context of manual handling | The candidate is to state four principles of safe lifting and demonstrate the principles of safe lifting (without a load) | Principles of safe lifting: <ul style="list-style-type: none"> think before handling or lifting a load use PPE as appropriate don't lift or handle more that can be easily managed adopt a stable position ensure a good grip of the load keep the back as straight as possible, use the hips and bend knees at the start of the lift keep the head up, looking straight ahead at the start of the lift keep the load close to the waist avoid flexing the back or twisting the hips during the lift move smoothly if necessary put the load down in a controlled manner, adjust grip and continue with the lift <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 3.2 | Select and wear appropriate Personal Protective Equipment (PPE) appropriate for manual handling activities | The candidate is to state five items of PPE from the range that might be required for manual handling activities The candidate is to select and wear the appropriate PPE for the task specified by the Assessor in 2.1. It must include as a minimum the items in bold and any additional items as identified in the risk assessment | Items of PPE may include: <ul style="list-style-type: none"> safety footwear coveralls (if appropriate) gloves head protection hearing protection eye protection respiratory protection <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 3.3 | Demonstrate when working individually how to safely manually handle a range of objects | The candidate to demonstrate one safe manual handling activity for each category listed below: one straightforward object (e.g. a box) from a lower to higher position (e.g. floor to table) and from a higher to lower position (e.g. table to floor) | Demonstrated working individually how to safely manually handle: <ul style="list-style-type: none"> A straightforward object (e.g. a box) from a lower to higher position and from a higher to lower position an awkward/asymmetrical/unusual-shaped object one other item from the following: bagged material, long item, one-armed load, a load to be pushed or pulled General considerations; in all manual handling activities the candidate: <ul style="list-style-type: none"> planned before handling/lifting assessed the task before commencing the lift cleared away hazards from the working area assessed load visually considered direction of travel adopted a stable position ensured a good hold on the load kept the load close to the waist with minimal bending of the back, hips and knees at the start of the lift did not flex the back any further when lifting avoided twisting the back or leaning sideways kept the head up when handling moved smoothly did not lift or handle more than could be easily managed if adjustment was needed, the load was put down, adjustments made, and the lift continued | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Continued | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| CRITERIA NUMBER | ASSESSMENT CRITERIA | ASSESSOR GUIDANCE | ASSESSMENT ACTIVITIES | CANDIDATE | | | |
|-----------------|---|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | A | B | C | D |
| Unit 001 4.1 | Identify appropriate mechanical aids for manual handling activities | Candidate to identify three mechanical aids from a range of at least four and to state how they are designed/ should be used | mechanical aids and possible use: <ul style="list-style-type: none"> levers - moving objects into final position cranes/hoists - objects that need to be lifted mechanically sack trucks - bulky bagged materials/boxes wheelbarrows - bulky loose material handles - on a variety of objects to facilitate grip/lifting trolleys - moving a variety of objects/materials lift trucks - moving palletised objects/materials conveyors - moving objects/materials between locations rollers – to facilitate moving heavy object on solid surfaces <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 4.2 | Justify the selection of manual handling aids for specific manual handling activities | The assessor is to specify three distinct tasks which require the use of a different manual handling aid for each, from the range in 4.1. The candidate is to select the appropriate piece(s) of equipment from the range and justify the choice to the assessor | Task 1. <ul style="list-style-type: none"> correctly selected from list above choice justified to the assessor Task 2. <ul style="list-style-type: none"> correctly selected from list above choice justified to the assessor Task 3. <ul style="list-style-type: none"> correctly selected from list above choice justified to the assessor <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 4.3 | Demonstrate how to safely use mechanical aids for a range of manual handling activities | Candidate to demonstrate the safe and effective use of three mechanical aids | Candidate demonstrated the use of three mechanical aids: <ul style="list-style-type: none"> mechanical aid one mechanical aid two mechanical aid three <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit 001 4.4 | Maintain and store mechanical manual handling aids | Candidate to describe the maintenance of one piece of equipment and describe correct storage (when not in use) | Criteria: <ul style="list-style-type: none"> description for maintenance according to manufacturer's recommendations; stored in a safe position not likely to present a hazard or cause injury after use <p style="text-align: right;">Met ✓ Not Met X</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Summary of Assessment (*The Assessor is to complete the following as appropriate*)

| | | | | |
|--------------------|---|--|---|--|
| Candidate A | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

| | | | | |
|--------------------|---|--|---|--|
| Candidate B | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

| | | | | |
|--------------------|---|--|---|--|
| Candidate C | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

| | | | | |
|--------------------|---|--|---|--|
| Candidate D | Candidate has met all of the assessment criteria | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> | The Candidate has not met all of the assessment criteria; (state reason(s)) | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | Signed: | | Date: | |

For use by Internal Verifier ONLY if the assessment process was internally verified
 (Internal Verifier to complete **ONE** of the boxes below)

| | |
|--|--|
| I observed an assessment process taking place and I am satisfied that the assessment was conducted in line with the qualification requirements and that the judgement of the Assessor was appropriate. | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| I observed an assessment process taking place. The following were noted as areas of concern. | Tick <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Signed: | |
| Date: | |