



Higher National Unit specification

General information

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

Unit code: H65R 36

Superclass: PL

Publication date: January 2014

Source: Scottish Qualifications Authority

Version: 01

Unit purpose

This Unit is designed to give learners an understanding of the health and safety procedures required for outside broadcasting. The Unit will focus on current legislation, identifying hazards and control measures alongside the importance of compliance and personal responsibility when working in a live environment. This Unit is delivered as a mandatory Unit within the Outside Broadcasting in a Multi Camera Production PDA.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Explain Health and Safety legislation within the context of outside broadcasting.
- 2 Analyse and assess hazards affecting outside broadcasting.

Credit points and level

1 Higher National Unit credit at SCQF level 9: (8 SCQF credit points at SCQF level 9)

Recommended entry to the Unit

Access to this Unit is at the discretion of the centre. However it is recommended that learners have completed or are in the process of completing an HND or equivalent level qualification in Television or a related subject area.

Higher National Unit specification: General information (cont)

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

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.

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit specification: Statement of standards

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Explain Health and Safety legislation within the context of outside broadcasting.

Knowledge and/or Skills

- ◆ Purpose and importance of risk management
- ◆ Health and Safety legislation
- ◆ Accountability of self, team and external contractors
- ◆ Accident reporting procedures

Outcome 2

Analyse and assess hazards affecting outside broadcasting.

Knowledge and/or Skills

- ◆ Definition of hazards and risk
- ◆ Key hazards and risks
- ◆ Workplace practice
- ◆ Control measures
- ◆ Risk assessment procedures and lifecycle
- ◆ Contingency planning

Evidence Requirements for this Unit

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills across all Outcomes.

Outcome 1

Learners will be required to demonstrate their health and safety knowledge and understanding by producing evidence which explains the relevance and implications of the following in the outside broadcasting environment:

- ◆ Risk management (purpose and benefits)
- ◆ Health and safety legislation — duties of employees, self-employed and contractors under current legislation
- ◆ Responsibilities of key parties such as event organiser, venue manager, host broadcaster, rights holding broadcaster, contractor/contributor
- ◆ Personal responsibility
- ◆ Civil and Criminal Law
- ◆ Insurance requirements
- ◆ RIDDOR procedures (accident reporting)

Higher National Unit specification: Statement of standards (cont)

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

Outcome 2

Learners will provide evidence to demonstrate their knowledge and understanding of the hazards and risks affecting outside broadcasting by:

- ◆ explaining common workplace practice to minimise risk.
- ◆ providing definitions/identification of potential hazards and risks in outside broadcasting.
- ◆ explaining practical control measures in outside broadcasting.
- ◆ analysing risk assessment procedures and processes.

Learners will also be required to provide evidence of undertaking a complex risk assessment based on real life outside broadcasting.

The risk assessment must be detailed, accurate and complete. It should comply with legislation and identify all reasonable risks alongside control measures and contingency plans.



Higher National Unit Support Notes

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

Unit Support Notes are offered as guidance and 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 is designed to give learners an understanding of the health and safety procedures required for outside broadcasting. The Unit will focus on current legislation, identifying risks and the importance of compliance when working in a live environment. This is a mandatory Unit with the Outside Broadcasting in a Multi Camera Production PDA. It is important that this Unit is delivered with reference to current specialist equipment and with a combination of theory and hands on in the field experience. It is expected that learners will already have a solid understanding of practical television, radio or audio visual production and this will support learners who wish to directly pursue a career in this specialist sector.

This Unit may be delivered alongside a Production Safety Passport and is linked to NOS X3 Conduct an assessment of risk in the workplace and X2 Ensure your own actions reduce risk to health and safety.

Guidance on approaches to delivery of this Unit

This delivery of this Unit must be fully contextualised within outside broadcasting. It should cover health and safety throughout the planning, rigging, games time and de rigging of an outside broadcast production. Case studies and classroom based simulations can be combined with industry visits to ensure the learner has a holistic view of the importance of health and safety and its impact throughout production planning.

Lectures or online exercises could be used to deliver key aspects of current legislation, however it is important that the learner is made aware of the industry organisations set up to advise and promote safe working conditions.

Some useful links are:

- ◆ BECTU <http://www.bectu.org.uk/get-involved/health-and-safety>
- ◆ Creative Toolkit <http://www.creativetoolkit.org.uk/your-rights/health-and-safety>
- ◆ HSE <http://www.hse.gov.uk/entertainment/theatre-tv/index.htm>
<http://www.hse.gov.uk/event-safety/publications.htm>
<http://www.hse.gov.uk/legislation/hswa.htm>
<http://www.hse.gov.uk/risk/fivesteps.htm>
<http://www.hse.gov.uk/riddor/>
- ◆ BBC <http://www.bbc.co.uk/safety/>

Higher National Unit Support Notes (cont)

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

The emphasis should be on the importance of understanding process and responsibility rather than producing paperwork. Exemplar industry risk assessments should be sourced with the use of industry terminology being encouraged. It is envisaged that learners will already have a basic sense and understanding of risk assessment through producing their own projects, however the scale and complexity of their own productions are unlikely to meet that required for Outside Broadcasting in a Multi Camera Production. Delivery should build on this knowledge and centre on the learners responsibility as a member of a large crew within a live and ever changing environment.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Outcome 1 and Outcome 2

A combined extended response test should be devised for Outcomes 1 and 2.

The test should include the following areas:

- ◆ Risk management (benefits, financial, moral, legal obligations)
- ◆ Health and Safety Legislation — duties of employees, self-employed and contractors under the Health & Safety at Work Act 1974.
- ◆ Responsibilities of key parties such as event organiser, venue manager, host broadcaster, rights holding broadcaster, contractor/contributor
- ◆ Personal responsibility
- ◆ Civil and Criminal Law
- ◆ Insurance requirements
- ◆ Riddor procedures (accident reporting)
- ◆ Common Workplace Practice to minimise risk
- ◆ Definitions/Identification of potential hazards and risks in Sports/OB
- ◆ Practical Control Measures in Sports/OB
- ◆ Risk assessment procedures and processes

This is an individual test and could be assessed within a classroom environment or as an online based test. This should be closed-book with the key focus on understanding the implications/repercussions of not following health and safety procedures rather than as a memory test.

Higher National Unit Support Notes (cont)

Unit title: Outside Broadcasting: Health and Safety (SCQF level 9)

Risk Assessment

A 'real life' outside broadcasting multi camera production should be used as the basis for the learner completing the risk assessment. The purpose being to ensure that the learner is familiar with the structure, content and responsibilities of everyone connected with this process. Realistic potential risks, control measures and contingency plans should be identified with appropriate terminology being used throughout.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

Depending on the learning and teaching/assessment approaches adopted, this Unit provides opportunities for developing *aspects* of the following Core Skills elements:

Communication at SCQF level 6: Written and/or Oral

Learners are required to read and interpret legislation and legal documents and research information in order to answer questions and produce detailed, accurate and complete risk assessments. They will be required to use appropriate language and terminology to communicate their findings.

Problem Solving at SCQF level 6: Critical Thinking/Planning and Organising

When undertaking complex risk assessments learners will need to identify aspects to be investigated and assess their relative importance. They will have to evaluate potential hazards and risks and make contingency plans. Finally they will present their risk assessment/s in a logical and coherent format.

ICT at SCQF level 6: Accessing/Processing information

Learners will use ICT independently and carry out complex searches across a range of tasks. They will present information in an appropriate format, evaluate it and keep their work secure.

History of changes to Unit

Version	Description of change	Date

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General information for learners

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This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

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On successful completion of this Unit you will be able to:

Apply Health and Safety legislation within the context of outside broadcasting

This will include current Health and Safety legislation and the importance of complying with it when working in a live environment. You will also cover the purpose and importance of risk management, procedures for reporting accidents and accountability.

Analyse and assess hazards affecting outside broadcasting

This will involve you in carrying out a complex risk assessment for a real life outside broadcast set up. This will help you to understand the structures, content and responsibilities of everyone connected with the process. You will be required to identify potential risks, control measures and contingency plans.

You will learn through a combination of classroom lectures, master-classes, workplace visits and individual research.

Your knowledge and understanding of health and safety within the context of outside broadcasting is likely to be assessed through extended response answers to a set of questions plus completion of a complex risk assessment. Your tutor will be able to provide more information of the assessment of the Unit.

The Knowledge and Skills you will gain in this Unit will be relevant to the requirements of the Production Safety Passport and outside broadcasting work.