

<b>Unit Title:</b>	<b>Supervise the health, safety and welfare of a learner in the workplace</b>
OCR unit number	9
Unit accreditation number	Y/601/6847
Level:	3
Credit value:	4
Guided learning hours:	22
Unit expiry date:	31/12/2013

## Unit purpose and aim

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This unit is for anyone who has the responsibility for direct supervision of the health, safety and welfare of a trainee in a work environment.

This unit is about:

- understanding own responsibilities, as the supervisor, in relation to the trainee's health, safety and welfare
- preparing for the trainee in relation to health, safety and welfare before he/she begins in the workplace
- ensuring that the trainee understands his/her responsibilities and what is expected of him/her in relation to own health and safety and the health and safety of others
- providing supervision to make sure that the trainee follows safe working practices
- supporting the trainee in the workplace to make sure that risks to his/her health and safety are managed
- ensuring that legal requirements for health and safety are met.

Fundamental to this unit is an understanding of the:

- terms 'hazard' and 'risk'
- health and safety legislation which applies within own workplace and specifically in relation to the trainee
- responsibilities of all those involved in the activities of the trainee.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 prepare for and receive a trainee in the workplace.</p>	<p><b>The Learner can:</b></p> <p>1.1 define his/her responsibilities for a trainee entering the workplace.</p> <p>1.2 prepare for the trainee to enter the workplace by:</p> <ul style="list-style-type: none"> <li>• delivering or organising a planned induction</li> </ul>	<p>Responsibilities could refer to managing, supervising or monitoring the activities. Learner could be the trainee's line manager.</p> <p>Induction could include outline of health and safety legislation,</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<ul style="list-style-type: none"> <li>• defining a clear job role or programme of work activities for the trainee</li> <li>• obtaining available information to assess the suitability of the workplace for the specific trainee</li> <li>• making sure work equipment and personal protective equipment are available and the trainee knows how to use it</li> <li>• ensuring the trainee understands their responsibilities and what is expected of them relative to their own health and safety and that of others in the workplace.</li> </ul> <p>1.3 identify and report to the responsible person all control measures needed to ensure the health and safety of the trainee in the workplace.</p> <p>1.4 confirm that the trainee can demonstrate understanding of safe working practices prior to entering the workplace, and has been provided with health and safety information and training in line with:</p> <ul style="list-style-type: none"> <li>• employers' requirements</li> <li>• health and safety legislation.</li> </ul> <p>1.5 inform all others who will be involved with the trainee of their responsibilities for their health, safety and welfare.</p> <p>1.6 produce and implement a plan for the supervision of the trainee to include arrangements to cover absences and that they are recorded.</p>	<p>health and safety requirements, welfare arrangements, emergency exits, availability and use of PPE, prohibited areas, signage, first aider. Suitability might refer to physical requirements, specific skill requirements, suitability of tools, plant and equipment, trainee's access to assistance and supervision, who the trainee should report to.</p> <p>Responsible person may be line manager, senior management, health and safety specialist, safety committee, HR department.</p> <p>Confirmation could be by observation, demonstration, simulation, written or oral questioning.</p> <p>Others may be colleagues, line manager, senior management, health and safety specialist, safety committee, HR department, trade union representative, contractors or regular visitors.</p> <p>Plan could be written or verbal and cover any changes to the planned programme of work and that the responsible person is kept informed.</p>
2 supervise, monitor and	2.1 explain to the trainee the	Explanation could be written or

Learning Outcomes	Assessment Criteria	Exemplification
<p>review the health, safety and welfare of a learner in the workplace.</p>	<p>responsibilities for supervising and monitoring health, safety and welfare in the workplace.</p> <p>2.2 check the trainee:</p> <ul style="list-style-type: none"> <li>• understands their job role or programme of work</li> <li>• knows, understands, and follows instructions and safe working practices.</li> </ul> <p>2.3 provide ongoing information, advice and support to the trainee in relation to safe working practices and organisational instructions.</p> <p>2.4 identify additional training needs relative to health, safety and welfare of the trainee and that they are recorded and met.</p> <p>2.5 assess the trainee's understanding of, and compliance with, health and safety requirements are reviewed on a regular basis.</p> <p>2.6 liaise with others to support the trainee's progress.</p> <p>2.7 contribute to reviews and ensure that the supervision plan is regularly updated and recorded.</p> <p>2.8 inform the person responsible of any concerns regarding the trainee's performance relative to health and safety.</p>	<p>verbal, may name specific people such as first aider, health and safety representative. Understanding and support could be by questioning, demonstrating, observing, reviewing and/or monitoring the trainee. Could also involve feedback from others, discussions with trainee.</p> <p>Additional training may be formal or informal, on-the-job or classroom based and delivered in-house or by external trainers. Reviews may involve other people including colleagues, line manager, senior management, health and safety specialist, safety committee, HR department, trade union representative.</p>
<p>3 know how to introduce a trainee to the workplace.</p>	<p>3.1 explain what information is necessary and available to assess the suitability of the workplace for the trainee that the learner is supervising in the workplace and:</p> <ul style="list-style-type: none"> <li>• specific learning barriers to the trainee, e.g. physical, communication,</li> </ul>	<p>Information could be language barriers, age.</p> <p>Risk assessments may refer to manual handling or use of machinery.</p> <p>Induction might cover employer's legal responsibilities towards</p>

Learning Outcomes	Assessment Criteria	Exemplification
	<p>prohibited areas</p> <ul style="list-style-type: none"> <li>• specific risk assessments and control methods relating to a trainee</li> <li>• health, safety and welfare training and support required by the trainee during induction</li> <li>• employers' instructions and procedures in relation to the health, safety and welfare of the trainee</li> <li>• own responsibilities relative to supervising the trainee.</li> </ul> <p>3.2 explain the need to check the trainee's understanding of health and safety relative to their job role:</p> <ul style="list-style-type: none"> <li>• reviewing with the trainee their understanding of health and safety relative to their job role</li> <li>• identifying effective communication methods available and when appropriate to be used.</li> </ul> <p>3.3 explain how to respond to incidents, development needs and achievements of the trainee relating to health and safety.</p> <p>3.4 identify others involved in the trainee's programme, their role and responsibilities.</p> <p>3.5 understand the terms 'hazard' and 'risk' as applied to health and safety.</p>	<p>trainee, outline of relevant legislation (workplace regulation, COSHH regulations).</p> <p>Responsibilities might include supervising, training, mentoring, reviewing, recording and reporting.</p> <p>Responses could be formal and need to be recorded or informal. Communication could be through meetings, discussions, written reviews.</p> <p>Other people may be colleagues, line manager, senior management, health and safety specialist, safety committee, HR department, trade union representative.</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

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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

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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

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**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).**

Occupational standards	Unit number	Title
Health and Safety – Stand Alone Units	HSS9	Supervise the health, safety and welfare of a learner in the workplace

## Resources

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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

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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](http://www.ocr.org.uk)