



**CONSULTATION DOCUMENT
FEBRUARY 2006**

**SPECIFICATION FOR A LEVEL 4 VOCATIONAL QUALIFICATION IN
HEALTH AND SAFETY IN
AGRICULTURE AND HORTICULTURE**

**Level 4 Certificate in Managing Peoples' Health and Safety
in Agriculture/Horticulture**

Background to the development of the Level 4 Certificate

The Level 4 Certificate in Managing Peoples' Health and Safety in Agriculture/ Horticulture has been developed as part of a progressive suite of vocational qualifications to develop knowledge and skills in relation to agriculture and horticulture.

Other qualifications available in this suite of qualifications include:

- Level 2 Certificate in Working Safely in Agriculture/ Horticulture
- Level 3 Certificate in Controlling Risks to Health and Safety in Agriculture/ Horticulture

The Level 2 and 3 Certificates in Health and Safety have been accredited by QCA and are currently available as part of the National Qualification Framework.

The suite of qualifications are based upon the 'Strategic Agreement for a Portfolio of Vocationally Related Qualifications to Improve Health and Safety in Agriculture and Horticulture' developed in partnership with the Health and Safety Executive (HSE), Transport and General Workers Union (TGWU), and the National Farmers Union (NFU). Assistance and guidance was provided by Lantra Sector Skills Council, the Employment National Training Organisation, QCA and awarding bodies working within the land-based sector.

Qualification aims for the suite of health and safety qualifications

The primary aim of this suite of vocational qualifications is to address health and safety issues within specifically endorsed settings. This particular specification refers to the agricultural and horticultural endorsement. A need for a qualification in health and safety in agricultural and horticultural settings has been identified by the Health and Safety Executive (see *Rationale at Annex 1*) who initiated and fully support its development. The qualifications will "provide people working within agriculture and horticulture with knowledge to help them protect their own health and safety and the health and safety of employees who may be affected by their activities" (Strategic Agreement for a Portfolio of Vocationally Related Qualifications to Improve Health and Safety in Agriculture and Horticulture).

This aim is achieved through the development of relevant skills and knowledge at the appropriate level for each qualification. In developing these, the qualifications will begin to address key concerns around health and safety by make those working within specific areas more aware of health and safety issues and more able to respond appropriately.

The qualifications also aim to prepare candidates to progress to further training opportunities in health and safety and related areas (see *Progression Table at Annex 2*).

Level 4 Assessment methods

The level 4 qualification is externally assessed by the following assessment methods:

- A one and a half hour written examination
- A work based assignment based on the candidates own place of work
- An oral examination based on the content of the work-based assignment

The assessment methods employed by the awarding bodies reflect both the theoretical and the practical nature of the qualification.

The VQ in Health and Safety will be awarded to candidates achieving the external assessment requirements. Actual assessment will be scrutinised and confirmed through quality assurance arrangements and standardisation activities which will be shared as far as practicable between the awarding bodies offering this qualification.

Guided Learning Hours

The number of guided learning hours (glh) per qualification is set at the following:

Level 4 = 30 glh

Refresher Training

The currency of the knowledge gained by completing this qualification shall be time-limited to 10 years at which point refresher training should be undertaken. This requirement is specified in the 'Strategic Agreement for a Portfolio of Vocationally Related Qualifications (sic) to improve Health and Safety in Agriculture and Horticulture'.

Qualification Structure and Content

The content of the qualification has been based on the outcomes of research into the needs of the agricultural and horticultural sector through HSE and have been designed in consultation with HSE who initiated this.

Level 4 – Managing Peoples' Health and Safety (in Agriculture/Horticulture)

This qualification comprises a single unit that cover essential elements of health and safety at this level.

The content of the Level 4 qualification is shown on the following pages.

Unit title: Managing Health and safety in agriculture/horticulture	
Unit level: 4	
Learning outcomes Upon successful completion of this unit the learner will:	Assessment Criteria The learner has achieved the learning outcomes because he/she can:
1. Know the main requirements of the Management of Health and Safety at Work Regulations	<p>1.0 Outline the main requirements of the regulations & relate them to the agricultural/horticultural working environment including:</p> <p>1.1 Risk assessment 1.2 Principles of prevention to be applied 1.3 Health & safety arrangements 1.4 Health surveillance 1.5 Health & Safety assistance 1.6 Information for employees 1.7 Co-operation & co-ordination 1.8 Working with contractors 1.9 Capabilities & training 1.10 Temporary workers 1.11 Protection of young persons</p>
2. Know how to devise a statement of policy for health and safety	<p>2.0 Devise a statement of policy for health and safety to include:</p> <p>2.1 Statement of general policy 2.2 Responsibilities 2.3 Health & safety risks 2.4 Consultation with employees 2.5 Safe plant & equipment 2.6 Safe handling & use of substances 2.7 Information, instruction & training 2.8 Competency for tasks & training 2.9 Accidents, first aid & ill-health 2.10 Monitoring 2.11 Emergency procedures 2.12 Public Safety</p>
3. Understand likely arrangements needed to bring a policy for health and safety into effect	<p>3.0 Outline the measures required to bring a policy for health and safety into effect to include for example:</p> <p>3.1 Allocating responsibility for risk assessment/ appointment of competent persons 3.2 Checking of control measures 3.3 Provision of training 3.4 Provision of information, instruction and supervision 3.5 Procedures for dealing with accidents and emergencies 3.6 Arrangements for audit & review of the policy</p>

<p>4. Understand how a policy for health and safety might be used to protect the health and safety of vulnerable individuals</p>	<p>4.0 Describe how a policy for health and safety might be used to protect the health and safety of vulnerable individuals to include:</p> <p>4.1 New/inexperienced staff 4.2 Young persons 4.3 Temporary staff 4.4 New and expectant mothers 4.5 Children</p>
<p>5. Understand the importance of consultation regarding arrangements to ensure health and safety of employees</p>	<p>5.0 Describe examples of matters/situations in which employers should consult employees, including:</p> <p>5.1 Any change that may substantially affect their health & safety at work such as new ways of working, new procedures or equipment 5.2 Information that must be given to employees relating to risks, control measures, & what they need to do 5.3 Health & safety training</p>
<p>6. Know how to communicate the significant findings of the risk assessment to staff in a positive manner</p>	<p>6.0 Describe alternative communication strategies designed to relate the significant findings of the risk assessment to staff in a positive manner to include:</p> <p>6.1 Visible behaviour (leading by example) 6.2 Health & safety meetings 6.3 Written communications 6.4 Face-to-face discussions (individual basis)</p>
<p>7. Identify tasks/activities in agriculture /horticulture where legislation requires specific standards of training or competence</p>	<p>7.1 Demonstrate knowledge of tasks and legislation in agriculture/horticulture that require specific standards of training or competence, including:</p> <p>7.2 Operating plant such as fork lift trucks and telescopic handlers 7.3 Riding All Terrain Vehicles/Quad bikes 7.4 Applying pesticides 7.5 Operating chainsaws</p>
<p>8. Know how to evaluate recommended control measures using the application of 'so far as is reasonably practicable'</p>	<p>8.0 Identify and evaluate recommended control measures using the application of 'so far as is reasonably practicable' to include:</p> <p>8.1 Understanding risk control terminology 8.2 Understanding the hierarchy of risk control principles & their application to agriculture/horticulture 8.3 Implementing & maintaining risk control measures in agriculture/horticulture</p>

<p>9. Understand the importance of monitoring health and safety standards</p>	<p>9.0 Describe the importance of monitoring health and safety standards to include:</p> <p>9.1 The key differences between active & reactive monitoring</p> <p>9.2 Examples of active & reactive monitoring</p> <p>9.3 Benefits of monitoring</p> <p>9.4 Implications of not monitoring health and safety standards</p>
<p>10 Understand the factors affecting the priority for action following workplace inspections, risk assessments or health and safety audits</p>	<p>10. Assess the factors affecting the priority for action following workplace inspections, risk assessments or health and safety audits to include:</p> <p>10.1 Assessing the relative importance of health & safety risks</p>
<p>11. Know the factors that affect the creation of a positive health and safety culture</p>	<p>11.0 Describe the key elements that affect the creation of a positive health and safety culture, namely:</p> <p>11.1 Communication</p> <p>11.2 Co-operation</p> <p>11.3 Competence</p> <p>11.4 Control</p>
<p>12. Be aware of suitable indicators to measure the health and safety performance of the organisation and those within it (in respect of their responsibilities under the health and safety policy)</p>	<p>12.0 Give examples of indicators to measure the health and safety performance of the organisation and those within it, including:</p> <p>12.1 Reportable accident incidence rates</p> <p>12.2 Incident rates for non reportable/near misses</p> <p>12.3 Incidence rates for ill-health</p> <p>12.4 Injury frequency rates</p> <p>12.5 Days lost/time off work</p>

ANNEX 1

RATIONALE AND TARGET MARKET FOR THE SUITE OF HEALTH AND SAFETY QUALIFICATIONS

The awarding bodies, NPTC and Lantra Awards seek to widen access to lifelong learning and to develop responsive and innovative qualifications which specifically address exclusion, participation and achievement, particularly within the environmental and land-based sector. More specifically, NPTC and Lantra Awards seek to address skills gaps within the sector that they serve through offering a range of national awards and qualifications, which are unitised thus enabling learners to build qualifications in small, achievable steps.

Aims

The proposed progressive suite of vocational qualifications in Health and Safety aim to address health and safety issues within specific settings (agriculture and horticulture) for which a clearly identifiable need has been identified by the Health and Safety Executive (HSE). The qualifications aim to provide people working within agriculture and horticulture with knowledge to help them protect their own health and safety and the health and safety of employees who may be affected by their activities.

This aim is achieved through the development of relevant skills and knowledge at the appropriate level for each qualification. In developing these, the qualifications will begin to address key concerns around health and safety by make those working within agriculture and horticulture more aware of health and safety issues and more able to respond appropriately.

The qualifications also aim to prepare candidates to progress to further training opportunities in health and safety and related areas (see *Progression Table at Annex 2*).

Health and Safety

In June 2000 the Government set national targets for all stakeholders in the health and safety system in the Revitalising Health and Safety Strategy Statement. The targets are to:

- Reduce the number of working days lost per 100 000 workers from work-related injury and ill health by 30% by 2010;
- Reduce the incidence rate of fatal and major injury accidents by 10% by 2010;
- Reduce the incidence rates of cases of work-related ill health by 20% by 2010;
- Achieve half the improvements under each target by 2004.

Within the programme of activity for agriculture and horticulture HSE have committed to the development of a qualification in managing health and safety in agriculture and horticulture (Strategy for Workplace Health and Safety in Great Britain to 2010 and Beyond).

The proposed VQs in health and safety are expected to contribute towards the achievement of these targets by:

- Reducing the underlying culture of risk taking that exists within agriculture and horticulture
- Extending the knowledge, skills and competency of those people working in the industry (at all levels)
- Contributing to the development of a properly trained workforce

The HSE document entitled 'Strategic Agreement for a Portfolio of Vocationally Related Qualifications to Improve Health and Safety in Agriculture and Horticulture' sets out broad principles for a portfolio of VQs to improve health and safety in agriculture and horticulture. This agreement was developed by a partnership of the following organisations:

- Health and Safety Executive (HSE)
- Transport and General Workers Union (TGWU)
- National farmers Union (NFU)

Assistance and guidance was provided by Lantra Sector Skills Council, the Employment National training Organisation (ENTO), QCA and awarding bodies working with the land-based industry sector.

A nationally recognised suite of qualifications in health and safety will provide a clear route to health and safety and in doing so contribute towards the reducing accidents/changing attitudes.

Target Group

There are three levels of qualification aimed at the following:

- Level 2 is aimed to include anyone working in agriculture and horticulture
- Level 3 is aimed to include supervisors, skilled employees, unit managers, union or worker safety representatives and farmers/growers who are self-employed or employing only family
- Level 4 is aimed to include farmers, growers, managers and owners of agricultural and horticultural enterprises with a management structure

Provisional DEFRA data for 2001/2 indicates that there were 433,777 people working in the agricultural industry in Great Britain, including employers, employees and the self-employed all of whom would be eligible for the level two certificate. The cadres for the subsequent levels three and four would be smaller.

References

'A Strategy for Workplace Health and Safety in Great Britain to 2010 and Beyond' HSE

'Strategic Agreement for a Portfolio of Vocationally Related Qualifications to Improve Health and Safety in Agriculture and Horticulture' HSE

ANNEX 2

PROGRESSION INTO AND FROM VQS IN HEALTH AND SAFETY

The proposed qualifications in Health and Safety are designed to be accessible and to develop the skills and knowledge that will enable people to progress. There are clear progression routes from the qualification into employment and/or further training, the most obvious of which are shown in the table below.

	Direct Progression (further study)	Related Areas for Progression (further study)	Employment Opportunities
LEVEL FOUR & ABOVE ↑	Level 4 Certificate in Managing Peoples' Health and Safety (in Agriculture/Horticulture)	Level 5 NVQ in Health and Safety Regulation NEBOSH Level 4 Diploma in Occupational Health and Safety Practice	Health and safety manager/inspector/advisor Tutor/Moderator/Examiner in Health and Safety
LEVEL THREE (ADVANCED) ↑	Level 3 Certificate in Controlling Risks to Health and Safety (in Agriculture/Horticulture)	RSPH Advanced Diploma in Health and Safety in the Workplace CIEH Advanced Certificate in Health and Safety in the Workplace	Supervisor, unit manager, union/safety rep
LEVEL TWO (INTERMEDIATE) ↑	Level 2 Certificate in Working Safely (in Agriculture/Horticulture)	City & Guilds Level 2 Progression Award in Health and Safety in the Workplace ABC Level 2 Certificate in Health and Safety in the Workplace OCNW Level 2 Certificate in Health and Safety in the Workplace	
LEVEL ONE (FOUNDATION) ↑		RSPH Foundation Certificate in Health and Safety in the Workplace CIEH Foundation Certificate in Health and Safety in the Workplace	