



## Higher National Unit specification

### General information for centres

**Unit title:** Event Legislation: Safety and Licensing

**Unit code:** F35V 34

**Unit purpose:** This Unit is designed to enable candidates to understand the main components of legislation within the context of event safety and licensing. It will provide candidates with knowledge and skills required to allow for an event to be organised without breaching safety or licensing legislation.

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

- 1 Apply Health and Safety legislation to the organisation of an event.
- 2 Apply food safety legislation to the organisation of an event.
- 3 Explain the licences and insurance provision required when organising events.

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*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:** Entry to this Unit will be at the discretion of the centre, no prior knowledge of the subject area is required.

**Core Skills:** There are opportunities to develop the Core Skill of *Problem Solving* at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**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:** Outcomes 1, 2, and 3 may be based on a case study with extended response questions. A holistic approach to assessment may be adopted, but centres may wish to assess each Outcome individually. Sampling will be used to assess Outcome 1, whereas in Outcomes 2 and 3 all knowledge and skills will be assessed. These Outcomes will be assessed under open-book, supervised conditions.

Holistic assessment may comprise three hours. Where separate assessments are used, Outcome 1 should comprise approximately 1 hour, with 1.5 hours each for and Outcomes 2 and 3.

## **Higher National Unit specification: statement of standards**

**Unit title:** Event Legislation: Safety and Licensing

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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**

Apply Health and Safety legislation to the organisation of an event

#### **Knowledge and/or Skills**

- ◆ Overview of the current Health and Safety at Work Act and Management of Health and Safety Regulations
- ◆ Current legislation in relation to the Fire (Scotland) Act
- ◆ Risk assessments for events
- ◆ Employer and employee responsibilities
- ◆ Functions and powers of enforcement officers
- ◆ Local authority liaison
- ◆ Accident prevention and first aid
- ◆ Event emergency planning procedures

#### **Evidence Requirements**

Evidence for the Knowledge and/or Skills for this Outcome will be provided on a sample basis.

Candidates must provide evidence for the first three Knowledge and/or Skills items to show that for a selected event they can:

- ◆ provide an overview of the current legislation relating to the Health and Safety at Work Act and Management of Health and Safety Regulations
- ◆ explain four key areas of the current legislation in relation to the Fire (Scotland) Act.
- ◆ prepare a Risk Assessment.

In addition, they must provide evidence from a sample of two from the five items listed below to show that for a selected event they can:

- ◆ describe three responsibilities for both employers and employees
- ◆ describe three functions and three powers of enforcement officers
- ◆ discuss local authority liaison
- ◆ explain four accident prevention and four first aid procedures
- ◆ describe a minimum of five emergency planning procedures.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Event Legislation: Safety and Licensing

### **Assessment Guidelines**

A single integrative assessment based on a case study covering all three Outcomes may be used. Assessment of this Outcome will be extended response questions. Alternatively, Outcomes may be assessed separately using a case study with extended response questions. The assessment(s) could be carried out, under supervised, open-book conditions. This integrative assessment should take no longer than three hours. For the reassessment the candidate may be provided with a different case study and a different sample of questions.

### **Outcome 2**

Apply food safety legislation to the organisation of an event

#### **Knowledge and/or Skills**

- ◆ Current Food Safety Act
- ◆ Current Food Safety (Scotland) Regulations
- ◆ Hazard analysis and critical control points
- ◆ Enforcement of food safety

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ outline four key features of the Food Safety Act
- ◆ apply six appropriate sections of the Food Safety Regulations
- ◆ identify four relevant hazards and explain their critical control points
- ◆ describe three penalties in the enforcement of food safety.

### **Assessment Guidelines**

A single integrative assessment based on a case study covering all three Outcomes may be used. Assessment of this Outcome will be extended response questions. Alternatively, Outcomes may be assessed separately using a case study with extended response questions. The assessment(s) could be carried out, under supervised, open-book conditions. This integrative assessment should take no longer than three hours. For the reassessment the candidate may be provided with a different case study and a different sample of questions.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Event Legislation: Safety and Licensing

### **Outcome 3**

Explain the licences and insurance provision required when organising events

#### **Knowledge and/or Skills**

- ◆ Current licensing legislation in Scotland
- ◆ Types of Licences
- ◆ Event insurance provision

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ explain the types of liquor licence required under current licensing legislation in Scotland
- ◆ describe five controls to ensure compliance with the Licensing Scotland Act
- ◆ describe two appropriate licences for the provision of live and recorded music
- ◆ explain three key areas of insurance provision.

#### **Assessment Guidelines**

A single integrative assessment based on a case study covering all three Outcomes may be used. Assessment of this Outcome will be extended response questions. Alternatively, Outcomes may be assessed separately using a case study with extended response questions. The assessment(s) could be carried out, under supervised, open-book conditions. This integrative assessment should take no longer than three hours. For the reassessment the candidate may be provided with a different case study and a different sample of questions.

## Administrative Information

<b>Unit code:</b>	F35V 34
<b>Unit title:</b>	Event Legislation: Safety and Licensing
<b>Superclass category:</b>	NA
<b>Original date of publication:</b>	July 2008
<b>Version:</b>	02 (May 2009)

### History of changes:

Version	Description of change	Date
02	Outcome 3, Knowledge and/or Skill: changed 'Current Licensing Scotland legislation to 'Current licensing legislation in Scotland'.  First Evidence Requirement changed 'explain the type of liquor licence required' to 'explain the types of liquor licence required' in order to comply with Licensing Scotland Act.  Amended Support Notes to State Licensing Scotland Act (2005).	13/05/09

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Event Legislation: Safety and Licensing

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 40 hours.

### **Guidance on the content and context for this Unit**

The essence of this Unit is to enable the candidate to gain an understanding of the legislation relating to the safety and licensing of an event. The delivery should reflect current industry standards. Candidates should continually be made aware of good practice in industry standards.

#### **Outcome 1**

This examines the Health and Safety at Work Act, and Management of Health and Safety Regulations, in relation to organising an event. It is important to relate the theory of the legislation to specific situations within different types of events.

An overview of the Health and Safety at Work Act and Management of Health and Safety Regulations should be provided. The Fire (Scotland) Act should be explained with specific examples provided to highlight the importance in relation to the variety of events that can take place and the obligations of the event organisers to ensure a Fire Risk Assessment is carried out.

Candidates should be taught how to compile risk assessments following the guidance provided and consider risk assessments completed by event organisers in industry, as examples of good practice. Employer/employee responsibilities should be highlighted in relation to the Health and Safety Act. The functions and powers of enforcement officers, Environmental Health Officers, and Health and Safety Executive roles should be discussed. Local Authority liaison and the different departments within a local authority, who must be contacted when an event has to be organised should be examined.

Accident prevention measures to minimise the harm to event attendees and first aid provision in relation to the type of the event must be addressed. An awareness of the need for emergency planning procedures and the communication network required to support the process should be investigated.

#### **Outcome 2**

This looks at the impact and provides an understanding of food safety legislation on events. An overview of the Food Safety Act and the regulations, which it addresses, should be discussed with some specific examples related to a variety of types of events. The application of the food safety regulations in relation to food and beverage provision at events should be investigated, highlighting the differences that apply to different styles of events, eg outdoor events, venues without a food licence etc. Hazard Analysis and Critical Control Points, especially in relation to outdoor events and venues not licensed to prepare food must be covered. Candidates should have an understanding of the role of the Environmental Health Officer and the enforcement of food safety legislation.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Event Legislation: Safety and Licensing

### **Outcome 3**

Outcome 3 will look at the area of licences and insurance provision required when organising events. Candidates must be aware of the Licensing Scotland Act (2005) with specific reference to the types of licence available and how event organisers must comply. Specific examples should be highlighted regarding events that have obtained licences and the procedures undertaken to ensure restrictions are met. The most current industry legislation should be followed. Licences for the public performance of live music and recorded music (PPL, PRS) should be explained.

Candidates should investigate the need for event insurance including public liability, employer liability, cancellation of the event and equipment hire. The importance of these areas should be highlighted to the candidates, particularly with any new legislation, as it becomes law. Companies that provide insurance for events should be identified and the insurance provision brokered by these companies should be examined.

### **Guidance on the delivery and assessment of this Unit**

It is expected that this Unit will be delivered through lecturer led discussion, the provision of appropriate examples and case studies, and by reading appropriate texts, journals and magazines.

The Unit aims to focus on the practical application of legislation and the description of different approaches to its use. Guest speakers or visiting lecturers should be encouraged to allow an up-to-date approach to the learning eg licensing police, Environmental Health Officer and Local Government Health and Safety Officers. Impending changes to legislation should be mentioned as well as new developments at local government level.

The Unit should enable candidates to demonstrate that they can holistically interpret the legislation, in relation to safety and licensing at events. The evidence provided by candidates should demonstrate that they are able to understand the legislation specific to a number of situations within events.

A single integrative assessment based on a case study covering all three Outcomes may be used.

Outcomes 1, 2 and 3 may be assessed using a case study with extended response questions. Alternatively, Outcomes may be assessed separately. The assessment should be carried out, under supervised, open-book conditions. This integrative assessment should take no longer than three hours.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Event Legislation: Safety and Licensing

### *Opportunities for developing Core Skills*

The delivery and assessment of this Unit may offer opportunities to develop the component ‘Critical Thinking’ of the Core Skill of Problem Solving at SCQF level 5. The general skill required is the ability to ‘analyse a complex situation or issue’. Specific skills required at SCQF level 5 include identifying the factors involved in the situation, assessing their relevance, and developing and justifying an approach to deal with the situation.

Over the course of this Unit, candidates may use these skills, for example in dealing with complex topics such as examining event licences in Outcome 3 and discussing Local Authority liaison in Outcome 1. Candidates will be required to think critically about various issues, for example, in the first Outcome it will require analysis of situations in order to prepare a risk assessment.

### **Open learning**

If this Unit is delivered by open or distance learning methods, additional resources will be required for candidate support, assessment and quality assurance.

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## General information for candidates

### Unit title: Event Legislation: Safety and Licensing

This Unit will introduce you to legislation within the events industry.

It will provide you with an understanding of the laws supporting the areas of Health and Safety, Food Safety, Licensing and insurance and allow you to be able to apply these to events. If you do not keep within the law, you may be prosecuted, both in a civil and criminal court. The safety of the public and staff at events is of paramount importance and with some events it must be clear that all due care and attention is focussed on the safety of all involved. Particular attention is required to large outdoor events ('Mega Events') due to their complexity and the number of people participating.

In Outcome 1 you will learn about all aspects of Health and Safety legislation including Health and Safety at Work Act and the Management of Health and Safety Regulations including employer and employee responsibilities; the powers and enforcement of health and safety by enforcement officers first aid and accident provision and emergency planning procedures. The Fire (Scotland) Act will also be discussed as it plays a significant part in the organising of events.

You will be taught how to compile risk assessments following the guidance provided and consider risk assessments completed by event organisers in industry, as examples of good practice. You will also examine Local Authority liaison and the different departments within a Local Authority, who must be contacted when an event has to be organised.

In Outcome 2 you will examine the Food Safety Act and Food Safety (Scotland) Regulations and apply them to the food and beverage component of the events industry. You will consider the sections of food regulations and apply them to events. Hazards analysis and critical control points and the enforcement of the regulations on business preparing and supplying food at events.

In Outcome 3 you will investigate various licences required in the event industry including liquor and public performance licences. You will also look at insurance, as this is an extremely important aspect when planning and managing events. Insurance should include Public Liability, Employer Liability and insurance for cancellation of events and equipment.

This Unit will be assessed using a variety of methods. Outcomes 1, 2, and 3 may use a case study with extended response questions. The assessments may be undertaken in one sitting lasting about 3 hours or may be broken down into 2 or 3 separate assessments.

Where separate assessments are used, those for Outcome 1 may take about 1 hour and Outcomes 2 and 3 may take about 2 hours. The assessments will cover the areas of legislation with regard to safety and licensing in events. A holistic approach to assessment may be adopted

Assessments from this Unit may be integrated with other Units within the course programme.