

## HS1 - Health, safety and security at work

This unit is for those who take responsibility for their own health, safety and security in the workplace, and monitor the workplace for hazards.

The job role will involve:

1. Contributing to the safety and security in the workplace
2. Taking action in the event of an incident
3. Raising the alarm
4. Following correct procedures for shut down and evacuation
5. Using emergency equipment correctly and safely
6. Monitor the workplace for hazards

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> <li>1. Take action in the event of fire, emergencies or accidents</li> <li>2. Monitor the workplace for hazards</li> <li>3. Contribute to maintaining the security of the workplace and its contents</li> </ol>	<ol style="list-style-type: none"> <li>1. Where alarms, emergency exits, escape routes, emergency equipment and assembly points are located</li> <li>2. What the alarm sounds like</li> <li>3. What hazardous substances are used in the workplace and methods of making safe or reducing their danger in the event of an accident</li> <li>4. How to handle and store hazardous substances</li> <li>5. What the most likely accidents and emergencies in the workplace are and how to deal with them</li> <li>6. Who the nominated first aiders are</li> <li>7. How to deal with loss of property</li> </ol>
<p><b>The skills and techniques:</b></p>	
<ol style="list-style-type: none"> <li>1. Identifying the location and type of incident</li> <li>2. Raising alarms</li> <li>3. Following emergency procedures</li> <li>4. Using emergency equipment</li> <li>5. Recognising potential hazards and rectifying them where possible</li> <li>6. Storing materials and equipment</li> <li>7. Handling waste and debris and moving them to safe locations</li> <li>8. Identifying malfunctions in machinery and equipment, correcting if possible, and reporting them</li> <li>9. Noting service malfunctions and chemical leaks</li> </ol>	

## Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards relating to health, safety and security
2. Equipment operating procedures
3. Handling and lifting techniques
4. Correct use and maintenance of any protective clothing and/or equipment
5. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health)
6. Environmental requirements
7. Manufacturers instructions

## Workplace skills

1. Communicate effectively with colleagues and customers
2. Comply with written instructions
3. Complete forms, reports and other documentation
4. Keep accurate records

**ENDS**