



NCFE Level 3 Health & Safety: Exam Prep for Risk & Compliance

21 – 25 March 2027
Accra

NCFE Level 3 Health & Safety: Exam Prep for Risk & Compliance

Ref: 82_87230 **Date:** 21 – 25 March 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

The NCFE Level 3 Health & Safety exam prep programme equips professionals with the core knowledge and practical methodologies required for occupational safety assessments. Participants explore statutory duties, hazard identification protocols, workplace risk assessments, and incident investigation procedures. The structured curriculum focuses on evaluating workplace controls, developing policy documentation, and establishing a proactive safety culture. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Health and Safety Officers seeking structured review of qualification syllabus criteria.
- Site supervisors and coordinators managing field hazard identification and control.
- Facilities and operations managers responsible for workplace compliance and welfare provisions.
- Human resources and compliance personnel overseeing organizational safety policies.
- Team leaders preparing for the NCFE Level 3 occupational safety exam.

Departments and Industries

This syllabus serves operations, compliance, and safety teams across high-hazard and service operations.

- Health and Safety and Environmental Protection Departments
- Quality Assurance, Compliance, and Risk Governance Units
- Facilities Management and Maintenance Operations
- Construction, Engineering, and Manufacturing Enterprises
- Logistics, Warehousing, and Transportation Organizations

Learning Objectives

By the end of this course, participants will be able to:

- Apply statutory health and safety legal requirements to workplace operational procedures.
- Conduct structured workplace risk assessments using standardized five-step methodologies.
- Evaluate occupational hazard controls using the hierarchy of control.
- Formulate incident investigation procedures and determine underlying root causes.
- Draft safety policy documentation aligned with recognized qualification criteria.
- Structure responses for assessment scenarios based on qualification marking standards.



Course Agenda

Day 1: Safety Foundations and Legal Duties

- Principles of workplace health and safety management
- Statutory health and safety legislative frameworks and employer duties
- Employee obligations and supervisory legal liabilities
- Enforcement mechanisms, inspectoral powers, and compliance notices
- Structure of qualification unit specifications and assessment criteria
- Developing health and safety policy statements and arrangements

Day 2: Hazard Identification and Risk Management

- Distinction between workplace hazards and operational risks
- Hazard categories across physical, chemical, and biological agents
- The five-step method for workplace risk assessments
- Application of the hierarchy of control to eliminate hazards
- Recording assessment findings on standardized risk registers
- Periodic review protocols and trigger events for reassessment

Day 3: Workplace Safety Systems and Controls

- Fire prevention, emergency egress, and evacuation planning
- Manual handling assessment and ergonomic risk factors
- Control of hazardous substances and chemical safety standards
- Selection, maintenance, and limitations of personal protective equipment
- Workplace welfare arrangements and environmental comfort parameters
- Safety supervision and task-specific instruction protocols

Day 4: Incident Investigation and Safety Culture

- Statutory accident, disease, and dangerous occurrence reporting
- Initial response procedures and scene preservation techniques
- Root cause analysis using structured interview and timeline tools
- Corrective action planning and post-incident verification
- Measuring safety culture through leading and lagging performance metrics
- Consultation mechanisms and workforce involvement in safety governance

Day 5: Assessment Strategy and Syllabus Review

- Systematic review of core qualification learning outcomes
- Techniques for analyzing scenario-based assessment questions
- Structuring written answers against grading and marking criteria
- Addressing common assessment errors and descriptive weaknesses
- Consolidated review of risk calculation methods and terminology
- Individual action planning and personal syllabus revision strategy

Practical Exercises

Participants complete structured exercises designed to reinforce core knowledge and exam techniques.

- Hazard Identification Walkthrough: Evaluate a workplace scenario to detect environmental and procedural risks.
- Risk Register Formulation: Complete a standard risk assessment table including control prioritisation.
- Incident Analysis Exercise: Map an accident sequence using fishbone diagramming to determine systemic root causes.
- Mock Assessment Review: Draft structured written answers to sample qualification questions and review against marking criteria.

FAQs

What prerequisites are required before enrolling in this course?

There are no formal academic prerequisites required for enrolment, though general familiarity with workplace environments is beneficial for contextualising the syllabus topics.

What is the daily schedule and instructional duration?

Instruction spans five days with approximately four to five hours of structured teaching, scenario analysis, and review activities per day.

Does this programme award an official qualification certificate?

This programme is an independent preparatory course tailored to the syllabus criteria of the qualification; formal assessment registration and final qualification awards remain the purview of the awarding body.

Conclusion

Candidates complete this training equipped with structured compliance techniques, risk assessment proficiency, and systematic exam response strategies. The curriculum builds practical confidence across all core competencies required for the qualification assessment, supporting long-term workplace safety competence.