



Level 4 Award in Health and Safety in the Workplace Course Fact Sheet

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Level 4 Award in Health and Safety in the Workplace

Course Aim

The aim of the course is to ensure managers are aware of their responsibilities with regard to health and safety. It focuses on how to develop, implement and monitor an effective health and safety management system and procedures.

Who Should Attend

This course is ideal for directors, partners, managers, supervisors and business owners and those with a direct responsibility to monitor and audit health and safety management systems.

The course is also aimed at those who have suitable experience and wish to train their team or work colleagues up to a Level 3 Health and Safety qualification.

It is recommended that they also possess a teaching qualification such as the Level 3 Award in Education and Training. This additional qualification is essential if you are planning to register with an awarding body in order to deliver their accredited qualifications.

Entry Requirements

It is recommended that candidates have achieved the Level 3 Award in Health and Safety in the Workplace (or equivalent) before embarking on the training programme for this qualification.

It is strongly recommended that candidates have a minimum of Level 2 in English and Maths or equivalent to undertake this qualification. Candidates should be aged 16 or above.

Delivery Methods

- In-House
- Public Courses Via Zoom

The Content

- Health and safety legislation including regulations, industry guides and codes of practice.
- Consequences of non-compliance and penalties.
- Employer and employees roles and responsibilities.
- The role and power of enforcement officers.
- Legal requirements for the appointment of a competent person.
- The role of training, maintenance and workplace layout in relation to reducing risks.
- Main elements and content of a health and safety management system.
- Purpose and content of a health and safety policy.
- Methods to ensure employers and employees communicate and co-operate on health and safety issues effectively.
- The role of risk assessments and safe systems of work in the management of health and safety.
- Management and audit processes and documentation used to maintain and improve health and safety standards.
- Sources of information and instructions on health and safety and where they are found.
- Procedure for the development, implementation and recording of risk assessments.
- Risk assessment process for a range of tasks and procedures.
- Procedure for the development, implementation and recording of safe systems of work.
- Safe system of work process for a range of tasks and procedures.
- Legal and practical requirements of reporting accidents and incidents under RIDDOR.
- The process of accident and incident investigation.
- How to develop and implement a positive health and safety culture.

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The Content Continued

- Procedures for reviewing an organisation's practices and policy with regards to health and safety at work.
- Implementing changes following a review of risk assessments, safe systems of work and incidents.

Accredited By

This course is accredited by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF).

This course is also available as a non-accredited option.

The Benefits

By attending the course, you or your employees will gain in-depth knowledge of the complex health and safety legislation and understand how to comply with it in order to avoid any costly repercussions.

On returning to the workplace, you will be able to develop, implement and manage an effective health and safety management system. You will also be able to audit and monitor policies and procedures to ensure that system remains effective and up to date.

Achieving a Level 4 Award in Health and Safety in the Workplace will contribute to the development and maintenance of a positive health and safety culture within your business.

You will be able to demonstrate compliance with legislation and prove due diligence through training records and certificates. In addition, you, your business, your employees and your customers will be protected.

Course Length

Five days training plus exam day.

What Is Included

- Training in a friendly and relaxed learning environment
- Envesca's proven track record of fantastic results
- Knowledge and guidance from experienced time-served trainers
- Course materials
- All examination fees plus certification costs
- The protection of Envesca's genuine "no risk" guarantee
- Excellent after care from a supportive team

Refresher Recommendation

It is recommended that all candidates who achieve the Highfield Level 4 Award in Health and Safety in the Workplace refresh their qualification every three years.

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Assessment Method

This qualification is assessed in two parts.

Part 1 involves candidates undertaking a risk assessment and constructing a safe system of work. This element is not conducted under examination conditions.

Part 2 takes the form of a written case study of a fictional business, which outlines its current health and safety standards, policies and procedures. Candidates are required to answer questions applying their knowledge of health and safety and not their knowledge of the specific business operations. This will take 3 hours to complete and will be invigilated either at the Envesca Offices under exam conditions or at an alternative location as arranged.

The pass mark is set at 60% with a merit pass awarded at 70% and a distinction at 80%.

Successful completion of both parts will result in a Highfield Level 4 Award in Health and Safety in the Workplace.

OFQUAL Accredited

Yes 600/1953/0

RQF Yes A/602/5671 (6 Credits)

Suggested Progression

On successful completion of this qualification, candidates may wish to continue their development by undertaking one of the following qualifications:

- Level 3 Award in Delivering Training
- Level 3 Award in Education and Training

Rave Reviews

“I have recently completed a Level 4 Health and Safety course with Envesca and found everyone involved in delivering the training extremely helpful and professional. The training has been adapted so that it was delivered via Zoom during the pandemic, this worked brilliantly and any issues or concerns were dealt with straight away. I would highly recommend Envesca as a training provider.”

**Julie Murray | Assistant Development Manager
Educaterers Ltd**

“I found the whole experience from initial booking to course completion a very educational journey. The whole Envesca team pull out all the stops to ensure you are well equipped and ready for the training. We have used Envesca as our training provider for many years and the success rate speaks for itself.”

**Glenn Peters | Production Manager
MH Foods**

“I completed the Highfield Level 4 Health and Safety recently and have to commend Sue, Simon and the team at Envesca. Dealing with the complexities around the pandemic so well and delivered a first class training and learning experience via Zoom - which can't be easy at all. Sessions well-paced and great interaction made it so much easier. Many thanks. Would highly recommend Envesca to anyone.”

**Phil Buckley | Retail Auditor
JD Wetherspoon**

Our Promise

"To make every Envesca experience outstanding"

Our Range of Services



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CIEH eLearning



Early Bird Discount



Social Care



First Aid



Customer Service



Food Safety



Health & Safety



Group Discount



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Environmental



Train the Trainer

Training - Consulting - Supporting