

Unit Title:	Know about health and safety in the workplace
OCR unit number:	6
Level:	Entry 3
Credit value:	3
Guided learning hours:	25
Unit reference number:	D/506/8972

Unit aim and purpose

The unit will provide learners with awareness of the responsibilities of individuals and employers under health and safety legislation and regulation. Learners will be aware of how health and safety legislation affects the workplace and the consequences of not following these regulations.

Learners will gain knowledge of safe working practices and procedures, including how to deal with emergency situations. Learners will know how to identify and minimise hazards in different workplaces and the internal and external sources of information and support on health and safety in the workplace.

Learning Outcomes	Assessment Criteria	Teaching Content i.e. – must be covered e.g. – suggestions for coverage
<p>The Learner will:</p> <p>1 Know how health and safety legislation and regulation impact on the workplace</p>	<p>The Learner can:</p> <p>1.1 Identify some of the legal health and safety responsibilities of an employer and an employee</p>	<p>Legal responsibilities of employers and employees as specified in Health and Safety at Work Act 1974, e.g.</p> <ul style="list-style-type: none"> • employer must write a health and safety policy and provide health and safety training for employees and contractors in the workplace. • employer must also provide appropriate facilities and ventilation. • employee must read and follow the health and safety policy and cooperate with the employer to minimize hazards and risks (such as removing loose jewellery and tying back long hair). • employee must take appropriate training and report accidents (and illness or medication, if operating machinery).

Learning Outcomes	Assessment Criteria	Teaching Content i.e. – must be covered e.g. – suggestions for coverage
		Details can be found on www.hse.gov.uk
	<p>1.2 Identify how health and safety regulations affect different workplace activities</p> <p>1.3 Identify how failing to follow health and safety legislation could affect an employee</p>	<p>Health and safety regulations, these can be sector specific, e.g.</p> <ul style="list-style-type: none"> • Manual Handling • COSHH • Food Safety Act • Health and safety (DSE) Regulations <p>e.g.</p> <ul style="list-style-type: none"> • using a computer screen in an office • temperature checks on chilled food cabinets in a café • food preparation in a café • lifting and carrying on a building site • the mixing and storage of hair dyes in a salon. <p>e.g.</p> <ul style="list-style-type: none"> • loss of job for an employee • possible accidents.
2 Know about health and safety practices and procedures in the workplace	<p>2.1 Identify types of UK safety signs</p> <p>2.2 Identify manual handling practices</p>	<p>i.e.</p> <ul style="list-style-type: none"> • prohibition • mandatory • safe conditions and access • warning signs. <p>e.g.</p> <ul style="list-style-type: none"> • type • colour • shape • meaning. <p>i.e. Safe methods of lifting and carrying (as stated in HSE guidance such as Manual Handling at Work: A Brief Guide)</p> <p>e.g. on your own, with a colleague and using equipment</p> <p>i.e.</p> <ul style="list-style-type: none"> • stand close to the object

Learning Outcomes	Assessment Criteria	Teaching Content i.e. – must be covered e.g. – suggestions for coverage
		<ul style="list-style-type: none"> • bend the legs, keeping the back straight • hold the object close to the body, gripping opposite corners.
	2.3 Identify fire alarm procedures	<p>i.e.</p> <ul style="list-style-type: none"> • stop work (switch off machinery). • leave calmly by the nearest safe exit. • gather at the designated assembly point for roll call. • re-enter the building only when told it is safe to do so.
3 Know how to minimise health and safety hazards in the workplace	<p>3.1 Identify a health and safety hazard</p> <p>3.2 Identify a health and safety risk</p> <p>3.3 Identify actions that can be taken to minimise a risk</p>	<p>i.e. Examples of a hazard, e.g.</p> <ul style="list-style-type: none"> • spillages • breakages • loud noise. <p>i.e. Examples of risk – the likelihood of a hazard causing harm, injury or damage. e.g. risks,</p> <ul style="list-style-type: none"> • for spillage, the possibility of a slip and fall • for breakages, the possibility of a trip or cut • for loud noise, the possibility of ear damage. <p>i.e. Actions to be taken, e.g.</p> <ul style="list-style-type: none"> • in the case of a spillage or breakage, put up a warning sign and block the hazard area, then clean up. • in the case of loud noise, wear ear protectors.

Learning Outcomes	Assessment Criteria	Teaching Content i.e. – must be covered e.g. – suggestions for coverage
4 Know where to find health and safety support and information in the workplace	4.1 Identify sources of health and safety support for employees in the workplace	i.e. Sources of health and safety support, e.g. <ul style="list-style-type: none"> • fire warden • first aider • supervisor/ line manager • Health and Safety Executive.

Assessment

All units are centre-assessed and externally moderated by OCR. Centres may use the evidence booklets supplied by OCR, but these are not mandatory. Any centres choosing not to use the OCR booklets will need to produce evidence that enables candidates to meet all of the learning outcomes and assessment criteria in the units. When submitting centre devised evidence to OCR an evidence checklist must be completed and attached, these are available on the qualification webpage.

When candidates complete a task, the centre assessor (usually the teacher/tutor) assesses their work. When the assessor is satisfied that the candidate has met all the requirements for a unit, they must confirm this by annotating the candidate work and signing the cover of the evidence booklet (or by completing the evidence checklist) for that unit to show that the assessment process is complete.

Results will be graded Pass or Fail.

Evidence requirements

Evidence can be produced either through real work or by means of simulated activities.

In order to achieve this unit the candidate must demonstrate that they have met all of the stated learning outcomes and assessment criteria. OCR has produced specific evidence requirements for each unit which centre assessors must follow to ensure the evidence meets all the requirements of the units.

Guidance on assessment and evidence requirements

The unit content describes what has to be taught to ensure that candidates are able to access a pass.

Anything which follows an i.e. details what must be taught as part of that area of content.

Anything which follows an e.g. is illustrative, it should be noted that where e.g. is used, candidates must know and be able to apply relevant examples to their work though these do not need to be the same ones specified in the unit content.

You should refer to the '*Admin Guide: Vocational Qualifications 2014/15*' for *Notes on Preventing Computer-Assisted Malpractice*.

You should refer to the JQC document: *Access Arrangement and Reasonable Adjustments 2014-2015* for information on how to assist candidates with special access requirements.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening		Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	

Resources

Access to sources of under-pinning knowledge such as centre teaching materials, books, journals, etc., might be of help.

The following resources are available on the OCR website www.ocr.org.uk:

- Unit specification
- Candidate evidence booklets, evidence requirements and evidence checklists for each unit
- Delivery guides and lesson elements for each unit
- Administration documents: Submission Cover Sheet

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications 2014/15*' on the OCR website www.ocr.org.uk.