

Unit Title: Ensure your own actions reduce risks to health and safety

OCR unit number	21
Sector unit number	AG32
Level:	2
Credit value:	4
Guided learning hours:	30

Unit purpose and aim

The unit aims to enable the learner to understand hazards and risks in the workplace, understand their own responsibilities for health and safety in the workplace, be able to evaluate and reduce risks.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand hazards and risks in the workplace</p>	<p>The Learner can:</p> <p>1.1 Define hazards and risks 1.2 Outline key hazards and risks in own workplace, describing safe working practices 1.3 Outline key hazards and risks within own job role, describing precautions</p>
<p>2 Understand own responsibilities for health and safety in the workplace</p>	<p>2.1 Identify own responsibilities for health and safety in own workplace and job role under health and safety legislation, explaining the importance of personal presentation and behaviour 2.2 Describe procedures for dealing with risks outside the scope of own responsibility, identifying the appropriate personnel with whom to liaise in own workplace</p>
<p>3 Be able to evaluate hazards and risks in the workplace</p>	<p>3.1 Identify workplace instructions relevant to own job 3.2 Identify any unsafe practices in own workplace and job role 3.3 Check which potentially unsafe working practices present the highest risk to self and others</p>

<p>4 Be able to reduce risks to health and safety in the workplace</p>	<p>4.1 Work safely in accordance with own level of competence, relevant instructions and legal requirements, following environmentally friendly practices</p> <p>4.2 Manage any health and safety risks within own capability and responsibility</p> <p>4.3 Suggest ways of reducing risks to health and safety to the appropriate personnel</p> <p>4.4 Report any differences between workplace and suppliers' or manufacturers' instructions</p> <p>4.5 Take action to address any hazards in accordance with workplace procedures and legal requirements</p> <p>4.6 Ensure that own personal presentation and behaviour meets the requirements of relevant instructions, procedures and legal requirements</p>
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Assessment

This qualification is internally assessed by centre staff and externally verified by an OCR Assessor.

Evidence requirements

All evidence of your performance must be generated in your workplace, in accordance with organisational procedures and national, local and professional guidelines.

Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using and the tasks you will be undertaking to demonstrate your competence.

You must provide your assessor with evidence for all of the assessment criteria for each learning outcome. Your assessor must be satisfied that you are able to undertake your work activities consistently over a period of time.

It is up to your assessor, working with the guidance provided, to determine a suitable mix of assessment methods, and to decide on the amount and type of evidence that is required to judge your competence.

The preferred assessment methods to be used for this unit are:

Direct observation of performance: Observation of you undertaking real work activities. This could involve interacting with clients or providing information to clients.

Evaluation of work products: Any item generated from real work activities. Evidence could be from different locations and from a variety of sources. This could include case notes, records and correspondence. It is not required in your portfolio and can remain where it is normally stored. The location and relevance of the evidence must be indicated in your portfolio. The evidence must be available for assessment and verification.

Questioning: Questions to ensure that you are able to apply your knowledge to your performance in the real work place. This may be used for areas not observed or evidenced through work products. This may be oral or written but evidence of the questioning must be recorded in an appropriate format. In addition your assessor may ask questions to clarify aspects of your practice.

Witness testimony: A confirmation or authentication of activities described in your evidence which your assessor has not seen. This could include a report or statement from a line manager or other appropriate person.

Professional discussion: A structured discussion with your assessor, about your performance of specific activities and a reflection on the reasons why you practised that way. The key aspects of this discussion will be recorded in a suitable format as evidence in your portfolio.

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.

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 .