

Unit Title:	Conduct a health and safety risk assessment of the workplace
OCR unit number	5
Unit accreditation number	H/601/6687
Level:	3
Credit value:	6
Guided learning hours:	32
Unit expiry date:	31/12/2013

Unit purpose and aim

This unit is for people carrying out risk assessments in the workplace. This could be an employer, line manager, supervisor, safety representative or employee.

This unit is about the competences needed to identify hazards in the workplace, conduct a risk assessment and to make recommendations to control the risks and to review the results.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1 be able to prepare for a workplace risk assessment.</p>	<p>The Learner can:</p> <p>1.1 evaluate the workplace to decide areas for risk assessment.</p> <p>1.2 select the method of hazard identification appropriate to the workplace being assessed and in line with legal requirements.</p> <p>1.3 list the hazards in a way which meets legal, good practice and workplace requirements.</p> <p>1.4 recognise own limitations and seek expert advice and guidance on operational controls when appropriate.</p>	<p>Evaluation could relate to new working practices, new plant, machinery or equipment, planned risk assessment programme, results of accidents/incidents.</p> <p>Methods could include observation of activities, questioning, consultation, analysis of data.</p> <p>Listing may be by using own organisation's documentation, documentation provided by regulatory bodies or be designed by learner.</p> <p>Own limitations may relate to lack of experience, lack of knowledge. Guidance might be from health and safety specialist (in-house or external), regulatory authority,</p>

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		line manager or come from publications, guidance notes, manufacturer's instructions, previous risk assessments.
2 be able to identify hazards in the workplace.	2.1 make sure the hazard investigation fully identifies those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur with impact on: <ul style="list-style-type: none"> • people in the workplace and • other people. 	Hazards could relate to tasks, people, machinery, plant, equipment, substances or the environment. Other people could be visitors, members of the public, other colleagues from different departments.
3 be able to conduct a risk assessment of the workplace.	3.1 carry out risk assessment of the hazards identified using appropriate documentation. 3.2 assess the level of risk and how risks can be controlled to minimise harm. 3.3 assess the level of risk, identifying those that could not be eliminated. 3.4 prioritise hazards which could result in serious harm to people at work and other people. 3.5 identify control measures and implement and record them, include actions with expected completion dates. 3.6 identify changes to policies and practices resulting from the risk assessment. 3.7 deliver findings of the risk assessment with actions identified.	<p>Documentation could be own organisation's, documentation provided by regulatory bodies/other organisations or be designed by the learner.</p> <p>Assessment of level of risk could be by observing activities, questioning, use of various evaluation models (ABC123, hazard x risk), current control measures.</p> <p>Prioritising may be immediate response to imminent danger, use of hierarchy of control measures, own organisation's guidelines, response to consultation and anecdotal information. Actions and control measures could include isolation, segregation, use of PPE, training.</p> <p>Changes could include use of substances, working practices, environmental issues.</p> <p>Findings may be recorded on own organisation's documentation, that provided by regulatory bodies/other organisations or be designed by learner.</p>

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<p>4 be able to review risk assessment.</p>	<p>4.1 instigate a review that compares the latest risk assessment to current workplace and working practices and identify any significant differences between previous and new working practices.</p> <p>4.2 plan action to be taken resulting from the findings and:</p> <ul style="list-style-type: none"> • identify new hazards arising from change • make changes to the risk assessment to include them • promptly inform everyone affected by the changes. 	<p>Learners could devise new or adapt existing procedures.</p> <p>Review may be the result of new working practices, new plant, machinery or equipment, people, planned risk assessment programme, results of accidents/incidents.</p> <p>Plans could include long and short term measures. New hazards may require major changes such as re-siting of plant or minor changes to working practices. Information could be relayed verbally or written via electronic systems and could contain images statistics, deadlines.</p>
<p>5 know the employers' responsibility for risk assessments as required by current legislation.</p>	<p>5.1 explain own responsibilities for health and safety as defined by current legislation and:</p> <ul style="list-style-type: none"> • specific legislation covering own job role • particular health and safety risks which may affect own job role and precautions required. <p>5.2 identify resources for the risk assessment to take place and:</p> <ul style="list-style-type: none"> • how and where to find expert advice and guidance • the work areas and people for whom the learner is carrying out the risk assessment. • the work activities of the people in the workplace where the learner is carrying out the risk assessment. <p>5.3 describe the purpose, legal implications and importance of carrying out risk assessments and:</p> <ul style="list-style-type: none"> • the methods of identifying hazards 	<p>Responsibilities could relate to HASAW Act, Management of Health and Safety Regulations, other legislation specific to own organisation. Could relate to job description, own legal duties under various acts, own level of authority and autonomy.</p> <p>Health risks could relate to manual handling, noise, repetitive strain injury, eye strain.</p> <p>Resources could include time, finance, access to health and safety records, access to health and safety specialists (in-house or external), access to other people, access to work areas, access to maintenance records, job descriptions.</p> <p>Implications could include legal and moral obligations of employers and employees and compliance with legislation. Importance could include benefits of safe working practices, financial implications for employers and employees. Hazards could be substances,</p>

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	including direct observation, examining records and conducting interviews <ul style="list-style-type: none"> • the workplace hazards most likely to cause harm • the importance of remaining alert to the presence of hazards in the workplace • the importance of dealing with or promptly reporting risks. 5.4 apply effective communication methods.	working practices (working at height, use of machinery, working environment). Prompt action could involve isolation of machinery, 'red tagging' tools or equipment, warning notices. Communication could be verbal or written and may involve different methods for different audiences.

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	HSS6	Conduct a health and safety risk assessment of a workplace

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