



<b>Unit Title:</b>	<b>Health and Safety in ICT</b>
OCR unit number:	222
Level:	3
Credit value:	12
Guided learning hours:	90
Unit reference number:	H/602/2943

Candidates undertaking this unit must complete real work activities in a work environment. Simulation is only allowed in exceptional circumstances (please refer to the centre handbook for further details).

## Unit aim and purpose

This unit enables learners to build their knowledge of health and safety requirements in the IT industry and gives them an opportunity to demonstrate skills in identifying and mitigating hazards. The unit provides the opportunity for learners to understand health and safety best practice and covers some advanced health and safety considerations, such as identifying bullying and the impact of stress on workplace safety.

Learning Outcomes	Assessment Criteria	Teaching Content
<p><b>The Learner will:</b></p> <p>1 Carry out formal Health &amp; Safety risk assessments in an ICT workplace</p>	<p><b>The Learner can:</b></p> <p>1.1 Describe the difference between hazards and risks</p> <p>1.2 Describe the types of Health and Safety hazard that can arise as a result of work activities, covering:</p> <ul style="list-style-type: none"> <li>• Use of display screen;</li> <li>• Incorrect use of protective equipment;</li> <li>• Improper use of tools and equipment;</li> <li>• Lifting or handling heavy objects;</li> <li>• Excessive noise;</li> <li>• Electricity;</li> <li>• Hazardous substances</li> </ul> <p>1.3 Identify relevant Health &amp; Safety legislation and regulations.</p> <p>1.4 Describe the relevant content of identified</p>	<p>Candidates must:</p> <ul style="list-style-type: none"> <li>• understand the difference between hazards and risks.</li> <li>• understand different types of hazards i.e. equipment, spillages, cabling and electrical safety working at heights, lifting and carrying</li> <li>• understand risk assessments in different environments (e.g. HSE 5 Step assessment process), and the use of risk mitigation practices</li> <li>• know how to undertake Health and Safety risk assessments</li> <li>• know and understand Health and Safety legislation and regulations (e.g. DDA, Display Equipment Regulations, COSHH, RIDDOR, HAS</li> </ul>

Learning Outcomes	Assessment Criteria	Teaching Content
	legislation and regulations 1.5 Undertake formal Health and Safety risk assessments.	
2 Monitor compliance with relevant parts of Health & Safety procedures in an ICT workplace	2.1 Participate in audits of working practices and inspections of work 2.2 Gather and record information on Health and Safety 2.3 Initiate suitable actions to deal with identified breaches of Health and Safety 2.4 Describe specified parts of organisational Health and Safety procedures 2.5 Provide guidance to immediate colleagues on Health and Safety	Candidate must: <ul style="list-style-type: none"> <li>• know how to undertake health and safety audits in the workplace</li> <li>• understand risk assessment processes and how to present findings</li> <li>• understand and know how to gather and record health and safety information in the workplace</li> <li>• understand legal and organisational requirements for data recording</li> <li>• understand Health and Safety procedures, and reporting processes</li> <li>• know how to use research skills to find information on organisational health and safety requirements and external regulations</li> </ul>

## Assessment

Candidates undertaking this unit must complete real work activities in order to produce evidence to demonstrate they are occupationally competent. Real work is where the candidate is engaged in activities that contribute to the aims of the organisation by whom they are employed, for example in paid employment or working in a voluntary capacity.

Simulation is only allowed for aspects of units when a candidate is required to complete a work activity that does not occur on a regular basis and therefore opportunities to complete a particular work activity do not easily arise. When simulation is used, assessors must be confident that the simulation replicates the workplace to such an extent that candidates will be able to fully transfer their occupational competence to the workplace and real situations.

Internal quality assurance personnel must agree the use of simulated activities before they take place and must sample all evidence produced through simulated activities.

It is the assessor's role to satisfy themselves that evidence is available for all performance, knowledge and evidence requirements before they can decide that a candidate has finished a unit. Where performance and knowledge requirements allow evidence to be generated by other methods, for example by questioning the candidate, assessors must be satisfied that the candidate will be competent under these conditions or in these types of situations in the workplace in the future. Evidence of questions must include a written account of the question and the candidate's response. Observations and/or witness testimonies must be detailed and put the evidence into context ie the purpose of the work etc.

All of the assessment criteria in the unit must be achieved and clearly evidenced in the submitted work, which is externally assessed by OCR.

Evidence for the knowledge must be explicitly presented and not implied through other forms of evidence.

## Evidence requirements

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**All aspects of the assessment criteria must be covered and evidence must be available that shows where and how the assessment criteria have been achieved.**

### Assessment Criteria – Learning Outcome 1

Candidates should produce a report or presentation to evidence:

- knowledge of a range of typical hazards and associated risks within workplaces that use ICTs
- examples of hazards associated with each of the specific work activities identified in assessment criterion 1.2 with each activity being associated with a number of potential hazards.
- information on relevant regulations and legislation including descriptions of relevant content regarding health and safety within ICT environments

A comprehensive risk assessment report that has been carried out according to a recognised standard such as those recommended by the HSE

### Assessment Criteria – Learning Outcome 2

Documentary evidence of having participated in a range of risk assessment activities including gathering and formally recording data related to assessing health and safety issues.

This portfolio of evidence should include details of how breaches were identified and appropriate actions taken.

In addition a presentation or report describing organisational procedures for monitoring and managing health and safety issues including evidence of discussing issues with colleagues and providing appropriate guidance to them

## Guidance on assessment and evidence requirements

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Evidence for this unit can only be achieved through actual work in a work environment, simulation is not permissible.

It would be beneficial to deliver this unit in a 'real world' context. Delivery would ideally propose 'real world' concepts, situations and entities and offer the learner the opportunity to explore, develop and apply the fundamental principles of the sector/subject area.

Learners will benefit from being encouraged to exercise autonomy and judgement to take responsibility for their own personal and professional development, adapt their thinking and reach considered conclusions, when working with others.

Learners would benefit from being presented with problems from a variety of perspectives, and from being given the opportunity to explore them using a variety of approaches and schools of thought, especially where judgments on the balance of risks related to a hazard can be discussed.

You should refer to the '*Admin Guide: Vocational Qualifications (A850)*' for *Notes on Preventing Computer-Assisted Malpractice*.

## Resources

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<http://www.hse.gov.uk/index.htm>

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .