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| Unit Title: | Ensure responsibility for actions to reduce risks to health and safety |
| OCR unit number | 1 |
| Unit accreditation number | T/602/1912 |
| Level: | 3 |
| Credit value: | 4 |
| Guided learning hours: | 18 |
| Unit expiry date: | 31/12/2013 |

Unit purpose and aim

This unit is for everyone at work, whether paid, voluntary, full or part-time. It is about having an appreciation of significant risks in own workplace and knowing how to identify and deal with them.

This unit is about the health and safety responsibilities for everyone in own workplace. It describes the competences required to make sure that:

- own actions do not create any health and safety hazards
- significant risks are not ignored in own workplace, and
- sensible action is taken to put things right, including reporting situations which pose a danger to people in the workplace and seeking advice.

Fundamental to this unit is an understanding of the terms 'hazard', 'risk' and 'control'.

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|--|---|
| <p>The Learner will:</p> <p>1 be able to identify the hazards and evaluate the risks in the workplace.</p> | <p>The Learner can:</p> <p>1.1 identify workplace instructions that are relevant to them and their job role.</p> <p>1.2 identify working practices and hazards in the workplace that could be harmful.</p> <p>1.3 evaluate the hazards and prioritise in risk order.</p> <p>1.4 report hazards to the responsible person.</p> | <p>Instructions could relate to job description, additional duties such as workplace inspections, recurring or one-off tasks, safe systems of work, method statements, risk assessments.</p> <p>Identification could be by observation, interview, reference to records or other methods. Working practices and hazards could relate to environment, materials, substances, plant and equipment, people, lack of skill, lack of training, lack of equipment including PPE.</p> <p>Use of various evaluation</p> |

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|---|--|
| | | <p>models (ABC123, hazard x risk), immediate response to imminent danger.</p> <p>Responsible person could be line manager, health and safety representative, trade union official. Report could be verbal, written, completion of incident report, completion of risk assessment.</p> |
| <p>2 be able to reduce the risks to health and safety in the workplace.</p> | <p>2.1 perform work activities at own level of competence in accordance with identified health and safety:</p> <ul style="list-style-type: none"> • workplace policies • instructions and procedures • suppliers and manufacturers' information and • relevant legal requirements. <p>2.2 manage hazards in accordance with workplace instructions and legal requirements.</p> <p>2.3 report any differences between workplace instructions and supplier/manufacturer instructions.</p> | <p>Could be safe systems of work, method statements, risk assessments, use of materials, substances, plant and equipment, written or verbal instructions. Legal requirements could relate to HASAW Act, Management of Health and Safety Regulations, COSHH Regulations, LOLER, Workplace Regulations, PPE regulations, Noise, Fire, Manual Handling and/or other regulations including those specific to the learner's workplace (food, offshore, mines and quarries).</p> <p>Own organisation's reporting systems. Reports could be written, electronic or verbal, management and/or health and safety committee meetings, completion of risk assessments, safe systems of work, method statements.</p> |
| <p>3 know how to reduce risks to health and safety in the workplace.</p> | <p>3.1 explain their responsibility in remaining alert to hazards and risks.</p> <p>3.2 describe own responsibilities and scope for action in controlling risk.</p> <p>3.3 explain the importance of adhering to health and safety policies and practices.</p> <p>3.4 describe where and when to get additional health and safety assistance.</p> <p>3.5 describe the importance of</p> | <p>Learner's own responsibilities for health and safety of self and others. Safe working practices in own area of responsibility and the importance of adhering to them. Awareness of changes in working practices, new or revised methods. Use of new substances, plant, equipment and materials, etc.</p> <p>Scope and action could include revising risk assessments, new employee inductions, organising training, reporting to</p> |

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|-------------------|--|--|
| | personal presentation and behaviour in maintaining health and safety in the workplace. | <p>relevant people.</p> <p>Legal, ethical, environmental and financial implications. Safety of self and others, maintenance of lifestyle, own organisation's reputation.</p> <p>Assistance could come from colleagues, line manager, health and safety specialists, regulatory authorities, guidance notes, HSE updates, manufacturer/supplier publications. Situations could arise from new and/or complex hazards and risks, own limits of knowledge, experience authority or autonomy.</p> <p>Own organisation's health and safety culture, setting examples to others, own credibility and standing in the organisation.</p> |

Assessment

Candidates must be assessed over a reasonable period of time using a variety of assessment methods. Observation of real work activities should be a prime source of evidence. It is unlikely that only one observation will be sufficient to infer competence. Examination of work produced by the learner could also provide suitable evidence to infer competence.

Simulation is not allowed.

Evidence requirements

Further evidence may include:

- Questioning of the learner
- Completed health and safety documentation
- Witness testimony from line manager or colleague
- 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

- Personal statements
- Case histories
- Projects and assignments

This is an illustration of potential evidence; not a definitive list.

Guidance on assessment and evidence requirements

Learners should have a reasonable degree of authority and autonomy and may be responsible for others. They should have access to higher levels of management and may be in a position to influence others.

The learner will probably have defined responsibilities for health and safety in their job role. They will also need the opportunity to research workplace instructions and legislation to enable them to identify anything harmful in the workplace including those not normally visible.

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 and Safety – Stand Alone Units | HSS1 | Make sure your own actions reduce risks to health and safety |

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 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