OCR RECOGNISING ACHIEVEMENT

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| **Unit Title:** | **Develop and implement the health and safety policy** | |
| OCR unit number | 2 | |
| Unit accreditation number | D/602/2214 | |
| Level: | 6 | |
| Credit value: | 14 | |
| Guided learning hours: | 69 | |
| Unit expiry date: | 31/12/2013 | |

## Unit purpose and aim

This unit is for people with senior responsibility which involves:

- developing the health and safety policy for their organisation with respect to the statutory and organisational requirements and managing its implementation into the organisation
- advocating the health and safety policy to all key stakeholders in the organisation
- working with key stakeholders in order to integrate health and safety into the organisation.

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|---|---|
| **The Learner will:** | **The Learner can:** | |
| 1  be able to define the statutory and workplace health and safety requirements for the organisation. | 1.1  analyse the structure of the organisation relative to health and safety.<br>1.2  advocate the Health and Safety Policy to all key stakeholders in the organisation.<br>1.3  assess the existing health and safety systems, policies and procedures in the organisation.<br>1.4  evaluate the statutory and workplace health and safety requirements relating to:<br>• input of products and/or services<br>• the conversion processes<br>• output of products and/or services<br>• inadvertent, unwanted or unnecessary goods, materials and waste of | Structure could relate to responsibility and accountability.  Lines of reporting and specific tasks or duties relating to health and safety.<br><br>Stakeholders could include line managers, senior management, health and safety specialists, safety committees, HR department, trade union representatives.<br><br>Policies and procedures could relate to tasks, operations, people, environment, plant, machinery and equipment, reporting procedures, implementation of health and safety, statutory and ethical duties and responsibilities.<br><br>Evaluation may include level of |

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|---|---|
| | all types<br>• employees, contractors and others affected by the organisation's activities.<br>1.5 identify those external to the organisation who may be affected by its activities. | conformity to the Health and Safety at Work Act (HASAW), Management of Health and Safety Regulations, fire, noise and environmental legislation, as well as legislation specific to the organisation and moral and ethical responsibilities.<br><br>Those external could include emergency services, general public contractors, visitors, trespassers, waste disposal. |
| 2 be able to develop the Health and Safety Policy. | 2.1 identify deficiencies in the current Health and Safety Policy.<br>2.2 identify resource constraints that could affect proposals for change.<br>2.3 provide opportunities for key stakeholders to review the revised/new Policy.<br>2.4 revise the Health and Safety Policy to remedy deficiencies.<br>2.5 formulate the strategy for promoting commitment to the Health and Safety Policy by all those in the organisation.<br>2.6 advocate the adoption of the new/improved Health and Safety Policy. | Deficiencies could relate to operations, emissions, waste disposal, training, risk assessment, responsibility and accountability, lines of reporting.<br><br>Resource constraints could include time, finance, facilities, manpower.<br><br>Opportunities could relate to meetings, memos, emails, consultation and presentations.<br><br>Stakeholders could include managers, senior management, health and safety specialists, safety committees, HR department, trade union representatives, emergency services, regulatory authorities. Strategy could involve meetings, consultation, publications, presentations, training, safety committees. |
| 3 be able to implement the Health and Safety Policy. | 3.1 specify the strategy for implementation of the Health and Safety Policy, to include:<br>• providing support and assistance during the implementation process<br>• planning effective action in case problems arise during implementation<br>• providing adequate opportunities for | Strategy may have action plans, timetables, milestones, delegation of specific responsibilities, meetings and feedback sessions, monitoring of progress, reviews.<br><br>Documentation might include policies, procedures, safe systems of work, risk assessment, accident/incident reports, training records. |

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|---|---|---|
| | feedback<br>• responding appropriately to the feedback<br>• planning the implementation process to ensure minimum disruption.<br>3.2  ensure quality management requirements are applied to all health and safety documentation. | |
| 4    know the steps required to develop and implement the Health and Safety Policy. | 4.1  explain the nature and role of the Health and Safety Policy within the organisation.<br>4.2  explain the input - conversion - output model of organisational systems.<br>4.3  describe how to research the organisation's current Health and Safety procedures.<br>4.4  explain how individual and group motivation will be achieved.<br>4.5  explain external factors influencing health and safety e.g. statutory health and safety requirements and industry best practice. | Could involve communicating health and safety requirements, setting and monitoring standards for health and safety, safety awareness campaigns, awards and recognition, target setting, short and long term targets and objectives, applying industry best practice, meeting legislative requirements.<br><br>Effects and benefits of change, relationship between health and safety and production, cost versus benefit.<br><br>Methods of research could include observation of activities, reviews, meetings, analysis of data, comparisons to current legislation, comparisons to HSE guidance. Motivation could include training, reward, recognition, involvement.<br><br>External factors could include UK and EU legislation, requirements/expectations of professional bodies, regulatory authorities, others who may be affected, materials used in production process, location, access to emergency services. |

## 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) | HSP3 | Develop and implement the health and safety policy |

## 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