



Higher National Unit specification

General information for centres

Unit title: Health and Safety Management

Unit code: F0ND 35

Unit purpose: This Unit is designed to enable the candidate to develop knowledge of the elements required for the successful health and safety management of an organisation and the associated analytical and evaluation skills appropriate for a full time occupational health and safety professional.

On completion of the Unit the candidate should be able to:

- 1 Explain the principles of health and safety management.
- 2 Identify, assess and evaluate risk and advise on controls.
- 3 Demonstrate the ability to manage loss in an organisation.
- 4 Explain the effects of organisational and human factors on health and safety.
- 5 Evaluate health and safety performance of the organisation.

Credit points and level: 1.5 HN credits at SCQF level 8: (12 SCQF credit points at SCQF level 8*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Candidates should have the knowledge, skills and/or experience equivalent to SVQ level 3 in occupational health and safety practice. A minimum level of Core Skills at SCQF level 5 or equivalent is essential in Communication and Numeracy.

Core Skills: There is no automatic certification of Core Skills in this Unit. However, there may be opportunities to develop aspects of Core Skills in *Communication*, *Problem Solving* and *Numeracy*.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: Two instruments of assessment are recommended for this Unit. Restricted response questions could be used to assess Outcomes 2 and 4. These would be conducted under examination conditions.

Outcomes 1, 3 and 5 could be assessed by written assignments of 1,000 words each, to be completed by the student under open-book, unsupervised conditions and to meet set deadlines.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Explain the principles of health and safety management

Knowledge and/or Skills

- ◆ Importance of Safety Management Systems
- ◆ Effective Safety Management Systems
- ◆ Preparation of an effective health and safety policy
- ◆ Role of health and safety specialists

Evidence Requirements

To achieve the Outcome the candidate should produce evidence in an appropriate medium to demonstrate all aspects of the Knowledge and/or Skills section. The candidate should produce accurate responses to demonstrate a detailed understanding of the principles of health and safety management and their applications.

Assessment Guidelines

The candidate could be required to prepare an effective health and safety management system for an organisation, and draft a suitable policy with detail on the role of a health and safety specialist within this system. Evidence could be presented in the form of a 1,000 word assignment. The candidate should be provided in advance with an assignment brief detailing the requirements and giving guidelines on structure and content. The content of this assignment could be linked to the assignment for Outcome 5.

Higher National Unit specification: statement of standards (cont)

Unit title: Health and Safety Management

Outcome 2

Identify, assess and evaluate risk and advise on controls

Knowledge and/or Skills

- ◆ Assessment of risk
- ◆ Risk Control, systems and methods
- ◆ Workplace precautions

Evidence Requirements

To achieve the Outcome each candidate should produce evidence in an appropriate medium to demonstrate all aspects of the Knowledge and/or Skills section. The candidate should produce accurate responses to demonstrate the ability to identify, assess and evaluate risk and advise on controls.

Assessment Guidelines

Evidence could be obtained through the preparation of a suitable and sufficient risk assessment for a workplace which explains the effectiveness of the method, how risk rating is determined, the controls required, and detail appropriate workplace precautions. This could take the form of a 1,000 word assignment. The candidate should be provided in advance with an assignment brief detailing the requirements and giving guidelines on structure and content.

Outcome 3

Demonstrate the ability to manage loss in an organisation

Knowledge and/or Skills

- ◆ Investigative techniques
- ◆ Incident causation theories
- ◆ Epidemiological analyses
- ◆ Data collection and analysis
- ◆ Reporting procedures and compliance

Evidence Requirements

To achieve the Outcome each candidate should produce evidence in an appropriate medium to demonstrate all aspects of the Knowledge and/or Skills section. The candidate should produce evidence in the form of accurate (textual and mathematical) responses to demonstrate understanding of managing loss in an organisation.

Assessment Guidelines

Evidence could be produced under examination conditions with the candidate allowed access to the course textbook and personal notes. The candidate could be assessed using one restricted response paper (short answer and scenario based) and one mathematical paper (construction and analysis of graphs; calculations involving accident statistics).

Higher National Unit specification: statement of standards (cont)

Unit title: Health and Safety Management

These assessments could be taken at the same time as the assessment for Outcome 4.

Outcome 4

Explain the effects of organisational and human factors on health and safety

Knowledge and/or Skills

- ◆ Organisational factors
- ◆ How to review, evaluate and improve health and safety culture
- ◆ Human factors in relation to health and safety

Evidence Requirements

To achieve the Outcome each candidate should produce evidence in an appropriate medium to demonstrate all aspects of the Knowledge and/or Skills section. The candidate should produce accurate responses to demonstrate understanding of the effects of organisational and human factors on health and safety, and their relationship to the development of a health and safety culture.

Assessment Guidelines

The candidate could be assessed by one restricted response question paper completed under closed-book conditions.

These assessments could be taken at the same time as the assessment for Outcome 3.

Outcome 5

Evaluate health and safety performance of the organisation

Knowledge and/or Skills

- ◆ Monitoring measures and procedures
- ◆ Audits
- ◆ Review health and safety performance of the organisation
- ◆ Present findings

Evidence Requirements

To achieve the Outcome the candidate should produce evidence in an appropriate medium to demonstrate all aspects of the Knowledge and/or Skills section. The candidate should produce accurate responses to demonstrate the ability to evaluate health and safety performance.

Assessment Guidelines

The candidate could present evidence in the form of a 1000 word assignment. The assignment could be based on the Safety Management System described in the assignment from Outcome 1. The Outcome 5 assignment could ask the candidate to prepare an audit report and review the adequacy of the performance indicators and the health and safety performance of the company in relation to these indicators. The candidate will be provided in advance with an assignment brief detailing the requirements and giving guidelines on structure and content.

Administrative Information

Unit code: F0ND 35
Unit title: Health and Safety Management
Superclass category: PL
Original date of publication: August 2006
Version: 01

History of Changes:

| Version | Description of change | Date |
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Higher National Unit specification: support notes

Unit title: Health and Safety Management

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 60 hours.

Guidance on the content and context for this Unit

The Unit forms part of the Professional Development Award in Occupational Health and Safety Practice, and may be delivered as part of this or similar SCQF level 8 Group Award. It is designed to meet ENTO occupational standards at level 4, and is a likely qualification route for full-time professional occupational safety and health professionals aspiring to Membership of professional institutions.

This Unit is designed to provide candidates with the knowledge and understanding of occupational health risks and associated control/monitoring measures and strategies.

The following areas should be covered:

Outcome 1

Importance of Safety Management Systems:

- ◆ Reasons for Safety Management Systems
- ◆ Types of Safety Management Systems
- ◆ Effectiveness of Safety Management System

Policy:

- ◆ Intent
- ◆ Organisation
- ◆ Arrangements

Health and Safety Specialists:

- ◆ Roles of various specialists
- ◆ Relationships internal and external
- ◆ Nature and role of consultants

Outcome 2

Assessment of risk:

- ◆ Types risk assessment
- ◆ Risk rating
- ◆ Use data
- ◆ Task analysis
- ◆ Prioritisation
- ◆ Acceptability
- ◆ Failure tracing methods

Higher National Unit specification: support notes (cont)

Unit title: Health and Safety Management

Risk Control:

- ◆ Systems approach to control
- ◆ Methods of control
- ◆ Optimum solutions
- ◆ Business - inputs, process and outputs
- ◆ Cost benefit analysis

Workplace precautions:

- ◆ Technical
- ◆ Procedural
- ◆ Behavioural

Outcome 3

Loss management in terms of direct and indirect losses (eg, plant and equipment; production; legal and compensation and insurance costs).

Carry out investigations:

- ◆ Incident causation theories
- ◆ Investigation procedures

Analyse Data on Injury rates:

- ◆ Statistical analyses
- ◆ Epidemiological analyses
- ◆ Graphical data
- ◆ Legal requirements for accident and incident reporting
- ◆ Goals
- ◆ External and internal influences

Outcome 4

Organisational factors:

- ◆ Formal/Informal structures
- ◆ Structure and function
- ◆ Role in the Safety Management System

Review, evaluation and improvement of health and safety culture

- ◆ Cultural factors
- ◆ Concept of role cultures
- ◆ Culture indicators
- ◆ Culture measurement
- ◆ Change

Higher National Unit specification: support notes (cont)

Unit title: Health and Safety Management

Human factors in relation to health and safety:

- ◆ Individual
- ◆ Organisation
- ◆ Job

Outcome 5

Explain monitoring measures and procedures:

- ◆ Proactive/reactive measures
- ◆ Performance indicators
- ◆ Audits

Review health and safety performance:

- ◆ Effectiveness of performance indicators
- ◆ Assessment of performance indicators
- ◆ Review of safety management system
- ◆ Benchmarking

Present findings:

- ◆ Reports on recommendations
- ◆ Audit reports

Guidance on the delivery and assessment of this Unit

Assessments for Outcome 2 and 4 should be set at the end of the Unit.

Assessments for Outcomes 1, 3 and 5 can only be set once the material has been covered. Due to logical progression, it would be beneficial to deliver the Outcomes in numerical sequence. Delivery and assessment should include extensive reference to the workplaces of candidates. Assignments should ideally be designed such that the candidate can base much of the evidence for assessment on his/her own workplace. Additionally or alternatively, case studies could be used.

Bibliography

NEBOSH Level 4 Diploma in Occupational Health and Safety Practice Unit A - Managing Health and Safety – RRC Business Training 2003

Management of Health and Safety at Work Regulations 1999 — HSE code L21

Successful Health and Safety Management — HSE code HSG65

HSC Annual Report — HSC

HSC Health and Safety Statistics — HSC

Reducing Error and Influencing Behaviour — HSE code HSG48

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Higher National Unit specification: support notes (cont)

Unit title: Health and Safety Management

Opportunities for developing Core Skills

There are opportunities to develop aspects of the Core Skills of *Communication* (written, all Outcomes), *Problem Solving* (evaluation, particularly Outcome 5) and *Numeracy* (Outcome 3) through the assessments for this Unit.

Open learning

This Unit could be delivered by Open learning. However, while candidates would study out with the centre using materials provided, it would be necessary to attend the centre at intervals for workshops and assessments. For further information on Open and Distance Learning, please refer to the SQA publication, *Assessment and Quality Assurance of Open and Distance Learning* (SQA 2000).

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Health and Safety Management

This Unit concentrates on the principles of health and safety management which a professional health and safety practitioner needs to understand and to effectively apply. The Unit covers loss causation and prevention, means of assessing and evaluating risk and organisational and human factors. It therefore includes, for example: the development of safety policy; investigation of incidents and analysis of incident data; risk assessment and control; monitoring and evaluation; reports and recommendations. The Unit follows a logical sequence divided into five sections:

- 1 Principles of health and safety management.
- 2 Assessment, evaluation and control of risk.
- 3 Management of loss.
- 4 Effects of organisational and human factors.
- 5 Evaluation of health and safety performance.

Assessment requires you to meet five Outcomes, which correspond to the sections listed above.

Outcome 3 (management of loss) and 4 (organisational and human factors) could be assessed using restricted response questions under examination conditions. Outcomes 1 (principles of health and safety management), 2 (risk assessment, evaluation and controls) and 5 (evaluation of health and safety performance) could be assessed by unsupervised assignments. For each of these you will receive in advance a briefing from your tutor and a briefing paper detailing the requirements and giving guidelines on structure and content.

On completion of the Unit you should be able to advise an organisation on a suitable health and safety management system.