

<b>Unit Title:</b>	Understanding how a retail business maintains health and safety on its premises
Level:	2
Credit value:	2
Guided learning hours:	20
Unit expiry date:	31.12.16

## Unit purpose and aim

The purpose of this unit is to provide learners with the knowledge and understanding of the procedures required for maintaining health and safety on the premises of retail businesses. It also covers employers' and employees' responsibilities in terms of legislation and safe working practices.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
1. Know the main provisions of health and safety legislation in relation to a retail business	1.1 Describe the main legal responsibilities of employees and employers in relation to the relevant health and safety legislation  1.2 Describe the main responsibilities of employees and employers in relation to the control of substances hazardous to health	1.1 Candidates will be expected to be familiar with the Health and Safety at Work Act and its content, with regard to employer and employee responsibilities and requirements  1.2 Candidates will be expected to be familiar with the Control of Substances Hazardous to Health Regulations (COSHH), with regard to employer and employee responsibilities and requirements
2. Know what actions to take in an emergency	2.1 State when and how to raise an emergency alarm  2.2 State the actions an employee should take in the event of: <ul style="list-style-type: none"> <li>• fire</li> <li>• a bomb alert</li> <li>• acute illness or accident</li> </ul> 2.3 State the main stages in an emergency evacuation procedure	2.1 For example, this may include: <ul style="list-style-type: none"> <li>• Following company procedures</li> <li>• How to raise an alarm</li> <li>• Who should raise the alarm and under what circumstances</li> </ul> 2.2 For example, this may include: <ul style="list-style-type: none"> <li>• Following company procedures for dealing with fire, incidents and accidents</li> </ul>

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		<ul style="list-style-type: none"> <li>• The need for an accident book and accurate recording within it</li> <li>• The role of the company first aider</li> </ul> <p>2.3 Candidates will be expected to know the stages in an evacuation procedure, the usual order in which these should occur and the responsibilities of staff in these situations</p>
<p>3. Understand the employees' responsibilities in reporting hazards and accidents that typically occur on the premises of a retail business</p>	<p>3.1 Describe the hazards and associated risks typically found on the premises of a retail business</p> <p>3.2 Explain why it is important to notice and report hazards</p> <p>3.3 State when and to whom a personal accident should be reported</p>	<p>3.1 For example, this may include:</p> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Lifting/handling injuries</li> <li>• Appropriate methods for minimising hazards (eg warning signs, clear exits and walkways)</li> <li>• Staff awareness of hazards (eg effective risk assessments/health and safety training)</li> </ul> <p>3.2 For example, this may include:</p> <ul style="list-style-type: none"> <li>• Minimising the risk of accident and injury</li> <li>• Reducing or removing the hazard</li> <li>• Control measures to deal with hazards</li> </ul> <p>3.3 For example, candidates will be expected to:</p> <ul style="list-style-type: none"> <li>• Understand the role of the Health and Safety Executive</li> <li>• Be familiar with RIDDOR</li> <li>• Know the criteria and timescales for reporting accidents</li> </ul>
<p>4. Understand safe handling, storage and disposal</p>	<p>4.1 Describe safe methods for lifting and carrying</p> <p>4.2 Describe methods for safely handling, removing and disposing of waste and rubbish</p> <p>4.3 Describe where and how to store dangerous substances and items</p>	<p>4.1 For example, this may include:</p> <ul style="list-style-type: none"> <li>• Following company procedures and guidelines</li> <li>• Breaking down large loads</li> <li>• Asking for help from colleagues</li> <li>• Physical techniques (eg bent knees, straight back etc)</li> </ul>

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	<p>4.4 State the importance and relevance in handling, storing and disposing of substances hazardous to health</p>	<p>4.2 For example, this may include:</p> <ul style="list-style-type: none"> <li>• Following company procedures and guidelines</li> <li>• Breaking down large loads/asking for help from colleagues</li> <li>• Protective clothing/safe handling techniques</li> <li>• Environmental factors eg recycling, separation of landfill and non-landfill items</li> <li>• Returns to supplier</li> <li>• Waste types may include packaging, food, display goods etc</li> </ul> <p>4.3 Dangerous items may include, for example:</p> <ul style="list-style-type: none"> <li>• Toxic substances/chemicals</li> <li>• Heavy loads</li> <li>• Flammable items (eg fireworks)</li> <li>• Knives/sharp objects</li> </ul> <p>Storing conditions may include, for example:</p> <ul style="list-style-type: none"> <li>• Following company procedures and guidelines</li> <li>• Labelling of goods</li> <li>• Locked/closed cabinets</li> <li>• secured from public/limited staff access</li> <li>• Legal requirements (eg Hazchem signs)</li> <li>• Enclosed packaging/packaging requirements</li> </ul> <p>4.4 Candidates will be expected to know <i>why</i> it is important to handle, store and dispose of substances hazardous to health appropriately. They will need to be familiar with COSHH regulations</p>
<p>5. Understand safe working practices</p>	<p>5.1 Describe the routine practices which employees need to follow to minimise health and safety risks at work</p>	<p>5.1 Candidates will need to be familiar with the Health and Safety at Work Act, including the requirement for safety training, checks and procedures</p>

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	5.2 Explain why equipment and materials should be used in line with the employer's and manufacturer's instructions	5.2 For example, this may include: <ul style="list-style-type: none"> <li>• To prevent accident or injury</li> <li>• To ensure safe usage</li> <li>• Legal obligations of employers</li> </ul>

## Assessment and evidence requirements

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There are **two** assessment routes available to candidates and centres can use both routes within the Level 2 qualification. Candidates can achieve the full award/certificate via on-screen multiple-choice tests **and/or** can provide evidence of their knowledge and skills, collated in an evidence booklet or a portfolio. The evidence is internally assessed and externally moderated. Centres must select the most appropriate assessment route for the candidate.

### E-assessment:

The on-screen test for this unit will be 30 minutes in length and consist of 20 questions. Results will be graded pass or fail.

Each test will consist of multiple-choice questions which will test candidates' knowledge and understanding across the learning outcomes and associated assessment criteria. Candidates will be required to have knowledge and understanding of all assessment criteria within the unit, as all assessment criteria will be covered within any one test.

A number of multiple-choice question types may be used. These could include: closed questions; statements for completion; multiple response questions; true/false questions or ordering questions (including a maximum of 4 steps).

In order to deliver the on-screen test for this unit, centres will need to meet minimum hardware requirements as specified in the Surpass System Requirements. This document is available from the [e-assessment area](#) of our website.

For further information on the e-assessment route please refer to the centre handbook which is available on our [website](#).

### Postal moderation:

Evidence booklets must be completed by the candidate under supervised conditions. The candidate's responses and evidence in the booklet must be internally assessed by centre staff (e.g. teachers/tutors, assessors) before being submitted to OCR for external moderation. Results will be graded pass or fail.

We have created OCR Candidate Evidence Booklets for each unit which are available to download from the qualification page of our [website](#).

Centres are permitted to devise their own evidence booklets. If they choose to devise their own evidence booklets they must, however, also use the OCR Evidence Checklists.

For further information on the postally moderated route please refer to the centre handbook which is available on our [website](#).