Unit Title: **Identify, assess and control health and safety risks**

OCR unit number	5
Unit accreditation number	J/602/2238
Level:	5
Credit value:	18
Guided learning hours:	68
Unit expiry date:	31/12/2013

Unit purpose and aim

This unit is for people with a role which involves:

- reviewing the workplace, activities and organisation to identify and evaluate the health and safety hazards to employees, other people who may be affected, and physical resources
- assessing the nature and extent of the hazards of the workplace, activities and organisation to determine the health and safety risks to employees, other people who may be affected, and physical resources
- determining relevant risk control measures and safe systems of work
- prioritising risks
- implementing risk control measures
- making sure that the risk control measures meet health and safety statutory requirements and industry best practice.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	

1 be able to conduct an inspection of the workplace.	1.1 identify the requirements to carry out a health and safety inspection.
	1.2 inspect the workplace to identify and evaluate hazards.
	1.3 evaluate hazards through observation of work activities.
	1.4 examine proposed activities to identify and evaluate hazards including:
	    • new workplaces
	    • new equipment
	    • new processes
	    • new activities.
	1.5 select and use appropriate
		Requirements could include HSG65 guidance. Access to previous inspection records, specialist assistance (chemist, vet), specialist equipment (dust, noise), individual health and safety records, maintenance records, etc.
		
		Ways to identify health and safety hazards may include observation, walkabout, formal and informal inspection, interview, questioning, consultation.
		
		Records could include risk assessments, inspection records, minutes, data sheets,

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	measuring equipment. 1.6 maintain records of the hazards identified in sufficient detail to meet: • statutory requirements • organisational requirements • industry best practice.	interview notes, photographs.
2 be able to assess risks to health and safety.	2.1 select appropriate risk assessment methods. 2.2 conduct a risk assessment of the hazards identified. 2.3 select and use instruments or methods to determine the level of exposure affecting: • employees • others who may be affected. 2.4 determine risks to health and safety of: • employees • others who may be affected. 2.5 prioritise the health and safety risks to: • employees • others who may be affected. 2.6 maintain records of the risk assessment in sufficient detail to meet: • statutory requirements • organisational requirements • industry best practice.	Methods could include observation, consultation, use of monitoring equipment. Hazards could relate to machinery, fumes and vapours, noise, traffic movement. Other people affected could be nearby residents, visitors, contractors, trespassers. Risks may be serious or imminent, minor, long term, environmental. Prioritising may be by ABC123, 1-5 x1-5, own organisation's methods. Records could include risk assessments, hazard and risks, who may be affected, to what extent, control measures, review dates.
3 be able to implement risk control measures and safe systems of work in the organisation.	3.1 evaluate the existing risk control measures and current systems of work in the organisation. 3.2 identify for consideration the risk control measures required by: • statutory requirements • organisational requirements • industry best practice. 3.3 identify any additional or improved risk control	Evaluation could include analysis of data and records, accident/incident records, interviews and consultation, results on inspections, statutory requirements, industry best practice, own organisation's standards, policies and procedures. Control measures could relate to people, process, plant, environment. Resources could include time, manpower,

Learning Outcomes	Assessment Criteria	Exemplification
	measures that may be needed. 3.4 identify the resources required to implement the risk control measures needed. 3.5 calculate the cost-effectiveness of the risk control measures needed. 3.6 consult with managers, employee representatives and employees about risk controls needed. 3.7 plan the implementation of risk control measures in order of priority. 3.8 ensure the provision of training for those who need required competences to implement risk control measures. 3.9 maintain records of the control measures in sufficient detail to meet: - statutory requirements - organisational requirements - industry best practice.	access to specialist people and equipment. Effectiveness could relate to cost versus benefit. Consultations could be face-to-face, electronic, formal and/or unscheduled. Plans may have timescales and use of planning tools (e.g. gannt charts), roles and responsibilities and include training (on or off the job). Records could include risk assessments, hazard and risks, who may be affected, to what extent, control measures, review dates, training records. Suggested fifteen minimum risk assessments of health and safety hazards with a maximum of three from any of the following categories: chemical, physical, biological, psycho-social (e.g. stress), ergonomic, mechanical, electrical, fire and explosion, transport.
4 know how to identify, assess and control health and safety risks.	4.1 explain the methods of identification of health and safety hazards within the organisation, including: - risk assessment methods - physical resources - instruments and survey methods which may be used to determine the level of exposure to people who may be affected. 4.2 explain principles of the analysis methods for determining risks. 4.3 describe external factors influencing the identification of health and safety hazards, including: - health and safety statutory requirements - acceptability of risk	Methods could include observation, analysis of data, accident/incident records, use of monitoring equipment. Analysis may include severity of risk, likelihood, number of people affected, industry comparisons. External factors could include UK and EU legislation, requirements/expectations of professional bodies, customers and others who may be affected, materials used in production process, location, access to emergency services. Control measures and justifications could relate to regulatory requirements, hierarchy of control measures, own organisation's priorities and health and safety culture,

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	• quality management requirements for documentation. 4.4 explain the nature and role of health and safety risk control measures within the organisation. 4.5 justify health and safety risk control measures, including safe systems of work. 4.6 describe external factors influencing health and safety risk control methods. 4.7 explain risk control hierarchies.	accident and incident statistics, short and long term benefits.

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)	HSP6	Identify, assess and control health and safety risks

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