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| Title: | **Understanding health and safety in the workplace**  |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **7** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand the organisation’s policy and responsibilities for ensuring a safe and healthy working environment
 | 1.11.2 | List current legislation and industry regulations relating to health, safety and welfare at work as relevant to a specific organisationDescribe an organisation's policy in relation to one specific item of legislation or regulation |
| 1. Understand own responsibilities for health and safety in the workplace
 | 2.12.22.32.42.5 | Explain the difference between a hazard and a riskDescribe how to conduct a risk analysisIdentify the main areas of own responsibility for health and safety in the workplaceDescribe how to ensure the team is aware of the health and safety requirements in the workplaceDescribe how to monitor health and safety in the workplace |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop an understanding of the manager’s role in maintaining health and safety in the workplace. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008 NOS: E5, E6 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) |  |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Health and safety legislation and the responsibilities of different parties in own sector (e.g. HASAW 1974 Act, COSHH)
* Own organisation’s health and safety policies, practices and systems (including requirements for personal protective equipment, working at height, access to equipment, hand arm vibration guidance, asbestos awareness)
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| 2 | * Potentially harmful working practices within own work area
* Risk assessment procedures and associated documentation
* Accident and near miss reporting (e.g. RIDDOR)
* First aid provision
* How to set good example in relation to health and safety matters
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