**MARK SHEET – Managing a healthy and safe environment**

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| **Centre Number :** | |  | | **Centre Name :** | | |  | | | | | | |
| **Learner Registration No :** | |  | | **Learner Name:** | | |  | | | | | | |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF MARK SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors will normally award marks for every AC and then total them into a percentage. However, for greater simplicity, there is the option to not use marks at all and merely indicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass’  **Where marks are awarded according to the degree to which the learner’s evidence in the submission meets each AC, every AC must be met, i.e. receive at least half marks (e.g. min 10/20). Any AC awarded less than the minimum produces an automatic referral for the submission (regardless of the overall mark achieved).**  Sufficiency descriptors are provided as guidance. If 20 marks are available for an AC and the evidence in the submission approximates to the ‘pass’ descriptor, that indicates it should attract 10 marks out of 20, if a ‘good pass’ then ca. 15 out of 20. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | | | | | | 1. **Learner named above confirms authenticity of submission.** 2. **ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation.  By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed.**   **However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: □** | | | | | |
| **Learning Outcome / Section 1:** 1 Understand the importance of working in a healthy and safe environment | | | | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 1.1  Review current UK law and legislation on health and safety | **Referral [ca.*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [ca. 15/20]** | | | | |  | | |
| * Current UK law and legislation on health and safety is not addressed, or is incorrect * Current UK law and legislation on health and safety is merely listed or described with no review undertaken to make a judgement, or significant omissions in the review does not allow a meaningful judgement to be made | | * A combination of evidence, theory or practice is used to review current UK law and legislation on health and safety and make a judgement, although the review may be focused on general UK health and safety legislation with little or no reference to any extra duties or regulations relating to specific areas and activities | | | * A combination of evidence, theory or practice is used to review current UK law and legislation on health and safety and make a judgement, and the review addresses general UK health and safety legislation and selected extra duties or regulations relating to specific areas and activities | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 1.2  Evaluate the benefits of having a health and safety policy in the workplace | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | | |  | | |
| * The benefits of having a health and safety policy in the workplace are not addressed, or are inappropriate or incorrect * The benefits of having a health and safety policy in the workplace are merely listed or described with no evaluation to provide a conclusion or recommendations | | * The benefits of having a health and safety policy in the workplace are evaluated to provide a conclusion or recommendations, although the evaluation may sometimes be subjective and/or based on limited evidence | | | * A range of evidence is used to evaluate the benefits of having a health and safety policy in the workplace and to provide an objective conclusion or recommendations | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 1.3  Critically review own organisation’s health and safety policies and procedures | **Referral [ca.*6/24*]** | | **Pass [*12/24*]** | | | **Good Pass [ca. 18/24]** | | | | |  | | |
| * Own organisation’s health and safety policies and procedures are not addressed, or the critical review is inappropriate or incorrect * Own organisation’s health and safety policies and procedures are merely listed or described with no critical review using evidence, benchmarking or current best practice to make a judgement leading to recommendations for further actions or improvements | | * Own organisation’s health and safety policies and procedures are critically reviewed using evidence, benchmarking or current best practice to make a judgement leading to recommendations for further actions or improvements, although the critical review may be based on limited evidence or may sometimes be subjective | | | * A combination of evidence, benchmarking or current best practice is used objectively to critically review own organisation’s health and safety policies and procedures to make a judgement leading to recommendations for further actions or improvements | | | | |
| / 24  (min. of 12) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
| **Learning Outcome / Section 2:** Be able to manage a healthy and safe environment | | | | | | | | | | | | | |
| **Assessment Criteria (AC)** | **Sufficiency Descriptors**  *[Typical standard that , if replicated across the whole submission, would produce a referral, borderline pass or good pass result]* | | | | | | | | | | **Assessor feedback on AC**  *[comments not necessary in every box]* | | |
| AC 2.1  Conduct a risk assessment in own area of operation | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | | |  | | |
| * A risk assessment in own area of operation is not conducted, or is conducted incorrectly or inappropriately, or the risk assessment process is incomplete | | * A limited but sufficient completed risk assessment in own area of operation is conducted correctly and appropriately | | | * A comprehensive completed risk assessment in own area of operation is conducted correctly and appropriately | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| AC 2.2  Produce a risk assessment report with recommendations for improvements to health and safety in own area of operation | **Referral [ca.*5/20*]** | | **Pass [*10/20*]** | | | **Good Pass [ca. 15/20]** | | | | |  | | |
| * A risk assessment report is not produced, or, * A risk assessment report is not produced with recommendations for improvement * recommendations for improvement are inappropriate * recommendations for improvement do not take account of the risk assessment * the risk assessment report does not implicitly or explicitly comply with legal duties and obligations and organisational policies and procedures * the risk assessment report does not allocate responsibilities for the recommended improvements | | * A risk assessment report is produced with recommendations for improvements that take account of the risk assessment and implicitly or explicitly complies with legal duties and obligations and organisational policies and procedures, although recommendations for improvements may be limited to short-term improvements and/or priorities and responsibilities for the recommended improvements may not always be clearly-defined | | | * A risk assessment report is produced with prioritised short- and long-term recommendations for improvements with clearly-allocated responsibilities that take account of the risk assessment and explicitly complies with legal duties and obligations and organisational policies and procedures | | | | |
| / 20  (min. of 10) | | Pass or Referral |
| AC 2.3  Plan the implementation of recommendations to health and safety policy in own area of operation, using measurable targets | **Referral [ca.*3/12*]** | | **Pass [*6/12*]** | | | **Good Pass [ca. 9/12]** | | | | |  | | |
| * There is no implicit or explicit evidence that the implementation of recommendations to health and safety policy in own area of operation is planned, or is being planned, using measurable targets, or, * the planning and/or measurable targets are incorrect or inappropriate * the planning does not comply with legal duties and obligations and organisational policies and procedures | | * There is implicit or limited explicit evidence that the implementation of recommendations to health and safety policy in own area of operation is planned using correct, appropriate and measurable targets * There is implicit or limited explicit evidence that planning complies with legal duties and obligations and organisational policies and procedures | | | * There is comprehensive explicit evidence that the implementation of recommendations to health and safety policy in own area of operation is planned using correct, appropriate and measurable targets, and there is comprehensive explicit evidence that planning complies with legal duties and obligations ***and*** organisational policies and procedures | | | | |
| / 12  (min. of 6) | | Pass or Referral |
| **Assessment comments** (optional): | | | | | **Verification comments** (optional): | | | | | | | | |
|  | | | | | | | | | **/ 100** | | | **TOTAL MARKS** | |
| **Assessor’s Decision** | | | | | **Quality Assurance Use** | | | | | | | | |
| **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | **Signature of Assessor:**  **Date of QA Check:** | | | **Outcome** (*delete as applicable*): **PASS / REFERRAL** | | | | | **Signature of QA:**  **Date of QA check:** | | | |