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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
 | 1.11.2 | 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
 | 2.12.22.3 | Conduct a risk assessment within the context of own workplacePropose how to minimise identified risks in own workplaceExplain 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
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| 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
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