



Higher National Unit specification

General information

Unit title: Event Legislation: Safety and Licensing (SCQF level 7)

Unit code: H91L 34

Superclass: PL

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Unit purpose

This Unit is designed to enable learners to understand the main components of legislation within the context of event safety and licensing. It will provide learners with knowledge and skills required to adhere to appropriate safety or licensing legislation whilst organising an event.

Outcomes

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

- 1 Planning the Safety and Licensing procedures for an Event.
- 2 Applying Safety and Licensing legislation whilst running an Event.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the Unit

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

Higher National Unit Specification: General information (cont)

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Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

Complete Core Skill	None
Core Skill component	Critical Thinking at SCQF level 5

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

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.

The Assessment Support Pack (ASP) for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

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

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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.

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. Learners 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

Planning the Safety and Licensing procedures for an Event.

Knowledge and/or Skills

- ◆ Health and Safety Legislation
- ◆ Food Safety Legislation
- ◆ Licensing and Insurance
- ◆ Incidents and Emergency Legislation
- ◆ Risk Assessment

Outcome 2

Applying Safety and Licensing legislation whilst running an Event.

Knowledge and/or Skills

- ◆ Monitor Compliance with Food Safety Legislation
- ◆ Ensure Compliance with Appropriate Authorities
- ◆ Monitor Compliance with Health and Safety Plan

Higher National Unit specification: Statement of standards (cont)

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Evidence Requirements for this Unit

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills across all Outcomes by showing that they can:

Outcome 1

- ◆ Describe two requirements of an employer of the current Health and Safety at Work Act.
- ◆ Describe two requirements of an employee of the current Health and Safety at Work Act.
- ◆ Identify two responsibilities of regulatory or advisory organisations.
- ◆ Identify one specific Guide that relates to Health and Safety at events.
- ◆ List two Health and Safety responsibilities of contributing parties.
- ◆ Describe two areas that should be addressed when planning for incidents and emergencies.
- ◆ Identify three aspects in completing a Risk Assessment for an event.
- ◆ Describe two areas of Food Safety Legislation that should be considered when planning a food related event.
- ◆ Identify two suitable insurance cover arrangements for an event.
- ◆ Explain two relevant licences that would be required for an event.

Outcome 2

- ◆ Identify two potential food safety hazard areas.
- ◆ Identify two key considerations for food safety at outdoor events.
- ◆ Identify two Critical Control Points for two potential hazard areas.
- ◆ Describe one responsibility of volunteers in relation to compliance with Health and Safety Regulations.
- ◆ Describe two checks that could be carried out ensure compliance with Risk Assessment at an event.
- ◆ Describe one check that could be carried out ensure compliance with Fire Safety at an event.
- ◆ List three powers of authorities that event organisers would have to comply with.
- ◆ Describe one task that should be carried out in the event of an accident.
- ◆ Identify the procedures that should be carried out when someone at an event requires hospitalisation.



Higher National Unit Support Notes

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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

The essence of this Unit is to enable the learner to gain an understanding of the legislation relating to the safety and licensing of an event. The delivery should reflect current industry standards and an awareness to changes in legislation and good practice. Emphasis should be placed on providing learners with knowledge of where to access information and advice.

Outcome 1

This Outcome could be assessed by the use of a case study or a variety of related limited response questions including: multiple choice, multiple select, drag and drop, matching, fill-in-the-blank(s) and short answer.

Students should understand the requirements of employers and employees as stated in the current Health and Safety at Work Act including Fire Safety.

The responsibilities and powers of regulatory and advisory organisations should be explored including Health and Safety Executive, Local Authorities and Safety Advisory Group.

Students should be able to identify specialist guides used in the implementation of events such as the Green and Purple Guides.

An understanding of responsibilities of contributing parties should be developed including those of the event organiser, venue/site owner, employees, contractors and volunteers.

Planning for incidents and emergencies should include emergency planning, emergency procedures, first aid, organisation and evacuation.

Risk assessments for events should cover standard risk assessment practices including risk assessment requirements, identification of hazards, who might be harmed and how, risk levels and suggested precautions.

Food Safety and Hygiene awareness for food events should cover an awareness of the regulations and responsibilities. HACCP should be covered in Outcome 2.

Licensing requirements for Events should include alcohol licensing, public performance, PPL and PRS.

Higher National Unit Support Notes (cont)

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Event specific insurance including cover for Public Liability, Employer Liability, Equipment, Cancellation, Abandonment and Postponement.

The emphasis should be on the planning of an event and the work that needs to be carried out during this stage. An overview of the Health and Safety at Work Act, Food Safety regulations and Fire Safety Act should be given. Information on the various organisations involved in the management of Health and Safety and the responsibilities of employers should be provided. Related regulations in relation to organising an event should be outlined and industry guides should be used.

Health and safety responsibilities of the various parties who contribute to the creation of an event should be highlighted including the event organiser, venue/sit owner, employees, contractors and volunteers.

Learners should be taught about the importance of risk assessment when organising events, the process of conducting risk assessments and the elements contained within.

Planning for incidents and emergencies should be explained and the need for emergency procedures, first aid, organisation and evacuation to support the process should be investigated.

Learners should explore the requirements of safety and licensing in order to ensure relevant provision is managed in the planning of an event. This could include the awareness of food safety including systems and hygiene. Requirements for alcohol, music, performance licensing should be covered as well as an overview of insurance cover that may be required for a range of events.

The information could be delivered in the context of a case study.

Outcome 2

This Outcome could be assessed by the use of a case study and a variety of related limited response questions including: multiple choice, multiple select, drag and drop, matching, fill-in-the-blank(s) and short answer.

This Outcome should provide an awareness of the requirements of an event manager and associated staff whilst running an event. Learners should be aware that Health and Safety is ongoing and needs to be managed during and after an event.

Much of the learning should focus on compliance and responsibilities of staff. It will be up to event managers to ensure that food safety is being managed correctly at an event. Learners should be aware of basic food safety procedures including HACCP. Learners will need to be aware of the guidelines and procedures for checking for correct delivery, storage, preparation, cooking and service as well as some of the critical control points associated with this.

Higher National Unit Support Notes (cont)

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Learners should be made aware of the ongoing responsibility of the event organiser to ensure risks are minimised. Event checklists should be used to ensure the correct setup of the event and that there are no variances to the risk assessment plan. Learners should be aware that it is the responsibility of all volunteers and employees to ensure the safety of themselves and customers at all times.

Compliance with authorities should be covered in relation to the powers and duties of EHO, Police, Licensing Officers and Fire services.

Responsibility for recording and reporting of accidents and incidents (RIDDOR) should be covered.

Guidance on approaches to delivery 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 and publications. Learner-centred research should be used to provide learners with knowledge of where to access information and advice. Emphasis should be placed on the benefits of using official websites to ensure information is reliable and current. Impending changes to legislation should be mentioned as well as new developments at local government level.

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 Environmental Health Officer and Local Government Health and Safety Officers. Sites visits would help learners to contextualise the practical requirements in an event venue setting.

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

Outcomes and assessments should be delivered in the order given with planning for the event being delivered first.

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.

Outcomes and assessments for this Unit should be undertaken in the order they appear to meet the needs of the learners and delivering centre. Assessment for this Unit could be conducted Outcome by Outcome.

Higher National Unit Support Notes (cont)

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A variety of related limited response questions formats could be utilised including: multiple choice, multiple select, drag and drop, matching, fill-in-the-blank(s) and short answer. This could be conducted in an electronic or paper based format.

Individual Outcomes could be assessed by the use of a case study issued one week prior to the assessment. A different case study could be used for each Outcome or the same case study could be used for more than one Outcome assessment.

For multiple response e-assessment It is suggested each Unit could be assessed using 15–20 questions and take no longer than one hour. This assessment could be undertaken in conditions where learners are limited to one side of A4 paper of notes per Outcome. All assessment materials, including learners' A4 paper of notes, should be retained by the delivering centre.

To be successful a learner should achieve a mark equal to or higher than 80%. Remediation should be in the form of a new assessment.

Alternatively, two or more Outcomes could be assessed together using a case study with extended response questions. This assessment could be carried out, under supervised, open-book conditions. This integrative assessment should take no longer than three hours.

Opportunities for e-assessment

E-assessment is appropriate for 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 that 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

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, learners may use these skills, for example in dealing with complex topics such as examining event licences in Outcome 3. Learners will be required to think critically about various issues, for example, in assessments knowledge must be applied to situations from the case study in order to answer questions.

This Unit has the Critical Thinking component of Problem Solving embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 5.

History of changes to Unit

Version	Description of change	Date
02	Core Skills Component Critical Thinking at SCQF level 5 embedded.	28/07/2015

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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 will 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.

The essence of this Unit is to enable you to gain an understanding of the legislation relating to the safety and licensing of an event. The delivery will reflect current industry standards and allow you to stay abreast of changes in legislation and recommended good practice. Emphasis is placed on providing you with working knowledge of where to access information and advice.

Outcome 1

You will learn about the role of safety and licensing during the planning of an event and the work that needs to be carried out during this stage. You will develop knowledge of regulations including the Health and Safety at Work Act, Food Safety regulations and Fire Safety Act should be given. Information on the various organisations involved in the management of Health and Safety and the responsibilities of employers will also form part of the first Outcome. Related regulations in relation to organising an event will be outlined including reference to industry standard guides.

You will learn about the responsibilities of different stakeholders including the event organiser, venue/site owner, employees, contractors and volunteers and about the importance of risk assessment when organising events.

Planning for incidents and emergencies and the need for emergency procedures, first aid, organisation and evacuation to support the process will be investigated and you will explore the requirements of safety and licensing in order to ensure relevant provision is managed in the planning of an event.

Outcome 2

The event manager and associated staff will have many responsibilities whilst running an event. You will learn that Health and Safety is ongoing and needs to be managed during and after an event. You will learn about compliance and the responsibilities of staff. It will be up to event managers to ensure that food safety is being managed correctly at an event and you will be made aware of food safety procedures including guidelines and checking for correct food storage, preparation and cooking.

Event checklists should be used to ensure the correct setup of the event and that ongoing there are no hazards during the event. You will find out about the responsibility of all volunteers and employees to ensure the safety of themselves and customers at all times.

Finally you will learn about compliance with authorities in relation to the powers and duties of EHO, Police, Licensing Officers and Fire services and you will learn about your responsibility for recording and reporting incidents (RIDDOR) and accidents.