

# **F299 04 (AF1)    Ensure Your Own Actions Reduce Risks to Health and Safety**

## **Elements of competence**

- AF1.1    Identify the hazards and evaluate the risks in the workplace**
- AF1.2    Reduce the risks to health and safety in the workplace**

## **About this Unit**

This Unit is about the basis requirements of the Health and Safety at Work Act. Meeting these requirements is an essential aspect of all jobs in the justice sector.

A great deal of legislation and regulation surrounds health and safety at work. The Health and Safety at Work Act 1974 [and in Northern Ireland, the Health and Safety at Work (Northern Ireland) Order 1978] are the main pieces of legislation under which nearly all other health and safety regulations are made. According to the Act:

- ◆ *employers* must safeguard so far as is reasonably practicable, the health safety and welfare at work of all the people who work for them and ‘other persons’. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used.
- ◆ *people at work* (whether paid or unpaid, full or part time) have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their working practices, and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

There is an array of health and safety regulation and codes of practice that apply to people at work. There are regulations dealing with specific activities, such as using screens and keyboards (the Display Equipment Regulations 1992) or working with dangerous materials (the Control of Substances Hazardous to Health Regulations 1994 — known as the COSHH Regulations), as well as many others. Specific requirements covering the workplace itself are given in the Workplace (Health Safety and Welfare) Regulations 1992.

## **Target Group**

The Unit is designed to be applicable to everyone who works in the justice sector.

## **Evidence Requirements for the Unit**

**It is essential that you adhere to the Evidence Requirements for this Unit — please see details overleaf.**

## F299 04 (AF1) Ensure Your Own Actions Reduce Risks to Health and Safety

Specific Evidence Requirements for this Unit
<b>Simulation:</b>
Simulation is not permitted for this Unit.
<b>The following forms of evidence ARE mandatory:</b>
<b>Direct Observation:</b> Your assessor or expert witness must observe you in real work activities which provide a significant amount of the Performance Criteria for most of the Elements in this Unit. For example, your assessor may see you at a meeting held where you pass on any suggestions. Or concerns re workplace hazards re health and safety that specifically relate to your role.
<b>Reflective Account/professional discussion:</b> These will be an explanation or a description of your practice in particular situations based on current working practices. For example an account of how you undertook a workplace health and safety procedure(s). An account of you reporting any workplace hazard to the responsible person. You could also include an explanation of how legislation, policies and procedures affect your practice.
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<b>Questioning/professional discussion:</b> May be used to provide evidence of knowledge, legislation, policies and procedures that cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.
<b>Expert Witness:</b> A designated expert witness may provide direct observation of practice, questioning, undertaking a professional discussion or providing feedback on a reflective account.
Working with victims survivors and witnesses can pose a number of challenges for Direct Observation of practice by assessors not based in the workplace and it is vital that expert witnesses are identified at the planning stage as they will be require to work closely with your assessor in the evidence gathering process.
<b>Witness testimony:</b> Can be a confirmation or authentication of the activities described in your evidence that your assessor has not seen. A work colleague or another key person could provide this. It is NOT appropriate to use witness testimony from any member of their family or circle of friends.
<b>Products:</b> These can be Hazard Data, risk assessments records, Incident or Accident Reports or other Agency health and safety forms, records of meetings where agency approved forms and records that relate to health and safety have been used. Where products have not been developed or compiled by the candidate you need to provide an explanation of the contribution you made to them or your reasoning for offering them to the service user(s), eg brochures and application forms.
Due to the nature of this Unit considerable care should be given to the inclusion of any anonymised records in your portfolio. They should remain where they are normally stored and checked for their authenticity by your assessor as well as occasionally by your Verifier. Where records are included great care should be taken to ensure they are anonymised to ensure confidentiality.

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### **General guidance**

- ◆ This Unit that covers a wide range of health and safety legislation, codes of practice, organisational policies and procedures and is designed to underpin all other Units in the Award and is an essential component of candidates work at all times.
- ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods (including potential products) and the tasks you will be undertaking to demonstrate your competence.
- ◆ Evidence must be provided for ALL of the Performance Criteria, ALL of the knowledge and parts of the scope that are relevant to your job.
- ◆ Candidates and assessors should ensure that knowledge evidence should be integrated into the reflective accounts, direct observations and if appropriate in professional discussions. Care should be taken to avoid assessment of knowledge through set or banks of questions as they generally do not reflect real work practice.
- ◆ The evidence must reflect the policies and procedures of your workplace and be linked to the current legislation, values and principles of best practice within the Community Justice Sector and in particular those staff working with victims, survivors and witnesses.
- ◆ ALL evidence must relate to your own work practice.

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### Knowledge Specification for the Unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.**

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
<b>Values</b>	
1 Your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974.	
2 Your duties for health and safety as defined by any specific legislation covering your job role.	
3 The particular health and safety risks which may be present in your own job role and the precautions you must take.	
4 The importance of dealing with or promptly reporting risks.	
5 The requirements and guidance on the precautions.	
6 Agreed workplace policies relating to controlling risks to health and safety.	
7 Responsibilities for health and safety in your job description.	
8 The responsible persons to whom to report health and safety matters.	
9 The specific workplace policies covering your job role.	
10 The importance of personal presentation in maintaining health and safety in the workplace.	
11 The importance of personal conduct in maintaining your own health and safety and the health and safety of others.	
12 Your scope and responsibility for rectifying risks.	
13 Workplace procedures for handling risks which you are unable to deal with.	

# F299 04 (AF1) Ensure Your Own Actions Reduce Risks to Health and Safety

## AF1.1 Identify the hazards and evaluate the risks in the workplace

Performance Criteria		DO	RA	EW	Q	P	WT
		1	Correctly name and locate the persons responsible for health and safety in the workplace.				
2	Identify which workplace policies are relevant to their practices.						
3	Identify those working practices in any part of your job role which could harm you or other persons.						
4	Identify those aspects of the workplace which could harm you or other persons.						
5	Evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others.						
6	Report those hazards which present a high risk to the persons responsible for health and safety in the workplace.						
7	Deal with hazards with low risks in accordance with workplace policies and legal requirements.						

DO = Direct Observation  
EW = Expert Witness

RA = Reflective Account  
P = Product (Work)

Q = Questions  
WT = Witness Testimony

### Scope for Element AF1.1

- 1 **Risks resulting from**
  - (a) the use and maintenance of machinery or equipment
  - (b) the use of materials or substances
  - (c) working practices which do not conform to laid down policies
  - (d) unsafe behaviour
  - (e) accidental breakages and spillages
  - (f) environmental factors

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## AF1.2 Reduce the risks to health and safety in the workplace

Performance Criteria		DO	RA	EW	Q	P	WT
1	Carry out working practices in accordance with relevant legal requirements.						
2	Follow the most recent <b>workplace policies</b> for your job role.						
3	Rectify those health and safety risks within your capability and the scope of your job responsibilities.						
4	Pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons.						
5	Conduct yourself in the workplace in a way which does not endanger the health and safety of yourself or other persons.						
6	Follow the <i>workplace policies</i> and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.						
7	Report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate.						
8	Personally present yourself at work to:						
	(a) ensure the health and safety of yourself and others						
	(b) meet any legal duties, and						
	(c) in accordance with workplace policies						

DO = Direct Observation  
EW = Expert Witness

RA = Reflective Account  
P = Product (Work)

Q = Questions  
WT = Witness Testimony

### Scope for Element AF1.2

- 1 **Workplace policies** covering
  - (a) the use of safe working methods and equipment
  - (b) the safe use of hazardous substances
  - (c) smoking, eating, drinking and drugs
  - (d) what to do in the event of an emergency
  - (e) personal presentation

# F299 04 (AF1)    Ensure Your Own Actions Reduce Risks to Health and Safety

*To be completed by the candidate*

**I submit this as a complete Unit**

Candidate's name: .....

Candidate's signature: .....

Date: .....

*To be completed by the assessor*

*It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.*

**I certify that sufficient evidence has been produced to meet all the Elements, PCs and Knowledge of this Unit.**

Assessor's name: .....

Assessor's signature: .....

Date: .....

## **Assessor/internal verifier feedback**

*To be completed by the internal verifier if applicable.*

***This section only needs to be completed if the Unit is sampled by the internal verifier.***

Internal verifier's name: .....

Internal verifier's signature: .....

Date: .....