

# Candidate Evidence Checklist

## OCR Level 2 Award/Certificate in Retail Knowledge

Unit 2: Understanding how a retail business maintains health and safety on its premises

This form should only be used for candidates **not** using the OCR Candidate Evidence Booklet.

### Level 2

CANDIDATE	
<b>Candidate's name:</b>	_____
I confirm that this is all my own work.	
<b>Candidate's signature</b>	<b>Date</b> _____

ASSESSOR	
<b>Assessor's name:</b>	_____
I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.	
<b>Assessor's signature</b>	<b>Date</b> _____

Assessment criteria	Document/Page number	Attached (insert ✓)
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		
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		
3.1 Describe the hazards and associated risks typically found on the premises of a retail business		

Assessment criteria	Document/Page number	Attached (insert ✓)
3.2 Explain why it is important to notice and report hazards		
3.3 State when and to whom a personal accident should be reported		
4.1 Describe safe methods for lifting and carrying		
4.2 Describe methods for safely handling, removing and disposing of waste and rubbish		
4.3 Describe where and how to store dangerous substances and items		
4.4 State the importance and relevance in handling, storing and disposing of substances hazardous to health		
5.1 Describe the routine practices which employees need to follow to minimise health and safety risks at work		
5.2 Explain why equipment and materials should be used in line with the employer's and manufacturer's instructions		