

Unit Title: **Develop and maintain individual and organisational competence in health and safety matters**

OCR unit number 4
 Unit accreditation number Y/602/2227
 Level: 5
 Credit value: 10
 Guided learning hours: 44
 Unit expiry date: 31/12/2013

Unit purpose and aim

This unit is for people with a role which involves:

- assessing the health and safety competence needs of their organisation
- assessing the health and safety competence needs of individuals in their organisation
- making sure that the identified health and safety competence needs of their organisation are addressed by providing health and safety training.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 be able to assess the health and safety competence needs of the organisation.</p>	<p>The Learner can:</p> <p>1.1 analyse the functions, activities, tasks and job roles of the organisation.</p> <p>1.2 identify the health and safety competence needs of the functions, activities, tasks and job roles of the organisation.</p> <p>1.3 assess the health and safety competence needs of:</p> <ul style="list-style-type: none"> • the organisation • individuals in the organisation. <p>1.4 address the health and safety competence needs of the organisation.</p>	<p>Analysis could be of production process, materials, machinery, plant, equipment, substances, groups, individuals.</p> <p>Needs could be specialist skills, special PPE, qualifications, awareness, re-training. Could relate to new employees, part time workers, contractors.</p> <p>Assessment could involve analysis of data and records (accidents, near misses, RIDDOR), reference to current or impending legislation, policies and procedures, risk assessments, observation of activities, consultation.</p>
<p>2 be able to implement health and safety training</p>	<p>2.1 establish health and safety competencies in the</p>	<p>Could be by collection of data and reference to records,</p>

Learning Outcomes	Assessment Criteria	Exemplification
to meet identified needs.	<p>organisation in terms of skills, knowledge and understanding.</p> <p>2.2 design training courses to meet health and safety competence needs for given groups and within agreed constraints to include:</p> <ul style="list-style-type: none"> • budget • timescales • staff availability. <p>2.3 deliver suitable training to meet the health and safety needs of individuals and groups in the organisation.</p> <p>2.4 monitor the effectiveness of training to make sure that the identified needs have been met.</p>	<p>appraisals, interviews, consultation.</p> <p>Training may have long or short term objectives, may be delivered in-house or by health and safety professionals. Training could cover straightforward or complex issues. Training methods could be lecture, demonstration, examination, assessment, use of images, video, text.</p> <p>Monitoring could involve feedback, consultation, year on year comparisons of accidents, incidents, absences.</p>
3 know how to develop and maintain individual and organisational competence in health and safety matters.	<p>3.1 explain the nature and role of individual and organisational competence in health and safety matters within the organisation.</p> <p>3.2 explain the structure of the organisation with respect to functions, activities, tasks and jobs.</p> <p>3.3 explain the principles of competence, activity analysis, task analysis and job safety analysis.</p> <p>3.4 explain the relationships between competencies, skills and qualifications.</p> <p>3.5 explain the principles of:</p> <ul style="list-style-type: none"> • training course design and delivery • the advantages and disadvantages of different methods of presentation • course evaluation and validation • preparing, delivering and marking tests and assignments • effective written and verbal communication. <p>3.6 describe the external factors influencing</p>	<p>Could involve training and supervision of individuals. Special requirements (working at height, radiation, confined spaces). Responsibilities of employer and employee, safe systems of work, method statements, health and safety culture, health and safety reviews.</p> <p>Structure could show responsibility and accountability, job roles and descriptions, involvement in health and safety committees and/or trade union involvement.</p> <p>Design and delivery could involve awareness of learning styles, use of facilities and equipment, delegate input, group activities, use of images, graphs, charts, colour, body language, use of voice (tone, pitch).</p> <p>External factors could include UK and EU legislation, requirements/expectations of professional bodies, customers and others who may be</p>

Learning Outcomes	Assessment Criteria	Exemplification
	individual and organisational competence in health and safety: <ul style="list-style-type: none"> • health and safety statutory requirements and industry best practice • the quality management requirements for documentation. 	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)	HSP5	Develop and maintain individual and organisational competence in health and safety matters

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