

Unit Title: **Develop and implement health and safety emergency response systems and procedures**

OCR unit number 8
 Unit accreditation number R/602/2243
 Level: 5
 Credit value: 12
 Guided learning hours: 41
 Unit expiry date: 31/12/2013

Unit purpose and aim

This unit is for people with a role which involves planning and implementing emergency response systems and procedures and communicating emergency response information.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 be able to develop health and safety emergency response procedures.</p>	<p>The Learner can:</p> <p>1.1 identify the potential sources of an emergency in the organisation.</p> <p>1.2 assess the organisation's ability to provide the required:</p> <ul style="list-style-type: none"> • first aid provision • adequate medical provision • firefighting provision, on-site and off-site. <p>1.3 ensure that there are the necessary competencies in first aid and firefighting in the organisation.</p> <p>1.4 involve managers, employee representatives and employees in the production of emergency procedures.</p> <p>1.5 develop health and safety emergency response procedures for the organisation, taking into account:</p> <ul style="list-style-type: none"> • health and safety 	<p>Sources could be work practices, explosives, chemicals, fire, radiation, environmental.</p> <p>Assessment could involve consultation, health and safety policies and procedures, health and safety records, inspections, access to emergency services, reference to legislation.</p> <p>Could involve recruitment and training of additional personnel, developing or refining procedures, simulated activities.</p> <p>Managers could include line managers, senior management, technical experts, safety committees, health and safety representatives, trade union representatives.</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>statutory requirements with respect to the control of an emergency</p> <ul style="list-style-type: none"> • methods of effective communication both on-site and off-site • dealing with both on-site and off-site emergencies • dealing with the ongoing consequences of fatalities • injury accidents • dangerous occurrences • fires and explosions • toxic releases • major disasters • environmental impact • rescue and security alerts. <p>1.6 keep adequate records of the health and safety emergency response procedures of the organisation.</p> <p>1.7 prepare to respond to the requests of the regulatory and local authorities, the emergency services, other authorities, the media and other interested parties regarding an emergency in the organisation.</p> <p>1.8 devise a plan to implement the emergency response procedures.</p>	<p>Procedures could include reference to legislative requirements, likelihood, roles and responsibilities, lines of communication, evacuation procedures, isolation of affected areas, segregation of people and plant, general public, fire-fighting and first aid, emergency services.</p> <p>Records could include response procedures, risk assessments, hazard and risks, who may be affected, to what extent, control measures, review dates, training records, hazard data information minutes, inspection reports.</p> <p>Preparations could include policies and procedures, maintenance of accurate records, roles and responsibilities, lines of communication, availability of relevant people in the organisation.</p> <p>Plans could include roles and responsibilities, lines of communication, evacuation procedures, isolation of affected areas, segregation of people and plant, general public, fire-fighting and first aid, emergency services. Could also involve regular training updates.</p>
<p>2 be able to implement procedures for the control of a health and safety emergency.</p>	<p>2.1 confirm that sufficient facilities, materials and equipment, including communication equipment, are available to deal with the control of an emergency in the organisation.</p> <p>2.2 provide detail in the procedures of the competencies required.</p> <p>2.3 communicate the plan to</p>	<p>Fire-fighting equipment, fire marshals, PPE, first aid facilities, first aid room, contamination facilities, phones, signalling systems, klaxons, alarm systems, etc.</p> <p>Detail could include specific responsibilities for managing the incident, allocation of first aiders, fire marshals, location of equipment and materials,</p>

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	<p>all appropriate people in the organisation.</p> <p>2.4 establish effective liaison with the appropriate emergency services and the regulatory and local authorities.</p> <p>2.5 respond to the requests of the regulatory and local authorities and where necessary, the requests of the media and other interested parties.</p> <p>2.6 confirm that the investigation procedure has been carried out.</p> <p>2.7 maintain records of the procedures for the control of a health and safety emergency in the organisation.</p>	<p>calling emergency services.</p> <p>Methods of communication could be meetings, consultation, training, instruction, notice boards, newsletters, intranet, staff inductions.</p> <p>Appropriate services could include fire, ambulance, police, specialist authorities relevant to own organisation (e.g. airport or harbour authorities), regulatory authorities.</p> <p>Requests could involve meetings, consultation, inspections, press release, media interviews.</p> <p>Confirmation could involve checklists, feedback, meetings, inspections.</p> <p>Records could include responses, procedures, risk assessments, hazard and risks, who may be affected, to what extent, control measures, review dates, training records, hazard data information minutes, inspection reports.</p>
<p>3 understand how to develop and implement health and safety emergency response systems and procedures.</p>	<p>3.1 explain the nature and role of health and safety emergency response systems and procedures within the organisation.</p> <p>3.2 explain the organisation's emergency response procedures.</p> <p>3.3 explain the organisation's simulated emergency response procedures.</p> <p>3.4 explain the principles of press releases and media management.</p> <p>3.5 explain the external factors influencing health and safety emergency</p>	<p>Could involve communicating health and safety emergency response procedures, safety of people, plant and environment, setting and monitoring standards for emergency response, applying industry best practice, meeting legislative requirements.</p> <p>Roles and responsibilities, procedures for fire, explosion, contamination, evacuation, emergency services, etc.</p> <p>Media management could include media training, access</p>

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	<p>response systems and procedures.</p> <p>3.6 explain the health and safety statutory requirements for:</p> <ul style="list-style-type: none"> • emergency response procedures • first aid and medical service provision • fire precautions • major disasters • ionising radiation incidents • environmental impact events. 	<p>to senior management, presenting facts, communication skills, body language, personal presentation.</p> <p>External factors could include UK and EU legislation, requirements/expectations of professional bodies, regulatory authorities, others who may be affected, materials used in production process, location, access to emergency services, HASAW Act, Management of Health and Safety Regulations, Fire Regulations, Radioactive Substances Regulations, ADR Regulations, other regulations specific to own organisation.</p>

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)	HSP10	Develop and implement health and safety emergency response systems and procedures

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