



Unit title	Conduct a Health and Safety Risk Assessment of the Workplace
SQA code	H6KX 04
SCQF level	N/A
SCQF credit points	0
SSC ref	PR1

History of changes

Publication date: March 2012

Version: 02 (November 2014)

Version number	Date	Description	Authorised by
02	20/11/2014	Update to Unit assessment information.	Qualifications Officer

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Title		Conduct a Health and Safety Risk Assessment of the Workplace	
Learning Outcomes		Assessment Criteria	
The learner will:		The learner can:	
1	Be able to prepare for a workplace risk assessment.	1.1	Evaluate the workplace to decide areas for risk assessment.
		1.2	Select the method of hazard identification appropriate to the workplace being assessed and in line with legal requirements.
		1.3	List the hazards in a way which meets legal, good practice and workplace requirements.
		1.4	Recognise own limitations and seek expert advice and guidance on operational controls when appropriate.
2	Be able to identify hazards in the workplace.	2.1	Make sure your hazard investigation fully identifies those areas in the workplace where hazards with a potential for serious harm to health and safety are most likely to occur with impact on: <ul style="list-style-type: none"> ◆ people in the workplace and other people
3	Be able to conduct a risk assessment of the workplace.	3.1	Carry out risk assessment of the hazards identified using appropriate documentation.
		3.2	Assess the Level of risk and how risks can be controlled to minimise harm.
		3.3	Assess the Level of risk, identifying those that could not be eliminated.
		3.4	Identify and prioritise hazards which could result in serious harm to people at work and other people.
		3.5	Identify control measures and implement and record them, include actions with expected completion dates.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>3.6 Identify changes to policies and practices resulting from the risk assessment.</p> <p>3.7 Deliver findings of the risk assessment with actions identified.</p>
<p>4 Be able to review risk assessment.</p>	<p>4.1 Instigate a review that compares the latest risk assessment to current workplace and working practices and identify any significant differences between previous and new working practices.</p> <p>4.2 Plan action to be taken resulting from your findings and:</p> <ul style="list-style-type: none"> ◆ identify new hazards arising from change ◆ make changes to the risk assessment to include them ◆ promptly inform everyone affected by the changes
<p>5 Know the employer's responsibility for risk assessments as required by current legislation.</p>	<p>5.1 Explain own responsibilities for health and safety as defined by current legislation and:</p> <ul style="list-style-type: none"> ◆ specific legislation covering your job role ◆ particular health and safety risks which may affect your job role and precautions required <p>5.2 Describe how to identify resources for the risk assessment to take place and:</p> <ul style="list-style-type: none"> ◆ how and where to find expert advice and guidance ◆ the work areas and people for whom you are carrying out the risk assessment ◆ the work activities of the people in the workplace where you are carrying out the risk assessment

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>5.3 Describe the purpose, legal implications and importance of carrying out risk assessments and:</p> <ul style="list-style-type: none"> ◆ the methods of identifying hazards including direct observation, examining records and conducting interviews ◆ the workplace hazards most likely to cause harm ◆ the importance of remaining alert to the presence of hazards in the workplace ◆ the importance of dealing with or promptly reporting risks <p>5.4 Apply effective communication methods.</p>

Additional information about the Unit
Unit purpose and aim(s)
<p>The aim of this Unit is to provide learners with the knowledge, understanding and skills to conduct a health and safety risk assessment of the workplace.</p> <p>This Unit is about the competences needed to identify hazards in the workplace, conduct a risk assessment and to make recommendations to control the risks and to review the results.</p>
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
Developed from Creative and Cultural Skills National Occupational Standards
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Assessors must ensure that learners provide evidence to cover all the Learning Outcomes and Assessment Criteria.

This Unit is designed to assess the skills of learners in the workplace. Evidence of occupational competence should be generated and collected through performance in workplace conditions. This includes the knowledge-based Learning Outcomes and Assessment Criteria of the competence Units.

These conditions would be those typical to the learner's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all learners. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the learner usually works.

Collection of evidence of performance can be used to substantiate, support and expand the evidence base for competent performance. This may include:

- ◆ Observation
- ◆ Product and photographic evidence
- ◆ Relevant active documentation, reports, presentations

Performance Evidence: Observation

Observation of performance at work. Assessors must provide information about the context of the assessment.

Performance Evidence: Products

Work products (such as reports, letters, memos, printouts, presentations, etc) are valuable items of performance evidence. Assessors are encouraged to assess work products and record the location of evidence within their assessment records. Assessment centres using 'paperless portfolios' should first discuss their approach to assessment with their awarding body.

Guidance on Methods/Instruments of Assessment

This Unit is designed to assess the knowledge of learners in the workplace. Learning Outcomes may be assessed by a work-based assessment or by observation/product evidence/witness testimony. Online assessment may also be used. The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may be required depending on the size of the organisation in which the learner is working.

Supplementary evidence may include:

- ◆ Questioning
- ◆ Professional discussion
- ◆ Witness testimony
- ◆ Other valid evidence which relates directly to learner performance

Guidance on Methods/Instruments of Assessment (cont)

Supporting Evidence: Questioning

Assessment by observation and examination of work products usually results in inferred knowledge. As a result, questions should only be asked to fill gaps where knowledge is not explicit. This style of assessment still requires the assessor to confirm how knowledge and understanding has been addressed but avoids over assessment of the learner.

Questioning includes: verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

Supporting Evidence: Professional Discussion

Professional discussion is a single, or series of structured, planned and in-depth discussions which can be recorded electronically or manually in paper, computer, audio or video files. Professional discussions can be used to support observation reports, examination of work products and knowledge questionnaires. It is more usually used to fill in gaps in existing performance and knowledge evidence. It can be used formatively and summatively, and using it enhances the assessment process for both learners and assessors.

Professional discussion is used in holistic assessment, which is rigorous, informative and cost-effective, provided the learner is competent in their job role and ready to be assessed. If these conditions are met, assessors can plan to assess naturally-occurring 'evidence-rich' opportunities at work by observation, examination of work products, professional discussion and questioning knowledge within one assessment session. It is also possible for assessors to obtain witness testimonies at the same assessment session. Such a comprehensive activity is likely to focus on major work activities that demonstrate learner competence.

Supporting Evidence: Witness Testimony

Witness testimony can provide valuable evidence of learner competence. In line with established principles it must be:

- ◆ a clear, authentic statement indicating how the learner carries out their job
- ◆ dated, signed and include the job title of the witness

Supporting Evidence: Other qualifications

Other qualifications can be used as supporting evidence in a learner's portfolio. The qualification must be current and be benchmarked to one or more of the national occupational standards. However, it will only be supporting evidence, as assessors must still make judgements about how the learner demonstrates competence at work.

SQA's Guide to Assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment.

The *Guide to Assessment* can be downloaded free from SQA's website www.sqa.org.uk.

Creative and Cultural Skills Assessment Strategy also supports the assessment of this Unit.