



## ProQual Level 1 Award in a Construction Environment

Candidate's Name:

ProQual Centre: #690  
Start Date:

Registration Number:  
Completion Target Date:

# Level 1 Award in Health & Safety in a Construction Environment – R/616/6181

<b>1</b>	<b>Know the principals of risk assessment for maintain &amp; improving health &amp; safety at work:</b>	<b>.3</b>	State the employee's responsibilities under current legislation & official guidance for: - Moving & string materials - Mechanical fitting - Manual Handling
.1	State the purpose of risk assessments & method statements		
.2	State the legal requirements of risk assessments & method statements	.4	State the procedures for safe lifting in accordance with official guidance
.3	State common causes of work-related: - Fatalities - Injuries	.5	State the importance of using site safety equipment when handling materials & equipment.
.4	State the implications of not preventing accidents & ill health at work	.6	List aids available to assist manual handling in the workplace
.5	State the meaning of the following in relation to health & safety at work: - Accident - Hazard - Near Miss - Risk - Competence	.7	State how to apply safe work practices, follow procedures & report problems when carrying out safe manual handling in the workplace
		<b>3</b>	<b>Know the importance of working safely at heigh in the workplace:</b>
.6	List typical hazards & potential risks associated with the following: - Resources - Services - Wastes - Equipment - Work Activities - Obstructions - Storage	.1	Define the term "work at height"
		.2	State the employee's responsibilities under current legislation & official guidance whilst working at height
.7	State the importance of reporting accidents & near misses	.3	List hazards & potential risks associated with the following: - Dropping tools & debris - Internal voids - Equipment - Stability of ladders - The working area - Other people - Overhead cables - Fragile Roofs - Scaffolds
.8	State typical accident reporting procedures		
.9	State who is responsible for making accident reports		
.10	State purpose of dynamic risk assessments	.4	State how hazards & potential risks associated with working at height can be controlled
<b>2</b>	<b>Know the importance of safe manual handling in the workplace:</b>	.5	State the Regulation that controls the use of suitable equipment for working at height
.1	State the reasons for ensuring safe manual handling in the workplace		
.2	State the potential injuries & ill health that may occur from incorrect manual - handling		



<b>4</b>	<b>Know the risks to health within a construction environment:</b>	<b>5</b>	<b>Know the importance of working around plant &amp; equipment safely:</b>
.1	List the main groups of substances hazardous to health under current regulations	.1	List ways in which moving plant, machinery or equipment can cause injuries
.2	List common risks to health within a construction environment	.2	State the hazards/risks relating to the use of plant & equipment
.3	State the types of hazards & potential risks that may occur in the workplace linked with the use of drugs & alcohol	.3	State the importance of safeguards located near where plant machinery & equipment are being used
.4	State the importance of the correct storage of combustible & chemical on site	.4	State the importance of keeping safe distance away from plant, machinery or equipment until clear contact is made with the operator
.5	State the importance of personal hygiene with a construction environment	.5	Outline how method statements can assist in ensuring the safety of workers where moving plant, machinery or equipment is in use
.6	State the potential risks to the health of workers exposed to asbestos	.6	State the ways to eliminate or control risks relating to working around plant, machinery or equipment
.7	State the types of asbestos waste	.7	Identify hazard warning signs & symbols used when operating, working with, around, or in close proximity to plant, machinery or equipment.
.8	State the type of personal protective equipment (PPE) that may be used when dealing with hazardous materials		

Health and Safety

# Centre Introduction/NVQ Level 1 Award in Health & Safety in a Construction Environment

## 1. Introduction

Welcome to SHE Knows Health and Safety. This workbook is provided to support your NVQ Level 1 Award in Health & Safety in Construction Environment. It contains:

- ✓ Information about SHE Knows, policies & procedures.
- ✓ Documentation that you & your Assessor will need to complete when you register for your Award & for you to use during your programme of work. This documentation will assist you with self-assessment & identification of your development needs.
- ✓ Assessor discussion sheets which set out the standards applicable to your Certificate.
- ✓ Written questions for you to answer.

At the end of your qualification this workbook along with your portfolio of evidence & any assessor documentation will be collated in our office for final quality assurance. **So please remember to send your completed workbook back to your assessor.**

## 2. Policies

SHE Knows is an approved NVQ Training Centre accredited by several Awarding Bodies. Accreditation is approved & maintained in accordance with these bodies' requirements & as such is monitored by an External Quality Assurer on an annual basis. We are committed to providing the highest quality service to all of our candidates & to achieve this we will endeavour to support, train & further develop all of our employees & business associates. Our objectives are:

- ✓ To ensure fair & equal access to assessment & qualification.
- ✓ To offer learning opportunities that are relevant to our work & are appropriate to the development needs of the individual concerned & are based on clearly identified needs.
- ✓ To continually appraise & review our working practices in providing learning opportunities in order to achieve & maintain a quality service.
- ✓ To work alongside all our partners ensuring that their staff also have access to training, assessment & qualification.
- ✓ To use a 'minimum paperwork' approach to assessment focusing on electronic communications (email) & submission of evidence where possible.
- ✓ To ensure all staff involved in the assessment process have the relevant occupational experience & access to opportunities for furthering their development through training & assessment.
- ✓ To ensure all staff are given sufficient time to provide information, advice & support to candidates. Assessors are allocated a minimum of 50 hours to assessment, standardisation & verification procedures per annum in addition to time allocated in order to achieve Assessor qualifications.

## Reviews & Assessor NVQ Standardisation

- ✓ Our NVQ programmes, procedures, & workbooks are reviewed on an annual basis subject to any SHE Knows policy or legislative changes occurring in the interim.
- ✓ Standardisation of assessment procedures, processes & assessments will take place on a quarterly basis, providing sufficient candidates/learners have been enrolled.
- ✓ Internal Quality Assurance will take place across the year & will include sampling across Assessors, locations, tasks & methods. Sampling will be taken of complete & part complete portfolios.
- ✓ The purpose of the Standardisation meetings are to ensure quality & standardisation across all NVQ Assessment activities. Assessors must attend regular Standardisation meetings or at least 2 per year.

### 3. Health & Safety Professional Discussion Workbook

In the workbook are a series of criterion/tasks. By following its guidance, you will gather enough evidence to support your discussions with your Assessor to complete your Certificate. You can opt to pre-record your topics for discussion if you wish.

The remaining work is in three parts,

1. All evidence to be put into a folder (portfolio). Each page is to be numbered.
2. Your line manager (or prior designated person) to read through check off & sign, a document supporting your evidence, ensuring the authenticity of a wider variety of evidence.

On completion, your portfolio will be quality checked by a SHE Knows IQA, will then be put forward to the Awarding Body to be Externally Quality Assured. This ensures that the standard of all NVQs are at the same level & no one person has to do more or less than another to achieve their qualification.

May we take this opportunity to wish you the best of luck & every success in gaining your NVQ L1 Award in Health & Safety in a Construction Environment.

Please contact SHE Knows if you wish to receive the workbook electronically in a different font or format.

# Health and Safety

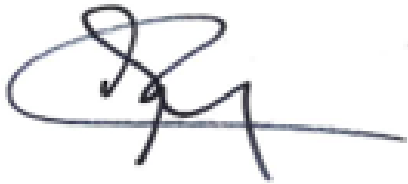


## House Rules

*“Whilst we acknowledge the use of Artificial Intelligence is becoming more prevalent, & that candidates may use this as a tool to aid them, submissions must be relevant to the candidate’s trade & knowledge base in construction. Any work that is deemed to be too generic or written by AI will be subject to review & further verification of the candidate’s knowledge during the IQA process.*

*As part of our & your professional commitment I also want to make it clear that plagiarism of documentation is not acceptable, the SHE Knows Assessment team are all members of IOSH & uphold the value of integrity highly.*

*May I wish you all the best for your NVQ journey & thank you for choosing SHE Knows to undertake your NVQ.”*



Linda Crossland-Mead  
CFIOSH MIIRSM Dip.RSA

**SHE KNOWS**  
Health and Safety

# Equal Opportunities Policy & Special Assessment Requirements

SHE Knows believes that equality of opportunity is fundamental to the development of an environment in which those who work or study can achieve their full potential. The pursuit of equality means that all forms of unfair discrimination will be challenged in whatever form they arise. We believe that inequality can arise across the whole range of our activities - in staff recruitment, selection, dismissal, resource allocation as well as in our NVQ, training & short course activity. The use of language, gestures & other forms of symbolic behaviour can also threaten equality. SHE Knows wishes to ensure that individual potential can be encouraged & that staff & candidates can act with confidence, competence & with open & critical minds.

We will pursue not only the letter of the law, but the spirit of the law in relation to disability, race, colour, ethnic origin, sexuality, gender or marital status. All managers, staff & candidates of SHE Knows H&S, will be responsible for ensuring that their actions are carried out in the spirit of this Policy. All those involved in guidance, assessment & verification processes will be responsible for ensuring that equal opportunities issues are addressed in relation to those processes.

All marketing & other published material will reflect this, Policy. SHE Knows will maintain processes for the monitoring of this Policy & will ensure that the issue is a standing item at all Management Review meetings. This policy will be reviewed on a regular basis. SHE Knows will look to monitor race, gender & disability in relation to staff & candidate profiles &, within the confines of its client base, will take positive action where necessary to redress any inequity.

Assessors must agree assessment methods appropriate to each candidate. Barriers may occur as a result of:

- ✓ A disability or learning difficulty
- ✓ Illness or indisposition
- ✓ English being a second or additional language
- ✓ Lack of confidence or experience
- ✓ Lack of access to the necessary IT equipment at home
- ✓ Shift work & location

The importance of giving appropriate feedback to candidates with Special Assessment Requirements is also recognised. Assessors are encouraged to seek advice from the Internal Quality Assurer whenever necessary.

- ✓ Special assessment arrangements will not give an unfair advantage over other learners
- ✓ Special assessment arrangements will not reduce the validity or reliability of the assessment
- ✓ Special assessment arrangements do not compromise the integrity or credibility of the qualification
- ✓ Each learner's requirements are looked at separately & specialist advice from external sources is sought as appropriate & the Assessor advised accordingly
- ✓ Any arrangements used will allow the learner to demonstrate their competence without circumventing the assessment requirements



# Centre Appeals Procedure

It is the policy of SHE Knows to ensure fair, objective & honest assessment for all our candidates.

However, in the unlikely event that a candidate claims that his/her assessment has been unfair, a first stage appeal may be lodged on the grounds of one or more of the following criteria:

- ✓ Equal opportunity
- ✓ Clash of personality/culture
- ✓ An unreasonable change in timings or an unrealistic venue
- ✓ Disagreement on claimed competence
- ✓ Receipt of negative feedback

Other reasonable grounds for appeal may be accepted at the discretion of the Centre Co-ordinator.

The **first stage** appeal should be made in writing to the Candidate's Internal Verifier/Internal Quality Assurance within fourteen working days of the assessment. The IV/IQA will reply, confirming receipt of the appeal within three (3) UK working days, & will investigate the complaint. The findings of the investigation will be communicated by the IV/IQA in writing to the candidate within seven (7) UK working days of acknowledging receipt. If the complaint is upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the IV/IQA & the Centre Co-ordinator.

If the first stage appeal is unsuccessful, the Candidate may submit a **second stage** appeal to the Centre Co-ordinator within seven (7) UK working days of receipt of the outcome of the first stage appeal. The procedure will follow the same timescales as for a first stage appeal & if upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the Centre Co-ordinator.

If the Candidate wishes to take the appeal beyond the Centre, an appeal should be made in writing to the External Verifier (IQA) at the time of his/her next visit to the Centre. No fee will be charged at this stage. The EV may wish to refer the matter to the Chief Verifier for technical evaluation or for additional comments. If the Verifier is subsequently unable to conclude the matter satisfactorily, the candidate may appeal directly to the Awarding Body. A fee for handling such appeals will be charged to the Candidate, which will be refunded if the appeal is upheld.

Job roles & names of those holding positions within our centre are listed within this workbook.



# Overview of the NVQ Process

## What is an NVQ & how do you achieve an NVQ?

- ✓ By proving that you have the skills, knowledge & understanding as detailed in the workbook.
- ✓ Providing photographs, risk assessments etc. you have undertaken at work that you compile into a portfolio.
- ✓ Observations by your Assessor are carried out in your workplace or recordings of such can be sent in to be assessed.
- ✓ Testimonies by managers to state that you have certain responsibilities & duties at work.
- ✓ Your Assessor judges whether or not the standards have been met.

## What are the units?

- ✓ This qualification is made up of one unit.
- ✓ SHE Knows has cross referenced the standards for your ease & has created a workbook with 3 tasks for you to complete.

## What if you cannot complete all the requirements for the award?

- ✓ As this is a one unit Award, ProQual will not award a certificate, but SHE Knows will issue their own certificate.

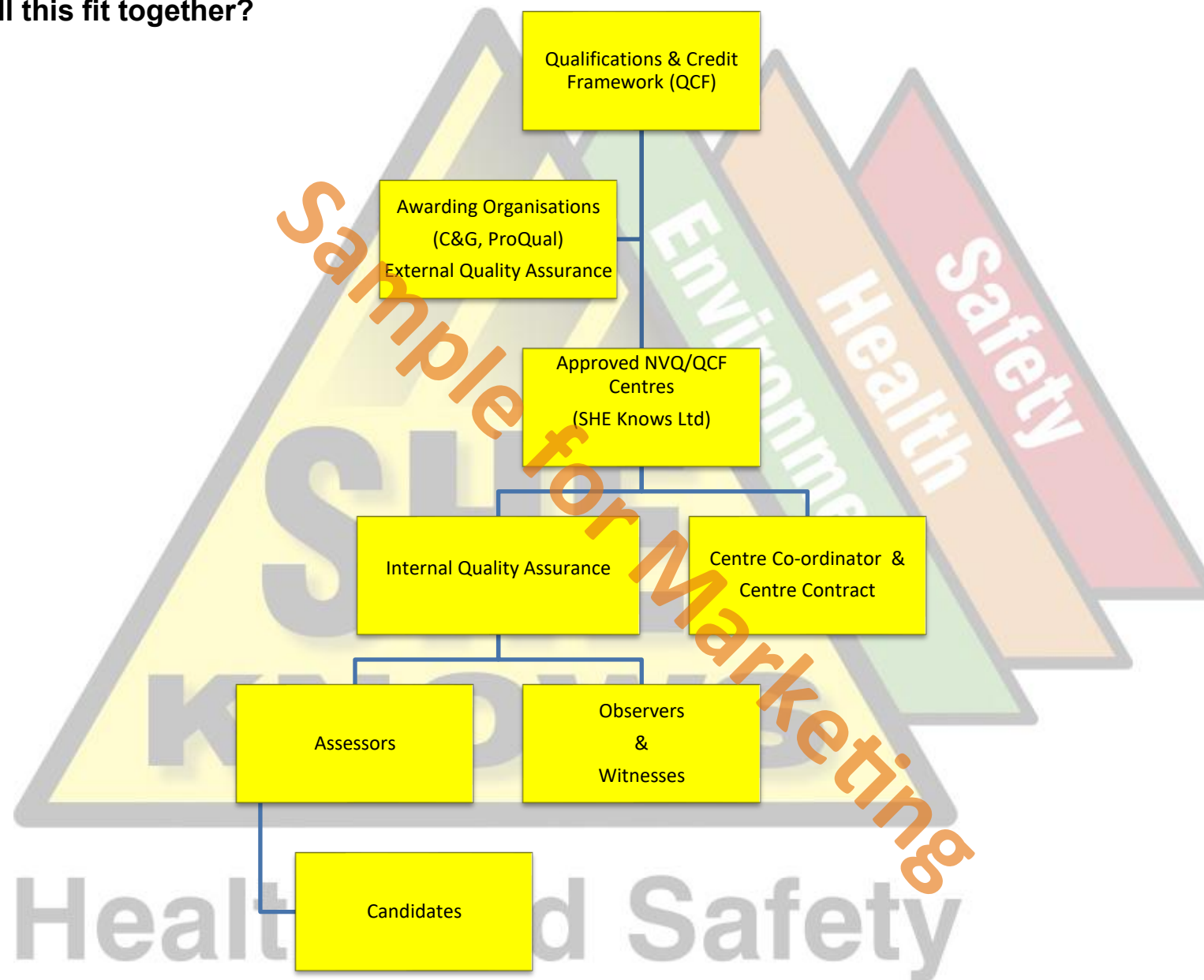
## How long does an NVQ take?

- ✓ Every person has a different work & home schedule as well as different job roles.
- ✓ For experienced workers this Award should take 1 day, for workers new to the construction sector this may take 3 days.

**Remember:** You cannot fail an NVQ. You are either competent or not yet competent.

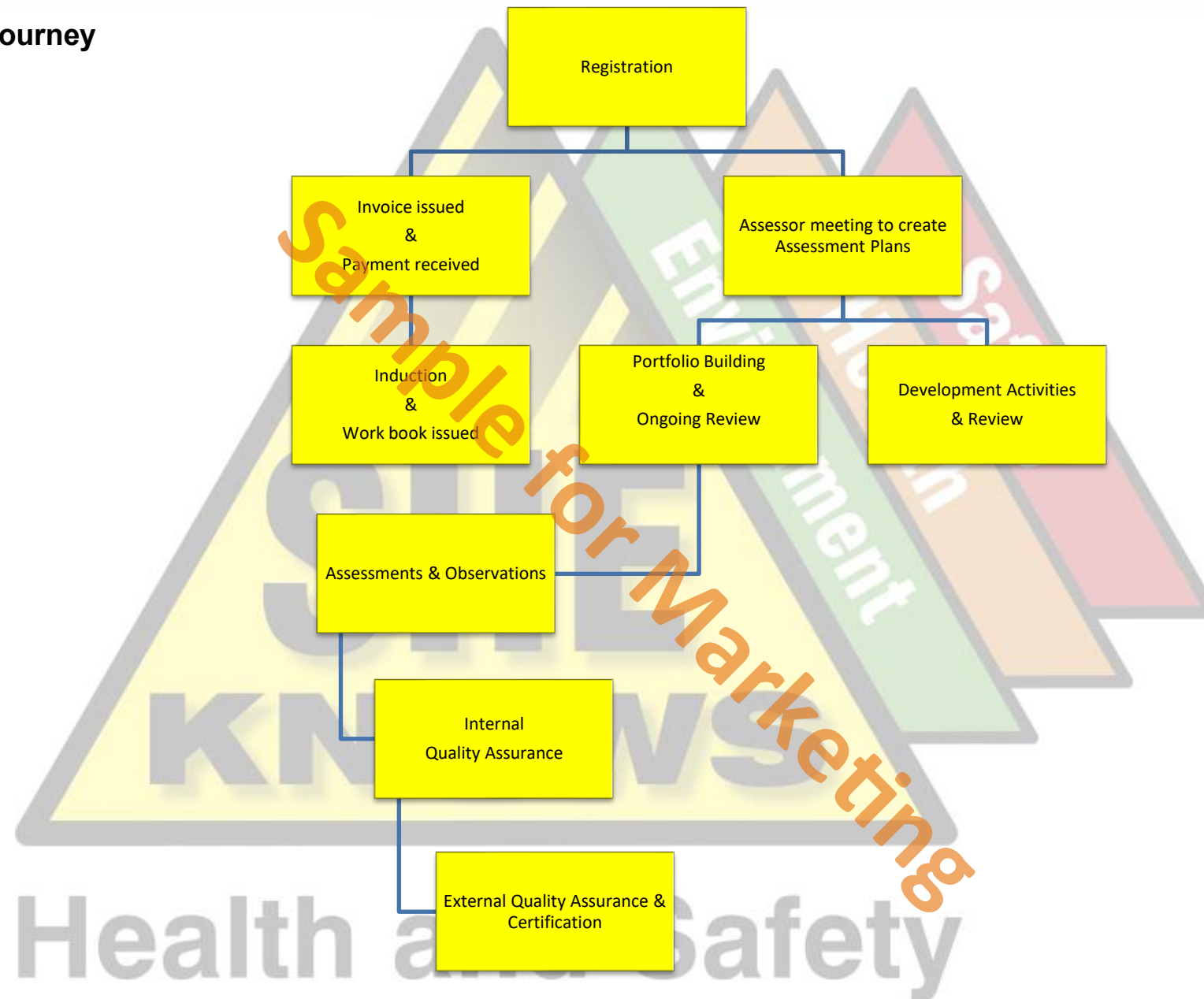
Once you have completed your NVQ, your portfolio will be presented to the Internal Quality Assurance & then Awarding Body External Quality Assurer to ensure standards of assessment are uniform across the centres, its Assessors & also nationally or internationally with other centres.

## How does all this fit together?





## Your NVQ Journey



# Portfolio of Evidence & Assessment

## What is assessment?

Assessment is the process of obtaining evidence & judging it against a recognised standard for a unit & element.

## What is a portfolio?

A portfolio is this workbook. Your portfolio can contain any evidence that contributes towards accreditation of the units of competence. Your Assessor will guide you to ensure that the quantity of material does not become unmanageable & that only evidence relevant to the standards is included. Your portfolio should be laid out & indexed well enough that someone new to the portfolio can easily find their way through it.

## What should the portfolio contain?

### Products of Performance

Photographs, emails, WhatsApp chats, risk assessments etc which you have produced in your work environment.

### Evidence from others about your

Annotated letters, memos, e-mails, written abilities & work, responses, references from colleagues; often referred to as witness testimony.

### Other evidence

Any discussions, written questions & answers.

Action planning & review documents are essential to document the assessment process, as are the activity reports which log any interaction between you & your Assessor.

## Assessment Process - Your competency can be assessed at any of the following stages:

- ✓ At induction, by using our checklist.
- ✓ Through recorded professional discussions
- ✓ Summative assessment of a unit
- ✓ Summative assessment of the entire workbook of evidence



## Types of Evidence - Anything to prove:

- ✓ What you do
- ✓ How well you do it
- ✓ What you know
- ✓ What you understand

This evidence is used by your Assessor to judge whether you have met the standards for your qualification.

For example:

Photographs

Assessor discussions

Work product, emails, risk assessments, etc.

Testimony of others

Written questions & answers

Taped interviews & discussions– Audio or video

Storyboards/project reports/personal statements

## Questioning

- ✓ To verify your understanding & underpinning knowledge
- ✓ To give you an opportunity to show what you know
- ✓ Questions may be oral or written. These can be covered on a face to face basis or via an online method such as Teams.
- ✓ The questions must be:
  - Unambiguous
  - Relevant to the evidence/units
  - Open not closed
  - Pitched at the right level

## Products of Performance

- ✓ Evidence arising from natural performance
- ✓ Highly relevant
- ✓ Sufficient
- ✓ Valid
- ✓ Authentic

## Retention of Records

- ✓ Once an NVQ is complete & certified all candidate's work will be returned to the candidate or you can opt to have your portfolio shredded at SHE Knows. Any work used as an example for other candidates is only done so by the approval of the creator – intellectual property rights are respected.
- ✓ All notes & reports made by Assessors will be kept for 3 years as per the Awarding Organisation requirements & then shredded. Said reports are kept in a lockable filing cabinet & locked office along with any portfolios awaiting verification.
- ✓ Data held on a computer will be stored confidentially by means of password protection, encryption, or coding.
- ✓ Only authorised employees will have access to your data or work.
- ✓ Copies of certificates are taken & will be kept for the maximum period allowed.

## The Art of Account Writing (Storyboarding) – if you feel the need!

The following bullet points provide guidance on account writing.

- ✓ Look at the task - what is it asking? Write a summary of the activities you carry out in relation to this task, explain how you carry them out, who you consult/liase with & refer to examples. It is simply a matter of noting who, what, when, why, how in relation to the particular task.
- ✓ Where your job role does not enable you to fulfil part of a task, it is quite acceptable to put in your account that this is something that you are not directly involved in, but if you were, this is what you would do. Your Mentor/Assessor will then help you to provide any required evidence by another means (i.e. project work, written or oral questioning).

## Authenticating your evidence

- ✓ Where possible, any evidence you produce should be witnessed as being your own work.
- ✓ In some instances, the IQA or EQA may sample these witness testimonies & contact your named persons for authentication.



## Recommended Portfolio Structure

Item	Comment
Candidates cover sheet with name & qualification	
Ownership document	Template held in this workbook & competed on final submission
Task 1 Start with the checklist, add supporting evidence.	Each piece of evidence should be labelled to match the relevant bullet point.
Task 2 Start with the checklist, prepare to discuss these with your assessor, ensure that you know how the subjects relate to your business.	
Task 3 Start with the checklist, answer the written questions (text or audio)	

## Competence Analysis – NVQ Level 1 Award in Health & Safety in a Construction Environment

This document gives us, & you, an evaluation on how much of the NVQ you can undertake without further experience, assistance or training. It can be filled in with either your current or past work experiences in mind. If we can identify where a certain gap will be in your evidence provision, we will be able to advise you on how to fill it. To cross the boxes electronically in word, just click on them or just use pen in your workbook. Once complete send it back to your Assessor to read.

Please do not be put off with the terminology used, if you are not sure, just leave the box blank! I hope that any questions you may have can be answered quickly. E-mails are checked regularly so you can always contact us for answers or translations!

### The Construction Environment

What part of construction do you want to work in?	What type of job are you looking for? Or do you have?			
Do you currently understand the following?	Often	Occasionally	Rarely	No
1. Know the principles of risk assessment for maintaining and improving health and safety at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Know the importance of safe manual handling in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Know the importance of working safely at height in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Know risks to health within a construction environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Know the importance of working around plant and equipment safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Professional discussion on any training/experience needs identified from your Competence Analysis**

Gaps identified in experience that may affect your ability to provide evidence or demonstrate knowledge.

Gaps identified in knowledge that could be overcome by mentoring/training & suggested solution.

Has the candidate declared any learning difficulties? Yes ☐ No ☐ Prefer not to say ☐

**Confirmation of Candidate Literacy and English Proficiency**

*"I can confirm that I have undertaken the necessary assessments to ascertain the Candidate's literacy and English language proficiency relevant to the complexity of this Level 1 Award in Health & Safety in a Construction Environment before their enrolment. I can confirm that the programme is suitable for and meets the Candidate's needs and requirements."*

Candidate Name	Assessor Signature:	Countersigning Assessor	Date:
Candidate Signature			
IQA/EQA Sampled <input type="checkbox"/> Observed <input type="checkbox"/>	Signature:		Date:



**Evidence collection, professional discussions &  
written questions for your  
Level 1 Award in  
Health & Safety in a Construction Environment**

**Health and Safety**

## Task 1

Provide the following items. (Check the relevant right-hand box when you have a copy).

[illegible]



## Task 2 – Discuss with your assessor the following:




### Theory Knowledge

1. Why should you follow a risk assessment?
2. When choosing a risk control to make your job safer, you should follow the Hierarchy of Controls (ERICPD) – explain a task & the risk controls that you would select in the correct order.
3. How does a method statement help you work safely?
4. Explain what a POWRA (Point of Work Risk Assessment) or dynamic risk assessment is.
5. Explain the two most common kinds of fatal accidents that happen on site.

Assessor notes on professional discussion held.

I have discussed the above with the owner of this workbook & have received sufficient explanations about how these requirements are undertaken at work. We agree that this is an accurate record of our discussion. Assessor's Signature: \_\_\_\_\_ Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Task 3 Written Questions

Completed on .....		Signed .....	Candidate's signature .....
Questions		Answer	✓
<p>1. When working on site you may wear the following Personal Protective Equipment (PPE)</p> <p>a) <b>Eye Protection:</b> Goggles or safety glasses, for eye protection from hazards like flying debris or chemicals.</p>  <p>b) <b>Ear Protection:</b> Earplugs or earmuffs, to protect against loud noise.</p>  <p>c) <b>Face Shield/Mask:</b> A disposable dust mask, fitted half/full face mask, showing the need for protection from dust, fumes or droplets/mist.</p> 		<p>1. Give examples of what hazard/work activity this would protect you from in your job role:</p> <p>a)</p> <p>b)</p> <p>c)</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

2. When working on site you may encounter hazardous substances or COSHH items (Control of Substances Hazardous to Health)

a) Corrosive chemicals



b) Longer term health hazards such as carcinogen (poison)



c) Dangerous to Environment such as dust and chemical emissions or improper waste disposal leading to contaminating the soil



d) Explosive such as a flammable gas that can ignite with the air and cause an explosion



2. In your job give examples of where these substances can be found / or what work activity you may be undertaking.

a)

☐

b)

☐

c)

☐

d)

☐



e) Flammable such as fuel



f) Acute Toxicity such as welding fumes, asbestos or solvents



g) Health Hazard / Hazardous to the ozone layer such as silica dust or asbestos



3. Why is it important to report accidents and near misses?

a) Who would you report an accident to and how? (what is your company procedure?)

4. As per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) the following accidents must be reported to the HSE:

a) Death

e) .

f) .

g) .

3.

a)

4. Give examples of how these could occur in your workplace.

a)

6. Asbestos is no longer used as a building material, but you can find it in buildings that were built before 2000.

**How to identify asbestos within waste**

Asbestos can look like a fluffy, white or grey material around pipes ducts, or as a cement-like substance



**Where to find asbestos in old buildings**

You may have come across the following types of asbestos containing materials (ACM) on any site you have worked:

**Old Floor Tiles:** Look for old floor tiles that appear brittle, have dark spots, or are glued down with adhesive.



a) What disease can you develop as a result of breathing in asbestos fibres?

☐

b) What ill health symptoms may you display as you get older?

☐

c) Give an example of where you have seen asbestos on a site where you have worked.

☐

Sample for Marketing



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