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| Title: | | **Managing risk in the workplace** | | |
| Level: | | 4 | | |
| Credit value: | | 3 | | |
| Unit guided learning hours | | 6 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the importance of managing risks in the workplace | | | 1.1  1.2 | Evaluate relevant laws and legislation relating to risk management in own area of responsibility  Evaluate internal policies relating to the management of risk in own area of responsibility |
| 1. Be able to identify and manage risks in own area of responsibility | | | 2.1  2.2  2.3 | Conduct a risk assessment within the context of own workplace  Propose how to minimise identified risks in own workplace  Explain how identified risks will be continuously monitored and reviewed |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To be able to manage risks within the context of 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 2004 NOS: B10 | |
| 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 unit (if required) | | | M4.06 Managing Risk in the Workplace | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Establishing the context and scope of the workplace * Applicable laws and legislation relating to risk management * Internal risk management policies and procedures * Types of hazards and risks such as environmental, technological, information, physical * Principles of risk management * How to identify the circumstances and consequences of hazards and risks | | | |
| 2 | * Identifying prevention and control measures * Five steps to risk * Prioritisation of risk * Objective likelihood/probability, impact and score * Risk assessment procedure and associated documentation * Avoidance, control, transfer to another entity or higher authority, retention (careful assessment and monitoring of risk) * Risk management registers * Risk management planning * Compare actual results with results expected/predetermined * Monitoring and re-assessing the level and implications of risk | | | |