



Higher National Unit specification

General information for centres

Unit title: Painting and Decorating: Health and Safety Management

Unit code: F8RH 34

Unit purpose: This Unit is designed to enable the candidate to develop their knowledge and understanding in explaining the importance of managing site safety, identifying current legislation, identifying hazards and the steps necessary to reduce risks to personnel, including the recording and reporting using standard systems.

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

- 1 Identify Legislation relevant to current Construction Practice.
- 2 Carry out Risk Assessments and Hazard Identification.
- 3 Set up and Organise Accident and Emergency Arrangements.
- 4 Explain Inspection and Investigative Reporting Procedures.

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: Access to this Unit is at the discretion of centres. However it is recommended that candidates have completed the Professional Development Award in Painting and Decorating at SQF level 7 or have the equivalent level of industrial experience and prior learning.

Core Skills: ‘There are opportunities to develop the Core Skill(s) of *Communication; Working with Others* at SCQF level 5 and *Information and Communication Technology* at SCQF level 4 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. This Unit has been developed as part of the Higher National Certificate in Painting and Decorating Supervision at SCQF level 7 and is aimed at candidates following a career in decorating supervision.

General information for centres (cont)

Assessment: The candidate will be given the opportunity to enhance their skills and knowledge in a Painting and Decorating Supervisory role by learning of the importance of Health and Safety Management and Associated Legislation.

This Unit is assessed on the candidate producing a report based on case studies and the ability to meet Evidence Requirements for each of the Outcomes.

In order to achieve this Unit, candidates are required to present sufficient evidence that they have met all the Knowledge and/or Skills elements for each Outcome. Details of these requirements are given for each Outcome.

The assessment instruments used should follow the general guidance offered by the Scottish Qualifications Authority (SQA) assessment model and an integrative approach to assessment is encouraged.

Evidence will be gathered through assignments and assessments for all Outcomes. Assessment should be carried out under controlled, supervised conditions. Candidates must achieve all of the Knowledge and/or Skills and Evidence Requirements specified for each Outcome to gain this Unit.

Accurate records should be made of the assessment instruments used showing how evidence is generated for each Outcome and giving marking schemes, checklists and recorded candidate feedback. Records of candidates' achievements should be retained. These records will be made available for external verification.

Higher National Unit specification: statement of standards

Unit title: Painting and Decorating: Health and Safety Management

Outcome 1

Identify Legislation relevant to current Construction Practice

Knowledge and/or Skills

- ◆ The Health and Safety at Work Act 1974
- ◆ Safe working environment
- ◆ ACOPS (Approved Codes Of Practice)
- ◆ HMI (Her Majesty's Inspectorate) legislation
- ◆ Enforcing authority
- ◆ Hazards and risks

Evidence Requirements

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

- ◆ identify the sections of health and safety at work act 1974 which relate to employers and employees main duties
- ◆ explain the use of legislation in providing a safe working environment
- ◆ specify appropriate legislation for use in various construction workplace situations
- ◆ explain the relevant use of legislation to provide a safe working environment
- ◆ explain the function of ACOPS (Approved Codes Of Practice)
- ◆ explain the role of HMI (Her Majesty's Inspectorate) legislation
- ◆ explain the duties of an enforcing authority
- ◆ define the use of the terms 'hazard' and 'risk'

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assessment outlining the health and safety legislation and requirements in the decorating industry. Assessment should be conducted under open-book supervised conditions.

Higher National Unit specification: statement of standards (cont)

Unit title: Painting and Decorating: Health and Safety Management

Assessment Guidelines

The assessment for this Outcome could be a range of short answer questions produced in written and/or oral evidence indicating knowledge of the legislation relating to health and safety in the construction industry, and in particular to the candidate's specific craft.

Legislation to be covered should include:

- ◆ Health and Safety at Work act 1974
- ◆ COSHH 2002
- ◆ Manual Handling at Work Regulations 1992
- ◆ Control of Lead at Work Regulations 1998
- ◆ Construction (Design and Management) Regulations 1994
- ◆ The Construction (Health and Safety Welfare) Regulations 1996
- ◆ The Management of Health and Safety at Work Regulations 1999

Assessment will be in the form of open-book, as reference to legislative documentation and regulations are required. All research should be done comprehensively and correctly.

Outcome 2

Carry out Risk Assessments and Hazard Identification

Knowledge and/or Skills

- ◆ Risk Assessment requirements
- ◆ Identification of Hazards
- ◆ Evaluation, assessment and recording of risks
- ◆ Risk assessment procedures

Evidence Requirements

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

- ◆ carry out identification of hazards and how they could be harmful
- ◆ carry out assessment of the risk level for each one, and decide on whether existing provision is sufficient, or if further control measures are required
- ◆ complete legible records of findings in appropriate pro-forma
- ◆ communicate their findings to those who may be affected by them
- ◆ provide an explanation of why on-going review of assessments is important

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assignment outlining the risks and hazards procedures and requirements in the decorating industry. Assessment should be conducted under open-book supervised conditions.

Higher National Unit specification: statement of standards (cont)

Unit title: Painting and Decorating: Health and Safety Management

Assessment Guidelines

The assessment for this Outcome should be in the form of a report which should contain all of the above requirements contained within Evidence Requirements.

Written and/or oral evidence must be provided, indicating the candidate's ability to carry out a risk assessment.

Assessment will be in the form of open-book and take the form of a case study.

Assessment for this Outcome could be combined with that of Outcomes 3 and 4 to form a single assessment paper, full details of which are given at the end of Outcome 4.

Outcome 3

Set up and Organise Accident and Emergency Arrangements

Knowledge and/or Skills

- ◆ Procedures for dealing with Site Accidents
- ◆ Dealing with Site Emergencies
- ◆ Responsibilities of Site Personnel in reporting Accidents and Emergencies

Evidence Requirements

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

- ◆ describe a system of arrangements to deal effectively with site accidents
- ◆ describe a system of arrangements to deal effectively with site emergencies
- ◆ describe emergency procedures to be followed by site personnel

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assignment outlining the procedures for dealing with accidents and emergencies and requirements in the decorating industry. Assessment should be conducted under open-book supervised conditions.

Assessment Guidelines

The assessment for this Outcome should be produced in the form of Written and/or oral evidence which shows the candidate can produce contingency plans for accidents and emergency situations. The evidence will be in the form of documentation, either produced by Site Personnel or a legislative form which can be conveyed to site personnel.

Assessment for this Outcome could be combined with that of Outcomes 2 and 4 to form a single assessment paper, full details of which are given at the end of Outcome 4.

Higher National Unit specification: statement of standards (cont)

Unit title: Painting and Decorating: Health and Safety Management

Outcome 4

Explain Inspection and Investigative Reporting Procedures

Knowledge and/or Skills

- ◆ Requirements for Reporting
- ◆ Reporting forms
- ◆ Procedures following an accident/emergency situation
- ◆ HSE and Local Authorities

Evidence Requirements

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

- ◆ identify the prescribed forms for reporting on site conditions correctly
- ◆ outline that the prescribed forms are completed clearly, comprehensively and accurately
- ◆ produce a clear, comprehensive and accurate written report when prescribed forms are not available
- ◆ explain correctly, inspection and investigation procedures to be implemented following an accident/emergency situation
- ◆ describe the main functions of the HSE and other local authorities in relation to health and safety legislation

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assignment outlining reporting procedures in the decorating industry. Assessment should be conducted under open-book supervised conditions.

Assessment Guidelines

The assessment for this Outcome will be open-book, with candidates producing written/oral reports using prescribed forms (Inspection, Incident and Accident). As there is direct integration between Outcomes 2, 3 and 4 with regards to the use of legislation, report writing and arrangement procedures for dealing with accidents and emergencies, the summative assessment for the Outcomes could be combined to form a single assessment paper. Full details of assessment are described in the Assessment guidance for the Unit.

Administrative Information

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Unit title:	Painting and Decorating: Health and Safety Management
Superclass category:	TE
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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Painting and Decorating: 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 40 hours.

Guidance on the content and context for this Unit

This Unit has been written in order to allow candidates to develop knowledge, understanding and skills in the following areas:

- 1 Identify Legislation relevant to current Construction Practice.
- 2 Carry out Risk Assessments.
- 3 Set up and Organise Accident and Emergency Arrangements.
- 4 Complete Reports Relating to Inspections and Investigations following any Injury, Damage or Near Miss Accidents.

This Unit is designed to enable candidates to gain knowledge and understanding of the management of Health and Safety Legislation within the Painting and Decorating industry. The candidate successfully completing this Unit should achieve a level of competence required of Site Supervisory staff in the Painting and Decorating industry. As a requirement for understanding of the management of Health and Safety legislation, candidates are required to engage in a supervisory role within their employment.

The Unit deals with the management of Health and Safety, and is complemented by other Units dealing with related aspects of Painting and Decorating. The Unit would be offered to candidates from the Painting and Decorating industry. The skills are transferable within different working environments, but the Unit is primarily aimed at candidates whose normal place of work would be a construction site.

Candidates must meet the minimum Evidence Requirements as specified in the Statement of Standards Section. Assessors could adopt the range of topics identified below to decide what depth of treatment should be given to the topics attached to each of the Outcomes. Whilst it is not mandatory for a centre to use this list of topics, it is strongly recommended that it does so to ensure continuity of teaching and learning across the Quality Assurance Unit and because the assessment exemplar pack for this Unit is based on the Knowledge and/or Skills and list of topics in each of the Outcomes. A list of topics is given below:

Outcome 1

Identify Legislation relevant to current Construction Practice:

- ◆ Health and Safety at Work Act 1974
- ◆ Control of Substances Hazardous to Health Regulations 1999
- ◆ Working Time Regulations 1998
- ◆ Control of Lead at Work Act Regulations 1998
- ◆ The Construction (Health and Safety and Welfare) Regulations 1996
- ◆ The Management of Health and Safety at Work Regulations 1999
- ◆ Construction (Design and management) Regulations 1994
- ◆ Manual Handling Operations Regulations 1992
- ◆ RIDDOR 1995

Higher National Unit specification: support notes (cont)

Unit title: Painting and Decorating: Health and Safety Management

Outcome 2

Carry out Risk Assessments:

- ◆ identification of hazards
- ◆ level of risk through assessment
- ◆ control measures
- ◆ completion of records on required pro-forma
- ◆ continual review

Outcome 3

Set up and Organise Accident and Emergency Arrangements:

- ◆ accident reporting systems
- ◆ emergency reporting systems
- ◆ arrangement procedures for site personnel

Outcome 4

Complete Reports Relating to Inspections and Investigations following any Injury, Damage or Near Miss Accidents:

- ◆ understanding of the need for reporting
- ◆ prescribed forms for reporting on site conditions — inspection, incident, accident
- ◆ completion of forms clearly and accurate
- ◆ inspection and investigation procedures
- ◆ role of HSE — improvement notices, HM inspectorate, prohibition notice
- ◆ role of local authorities

Guidance on the delivery and assessment of this Unit

This Unit is designed to enable candidates the opportunity to utilise the tasks and processes of supervision and management in order to improve organisational effectiveness. As such, it is used as a stand alone Unit or as an optional Unit within an existing HNC/D framework. Opportunities should be taken to link or integrate with other aspects of the course and a thematic approach adopted for both delivery and assessment to ensure relevance to candidates.

The Unit could be assessed best by asking candidates to produce reports/evidence of knowledge based on case studies for each Outcome separately. It could be assessed by a single instrument of assessment based on a case study covering all elements of the Unit or be based on a candidate's workplace experience.

Higher National Unit specification: support notes (cont)

Unit title: Painting and Decorating: Health and Safety Management

Due to the nature of the knowledge assessment for Outcome 1 it should form an individual part of the assessment for the Unit, with time allocation being in proportion to the overall time allocated for the purpose, which is given under Outcomes 2, 3 and 4 below. Outcome 1 would best be assessed by using short answer questions.

The assessment for Outcomes 2, 3 and 4 can be integrated as a single assessment carried out under supervised, controlled, open-book conditions with candidates permitted to take in any notes they may deem relevant. Alternatively they can be conducted as separate events.

Making reference to current specific Health and Safety legislation is essential in the Unit. The best approach should be two-fold; direct reference to the law, and also consideration of how the legislation is applied in the work situations related to Painting and Decorating/Construction.

Where a case study is used as the method of assessment, it should involve the observations made in Outcome 2, and candidates may be given a copy of these 7–10 days in advance of the assessment. Candidates may bring a copy of any case study to the assessment event or notes that they have prepared themselves. The notes should be handed in at the end of the assessment.

Opportunities for developing Core Skills

Working with Others and *Communication Skills* at SCQF level 5 may be developed in assisting each other when working through this Unit. Candidates can develop their skills and use of *Information and Communication Technology* at SCQF level 4 whilst researching materials for use in the Unit.

Open learning

E-assessment is appropriate for this Unit. By e-Assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres who wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*. *SQA Guidelines on e-assessment for Schools (BBD2625, June 2003)*.

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

General information for candidates

Unit title: Painting and Decorating: Health and Safety Management

This Unit is designed to prepare you for a career as a Supervisor within a Painting and Decorating Environment where an understanding of the Management of Health and Safety Legislation is important. This Unit is suited to candidates operating within the Painting and Decorating Industry. The skills are transferable within different working environments, however the Unit is primarily aimed at candidates whose normal place of work would be a construction site.

Outcome 1 considers the various legislation that's embedded within the Health and Safety at Work Act 1974. It also takes into consideration the main duties required by Employers and Employees in ensuring that they are clearly defined and adhered to at all times. The use of published literature and ICT in describing various legislation will assist in describing roles and responsibilities.

Outcome 2 considers the need for carrying out Risk Assessments within a construction environment together with the mechanisms required to do this. Methodology in the systems used in identifying Hazards and the degree of risk attached to them will be described and if required control measures applied. Discussion on the purpose of completing records/reports and the appropriate Pro-forma will form part of the Outcome as will, communicating findings and the need for continuous review.

Outcome 3 will look at the system of arrangements that are required within a Construction site to deal with Accident and Emergencies. This will include discussion on responsibilities of individuals within a site environment in relation to Accident and Emergencies and the processes involved in reporting and recording information.

Outcome 4 deals with the procedures involved in writing clear and comprehensive reports. The Recording of all information on relevant documentation (prescribed forms) and action to take if no relevant forms are available. It will also look at the roles and responsibilities of HSE (Health and Safety Executive) in Inspection and Investigation following an Accident or Emergency and the mechanisms used by them. Local Authorities are discussed with regards to there involvement in the process.

On completion of the Unit you should be able to:

- 1 identify legislation relevant to current construction practice
- 2 carry out risk assessments
- 3 set up and organise accident and emergency arrangements
- 4 complete reports relating to inspections and investigations following any injury, damage or near miss accidents

The Core Skills developed in this Unit are signposted as follows:

- ◆ Communication
- ◆ Working with Others
- ◆ Information and Communication Technology