

Unit Title: Understanding how to manage health, safety and welfare in active leisure

OCR unit number: 3

Sector unit number: A/503/0780

Level: 3

Credit value: 3

Guided learning hours: 20

Unit reference number:

Unit purpose and aim

This unit assesses the knowledge and understanding that a learner needs in relation to maintaining health and safety in an active leisure environment and safeguarding children and vulnerable adults.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand the requirements for health, safety, welfare and security in active leisure</p>	<p>The Learner can:</p> <p>1.1 Summarise the legal requirements for health and safety that apply to active leisure facilities and services</p> <p>1.2 Identify the authorities responsible for health and safety in an active leisure environment</p> <p>1.3 Identify other sources of guidance that applies to active leisure facilities and services</p> <p>1.4 Explain a manager's responsibilities for health, safety and the safeguarding of children and vulnerable adults in an active leisure environment</p> <p>1.5 Explain how active leisure organisation's develop policies and procedures to maintain health and safety of customers and staff</p>

Learning Outcomes	Assessment Criteria
<p>2 Understand how to manage health and safety risks in an active leisure environment</p>	<p>2.1 Explain the principles of risk assessment</p> <p>2.2 Summarise a range of health and safety hazards that may occur in an active leisure environment</p> <p>2.3 Explain how to ensure that health and safety hazards are identified in an active leisure environment</p> <p>2.4 Explain how to determine levels of acceptable risk</p> <p>2.5 Demonstrate how to assess a range of risks in an active leisure environment and establish and maintain measures to manage these to acceptable levels</p> <p>2.6 Explain why it is important to seek advice when there is uncertainty about assessing and managing risk and where to seek such advice</p> <p>2.7 Describe how to promote health and safety to staff and customers in an active leisure environment and use their feedback to improve health and safety procedures</p>
<p>3 Understand how to manage health and safety emergencies and other incidents in an active leisure environment</p>	<p>3.1 Summarise the types of emergencies and other health and safety incidents that may occur in an active leisure environment</p> <p>3.2 Describe an active leisure organisation's emergency operating procedures</p> <p>3.3 Explain a manager's role in co-ordinating emergency operating procedures</p> <p>3.4 Summarise the reporting and recording procedures that must be followed in the event of an emergency or other health and safety incident</p> <p>3.5 Explain how to use emergencies and other health and safety incidents to improve normal and emergency operating procedures</p>
<p>4 Understand the requirements for safeguarding children and vulnerable adults</p>	<p>4.1 Summarise the legal requirements that cover the safeguarding of children and vulnerable adults in an active leisure environment</p> <p>4.2 Explain a manager's responsibilities for safeguarding children and vulnerable adults</p> <p>4.3 Identify the local and national organisations and agencies responsible for safeguarding children and vulnerable adults and providing guidance on the subject</p>
<p>5 Understand how to manage the safeguarding of children and vulnerable adults</p>	<p>5.1 Summarise the types of safeguarding risks to children and vulnerable adults in an active leisure environment</p> <p>5.2 Summarise an active leisure organisation's policies and procedures for safeguarding children and vulnerable adults</p>

Learning Outcomes	Assessment Criteria
	<p>5.3 Explain how a manager should respond to concerns about the welfare of children and vulnerable adults using an active leisure environment</p> <p>5.4 Explain why it is important to collect, assess and share information about concerns regarding children and vulnerable adults and when it may be necessary to report concerns to outside agencies</p> <p>5.5 Explain the importance of confidentiality in relation to safeguarding children and vulnerable adults</p>

Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

Candidates must provide all of the evidence identified below. All evidence must be produced independently.

Learning outcomes 1 - 5 can be assessed by one or a mixture of:

- Written questions and answers
- Projects
- Assignments.

Evidence requirements

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Guidance on assessment and evidence requirements

This section provides guidance for tutors on the types of assessment activities that can be used and evidence to be produced that will ensure coverage of the learning outcomes and related assessment criteria.

Evidence can be generated in a variety of ways – through completion of OCR-devised workbooks, through centre-devised assignments, projects or tasks or through naturally occurring work-based activities. Any centre-devised assignments, projects or tasks must be cross-referenced to the appropriate learning outcomes and assessment criteria to ensure that full coverage can be achieved.

Portfolios of evidence must be produced independently and centres must confirm to OCR that the evidence is the original work of the candidate. Recording documents are provided on the website for this purpose.

National Occupational Standards (NOS) mapping/signposting

NOS can viewed at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Leisure Management NOS 2010 (SkillsActive)	C27	Ensure the health, safety, welfare and security of customers and staff.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening		Representing		Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

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 .