

Unit 36: Manage Health and Safety in Own Area of Responsibility

Unit reference number: D/504/4056

QCF level: 4

Credit value: 5

Guided learning hours: 15

Unit summary

Health and safety is a mandatory requirement of the working environment across all sectors. It is governed by legislation and all organisations and individuals have a responsibility towards its implementation, monitoring and revision.

This unit is designed for those who are responsible for health and safety within their own area of work and are likely to have responsibility for others to ensure health and safety practices are followed.

You will gain an understanding of how, and demonstrate your competence in, being able to assess, monitor and minimise health and safety through your own and your organisation's responsibilities, as well as reviewing, communicating and monitoring health and safety within your own area of responsibility at work, and ensuring relevant documents and processes are in place, such as a health and safety policy and risk assessment activity.

Learning outcomes and assessment criteria

To pass this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements the learner is expected to meet to achieve the unit.

Learning outcomes	Assessment criteria
1 Understand responsibilities and liabilities in relation to health and safety legislation	<p>1.1 Evaluate personal responsibilities and liabilities under health and safety legislation</p> <p>1.2 Describe an organisation's responsibilities and liabilities under health and safety legislation</p> <p>1.3 Identify specialists to consult with when health and safety issues outside own remit are identified</p>

Learning outcomes	Assessment criteria
<p>2 Understand how to assess, monitor and minimise health and safety risks in own area of responsibility</p>	<p>2.1 Describe the types of hazards and risks that may arise in relation to health and safety</p> <p>2.2 Explain how to use systems for identifying hazards and assessing risks</p> <p>2.3 Explain how to monitor, evaluate and report on health and safety within own area of responsibility</p> <p>2.4 Describe the types of actions which should be undertaken to control or eliminate health and safety hazards</p>
<p>3 Be able to review health and safety policy in own area of responsibility</p>	<p>3.1 Review written health and safety policy against requirements for own area of responsibility</p> <p>3.2 Communicate any recommendations for changes to health and safety policy to relevant individuals</p>
<p>4 Be able to communicate health and safety policy in own area of responsibility</p>	<p>4.1 Communicate written health and safety policy to all people in own area of responsibility and other relevant parties</p> <p>4.2 Ensure all people in own area of responsibility and other relevant parties understand written health and safety policy</p>

Learning outcomes	Assessment criteria
<p>5 Be able to monitor health and safety in own area of responsibility</p>	<p>5.1 Evaluate systems for identifying and assessing health and safety hazards and risks within own area of responsibility</p> <p>5.2 Assess working environment within own area of responsibility against organisation's health and safety policy</p> <p>5.3 Identify and evaluate non-compliance with health and safety policy and practices within own area of responsibility</p> <p>5.4 Take appropriate action to eliminate or control identified hazards and identified risks</p> <p>5.5 Evaluate health and safety requirements in project or operational plans within own area of responsibility</p>

Unit amplification

AC1.1: Evaluate personal responsibilities and liabilities under health and safety legislation

- *Health and safety legislation:* Health and Safety at Work Act 1974
- *Health and safety regulations:* e.g. Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992, Health and Safety (Display Screen Equipment) Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992, Provision and use of Work Equipment Regulations 1998, Personal Protective Equipment at Work Regulations 1992; Control of Substances Hazardous to Health Regulations 2002
- *Personal responsibilities and liabilities:* dependent on own role and job description; legal responsibilities, such as, ensuring health and safety of self, colleagues, customers and visitors; implementing regular checks of working practices, premises and equipment; reporting procedures; implementing risk assessments; following organisational procedures for health and safety (self, others); relevant training (self, others)

AC1.2: Describe an organisation's responsibilities and liabilities under health and safety legislation

- *Organisational responsibilities:* robust health and safety policies and procedures; training and development of staff; planning and acting on risk assessment; health and safety checks and maintenance; provision of materials, tools, equipment, machinery, Personal Protective Equipment (PPE), facilities
- *Organisational liabilities:* e.g. legal responsibilities, implementation of health and safety legislation, legal liabilities, risk of sanctions, fines or prosecution

AC1.3: Identify specialists to consult with when health and safety issues outside own remit are identified

- *Specialists:* health and safety experts and officials, e.g. Health and Safety Executive, consultants from RoSPA (Royal Society for the Prevention of Accidents; trade specific, e.g. mining, maritime, aviation, motor vehicle; specialist areas, e.g. legislation, chemical management, occupational hygiene, heavy plant

AC2.1: Describe the types of hazards and risks that may arise in relation to health and safety

- *Hazard and risks:* distinctions between both; impact of probability; hazards and risks in context of own work environment
- *Types of health hazard:* e.g. physical, ergonomics or repetitive strain injury, psychological
- *Types of safety hazard:* e.g. defective equipment, working at heights, confined spaces, plant equipment and machinery, violence, fire

AC2.2: Explain how to use systems for identifying hazards and assessing risks

- *Systems:* e.g. risk assessment, risk control, reports and reporting procedures, health and safety checks that includes frequency and recording, e.g. premises, facilities, equipment, PPE; organisational processes and procedures

AC2.3: Explain how to monitor, evaluate and report on health and safety within own area of responsibility

- *The knowledge to meet this AC depends on the particular organisational requirements and context. Learners need to apply the knowledge specific to their organisation to meet this AC*
- *General knowledge could include:*
 - o *monitoring* – methods, e.g. visual checks, observation, inspection of records, identifying trends, staff feedback
 - o *evaluation* – e.g. benchmarking against industry standards, organisational quality standards, compliance with legislation and regulations
 - o *reporting* – methods e.g. written audit reports, traffic light dashboard; supporting information, e.g. accident and incident records, inspection checklists, risk assessment forms

AC2.4: Describe the types of actions which should be undertaken to control or eliminate health and safety hazards

- *Types of actions:* e.g. regular risk assessment regular health and safety checks regular monitoring of working environment, providing and ensuring use of personal protective equipment, regular staff training, understanding, implementing and following own organisational procedures

Information for tutors

Suggested resources

Books

Backhouse, J. – *Essential Health and Safety Study Skills* (Routledge, 2013) ISBN 9780415629096

Chadder, P. and Duncan, M. – *Health & Safety at Work Essentials* (8th Revised Edition) (Lawpack Publishing Ltd, 2014) ISBN 9781910143001

Health and Safety Executive – *Workplace Health, Safety and Welfare: Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and Guidance* (2nd Revised Edition), (HSE Books, Nov 2013) ISBN 9780717665839

Moore, R. and Winter, H. – *The Law of Health and Safety at Work 2014/15* (23rd Revised Edition), (Croner.CCH Group Ltd, 2014) ISBN 9781855247710

Stranks, J. – *Health and Safety at Work: An Essential Guide for Managers* (9th Edition), (Kogan Page, 2010) ASIN B00AXDJLUY, ISBN 9780749461195

Websites

www.hse.gov.uk – Health and Safety Executive (HSE) government website that gives guidance, news and updates on all aspects of health and safety.

www.hse.gov.uk – the publications section of the HSE website includes health and safety publications which can be downloaded.

www.iosh.co.uk – official website of The Institution of Occupational Safety and Health. Topical discussion forums are available on this website regarding health and safety.

www.rospa.com – Royal Society for the Prevention of Accidents; A charity set up to support and work with organisations accident prevention through many avenues including consultancy, advice and training

Other

Policy and Practice in Health and Safety – published by IOSH (the Institute of Occupational Safety and Health, published twice a year, this magazine is a source of health and safety policy updates and information.

Safety and Health Practitioner Magazine – official magazine of IOSH (see websites above), this magazine is also available on-line via the website (as detailed above), it covers all aspects of health and safety for professionals.

Assessment

To pass this unit the evidence that the learner presents for assessment must demonstrate that they have met the required standard specified in the learning outcomes and assessment criteria and the requirements of the Assessment Strategy.

To ensure that the assessment tasks and activities enable learners to produce valid, sufficient, authentic and appropriate evidence that meets the assessment criteria, centres should apply the *Unit Assessment guidance* and the requirements of the Assessment Strategy below.

Wherever possible, centres should adopt a holistic approach to assessing the units in the qualification. This gives the assessment process greater rigour and minimises repetition, time and the burden of assessment on all parties involved in the process.

Unit assessment requirements

This unit must be assessed in the workplace in accordance with the Skills CFA Assessment Strategy for Business Administration, Customer Service and Management and Leadership, in *Annexe A*. Simulation is not allowed for this unit. All evidence of occupational competence should be generated through performance under workplace conditions; this includes evidence of achievement for knowledge-based learning outcomes and associated assessment criteria.

Unit assessment guidance

This guidance supports assessors in making decisions about how best to assess each unit and the evidence needed to meet the assessment requirements of the unit. Centres can adapt the guidance for learners and the particular assessment context, as appropriate.

Learning outcomes 3, 4 and 5 are competency-based; therefore, the learner should produce evidence that is generated naturally, carrying out their work activities in the workplace. Evidence to meet the learning outcomes is likely to come from a combination of examining learner work products, supported by professional discussion or reflective account (depending on which is most suitable for the learner) and witness testimony. Work products should be created or generated by the learner and could include, for example; documented outcomes of the learner's review of organisational written health and safety policy (AC3.1), completed organisational risk assessments or health and safety reports (AC5.2), records of communication with people in own area of responsibility and relevant individuals/parties about health and safety policy/requirements (e.g. e-mails, minutes of meetings, staff training records or notices) and evaluation reports.

Evidence from examination of the learner's work products should be supported by professional discussion and/or a reflective account to provide further evidence for associated assessment criteria and could focus on; the learner's decision making and criteria used in reviewing their organisation's health and safety policy and their rationale for changes/no change (AC 3.1, AC3.2), the learner's reasons for the actions taken to eliminate or control risks (AC5.4), the processes and techniques used in the learner's evaluations and rationale for their conclusions (AC5.1, AC5.3 and AC5.5).

Witness testimony could also be used to confirm that the learner has consistently met the requirements over a period of time.

Learning outcome 1 and 2 are knowledge based. Evidence to confirm the achievement of these learning outcomes could be integrated into the professional discussion or reflective account for learning outcomes 3, 4 and 5 mentioned above, therefore providing the opportunity for the learner to link and apply their knowledge to their workplace activities. The learner's responses must be at a sufficient depth and breadth to meet the level of demand of the operative verbs.

There are opportunities within the unit to link evidence across knowledge and competence ACs as there are close synergies, for example, evidence generated to meet AC 2.2 could be used as the basis for the evaluation required in AC 5.1. Other linkages between knowledge and competence ACs include, for example, AC 2.3 and AC5.3 and AC2.4 and AC5.4.

Evidence of Recognition of Prior Learning (RPL) can also be used within the unit to confirm competence. Wherever possible, the learning outcomes in this unit should be assessed holistically across the qualification.