

Unit Title:	Develop and implement health and safety review systems
OCR unit number	9
Unit accreditation number	H/602/2246
Level:	5
Credit value:	8
Guided learning hours:	41
Unit expiry date:	31/12/2013

Unit purpose and aim

This unit is for people with a role which involves investigating, developing and implementing changes to improve the efficiency and cost-effectiveness of health and safety management systems.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 be able to investigate the efficiency and cost-effectiveness of health and safety management systems.</p>	<p>The Learner can:</p> <p>1.1 identify each part of the health and safety management system.</p> <p>1.2 define the factors and features that are essential for the effective working of each part of the health and safety management system.</p> <p>1.3 define the review frequency of each part of the health and safety management system.</p> <p>1.4 advise directors, senior, line, functional and technical managers of any improvements required to the efficient and cost-effective working of each part of the health and safety management system.</p> <p>1.5 plan the implementation of changes to each part of the health and safety management system.</p> <p>1.6 maintain records of the</p>	<p>Parts could include senior, middle and line managers, roles and responsibilities, safety representatives, risk assessors, workplace inspectors, fire marshals, first aiders.</p> <p>Factors could include commitment, availability, skills, experience (of people), reviews, facilities, time, communication.</p> <p>Reviews could be monthly, quarterly, annually or a mix of all three depending on the nature of the organisation and the degree of hazard and risk in the operations.</p> <p>Improvements could relate to reviews of safe working methods, increased or decreased monitoring and/or supervision, wider participation, use of technology, awareness</p>

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	<p>review of each part of the health and safety management system.</p>	<p>campaigns.</p> <p>Plan may include roles and responsibilities, long and short term objectives, inspection methods, frequency, timing, recording and reporting, reviews. Records could include procedures, proposals, costing, planned implementation current procedures, review dates, training requirements, hazard data information minutes, inspection reports.</p>
<p>2 be able to confirm that each part of the health and safety management system is working as intended.</p>	<p>2.1 identify all components of the health and safety management system.</p> <p>2.2 define the factors and features that are essential for the effective working of the health and safety management system.</p> <p>2.3 define the review frequency of the health and safety management system.</p> <p>2.4 assess the efficiency and cost-effectiveness of the health and safety management system.</p> <p>2.5 develop changes to improve the efficiency and cost-effectiveness of the health and safety management system.</p> <p>2.6 manage the implementation of any necessary changes to the health and safety management system.</p> <p>2.7 maintain records of the review of the health and safety management system.</p>	<p>Components could include reference to legislation, policies, systems and procedures, committees, inspections, risk assessments, training and supervision, emergency procedures, factors support and commitment of senior management, availability, skills and experience of people reviews, facilities, time, communication. Reviews could be monthly, quarterly, annually or a mix of all three depending on the nature of the organisation, health and safety/accident record, degree of hazard and risk in the operations. Changes to recording and reporting systems, wider participation, use of specialist and/or technical assistance, use of intranet, changes to communicating health and safety. Management may include delegation, supervision, consultation, timescales, monitoring progress, methods to review success of changes (e.g. accident rates, increased awareness).</p>
<p>3 be able to confirm that the entire health and safety system is working as intended.</p>	<p>3.1 assess the nature and role of health and safety review systems within the organisation.</p>	<p>Could involve communicating health and safety emergency response procedures, safety of people, plant and environment,</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>3.2 describe the organisation's health and safety management system.</p> <p>3.3 define the factors and features that are essential for the efficient and cost-effective working of a health and safety management system.</p> <p>3.4 assess the efficiency and cost-effectiveness of a health and safety management system.</p> <p>3.5 explain the principles of:</p> <ul style="list-style-type: none"> • electronic and paper record systems • how to respond to the health and safety needs of others. <p>3.6 describe external factors influencing health and safety review systems, to include:</p> <ul style="list-style-type: none"> • health and safety statutory requirements • industry best practice • quality requirements for documentation. 	<p>setting and monitoring standards for emergency response, applying industry best practice, meeting legislative requirements. Systems could be risk assessment programme, meetings and consultation, audits and inspections, training and supervision. Assessment could include year on year comparisons (lost time accidents, absences), cost/benefit analysis, financial review, training methods.</p> <p>Benefits of electronic systems, (speed, accuracy, ease of access, environmentally friendly) and paper records (complexity of issues, plans and drawings). Responses could include monitoring (e.g. eye tests, hearing tests, x-rays), training, advice and guidance, changing work methods.</p> <p>External factors could include UK and EU legislation, requirements/expectations of professional bodies, regulatory authorities, end users and others who may be affected, materials used in production process, location, access to emergency services, access to technical and/or professional assistance.</p>

Assessment

Learners must be assessed over a reasonable period of time using a variety of assessment methods. Observation of real work activities may be a good source of evidence. It is unlikely that only one observation will be sufficient to infer competence. At this level, products of real work completed by the learner will probably be the prime source of evidence.

The scope of knowledge and understanding should relate to the learner's workplace.

Simulation is not allowed in any part of this qualification.

Evidence requirements

Further evidence may include:

- Questioning of the learner
- Completed health and safety documentation
- Witness testimonies from senior managers, technical experts or colleagues
- Health and Safety procedures developed by the learner
- Activities in, and contributions to, professional bodies and organisations
- Safe systems of work/method statements developed by the learner
- Completed risk assessments
- Completed workplace inspection reports
- Completed investigation reports
- Records of training arranged or delivered for others
- Minutes of meetings
- Professional discussion
- Communications to and from regulatory authorities
- Communications to and from health and safety specialists or professionals
- Policies and procedures developed by the learner

This is an illustration of potential evidence; not a definitive list.

Guidance on assessment and evidence requirements

The learner should have an autonomous role in their organisation for managing health and safety policy and practice. They should report directly to the senior management team and have direct access to the responsible/accountable person. They should be in a position to influence others inside and outside of their own organisation. They should be responsible for developing and implementing policies and procedures to ensure the organisation is compliant with all current legislation in a workplace with complex risks.

They will need a full understanding of the Health and Safety at Work Act 74 and other underpinning legislation. They will need the ability to communicate effectively using a variety of communication methods with people at all levels in and outside the organisation to bring about attitudinal changes that will contribute to a positive health and safety culture.

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

National Occupational Standards (NOS) mapping/signposting

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Health & Safety – Practitioners Units (ENTO)	HSP11	Develop and implement health and safety review systems

Resources

There are no special requirements, however, learners will need access to a computer system capable of running spreadsheet software, word processing and business presentation software packages and internet access.

Learners will also require access to their own organisation's records and reports such as policies, procedures and Health and Safety and training records.

Additional information

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