



### Elements in this unit are:

- D.1 Prepare to undertake a review of health and safety in a workplace
- D.2 Carry out a review of workplace health and safety implementation

### Unit Overview

Fundamental to this Unit is not only an understanding of the terms "hazard" and "risk" (they have been defined overleaf and it is VERY IMPORTANT that they are understood before undertaking the Unit), but a good understanding of Health and Safety legislation and how it applies to different workplaces.

### This unit is for:

A person required to review health and safety conditions in workplaces other than their own.

### This unit is about:

- Preparing to carry out a review of Health and Safety procedures of a specified workplace to meet established procedures (laid down by the organisation for whom the person conducting the review works).
- Carrying out a review to check if relevant mandatory health, safety and welfare requirements are being implemented, and reporting and recording the findings of such reviews in accordance with agreed procedures.

### This is what you need to show:

**In element D.1** that you understand how to prepare for a review of a workplace by planning what will be required, who to involve and by ensuring that the necessary documentation is ready beforehand.

**In element D.2** that you understand how to carry out a review in a workplace in a manner sensitive to the working environment. It includes making sure the available information is accurate and up-to-date, carrying out the review, checking compliance with health and safety practice, noting any problems and suggesting any recommendations for improvement.

### This is what you need to do next:

Turn to the section on 'Key Words and Phrases'. This explains how some words and phrases have been used in this unit- bearing in mind this unit covers carrying out your job in other workplaces.



### Key words and phrases which you might see used frequently within the Health and Safety for People at Work units

The Health and Safety Executive (HSE) is the body appointed to support and enforce health and safety law. They have defined two important concepts as follows:

**Hazard** "a hazard is something with potential to cause harm".

**Risk** "a risk is the likelihood of the hazard's potential being realised".

Almost anything may be a hazard, but may or may not become a risk. For example:

- 1 A trailing electric cable from a piece of equipment is a hazard. If it is trailing across a passageway there is a high risk of someone tripping over it, but if it lies along a wall out of the way, the risk is much less.
- 2 Toxic or flammable chemicals stored in a building are a hazard, and by their nature may present a high risk. However, if they are kept in a properly designed secure store, and handled by properly trained and equipped people, the risk is much less than if they are left about in a busy workshop for anyone to use - or misuse.
- 3 A failed light bulb is a hazard. If it is just one bulb out of many in a room it presents very little risk, but if it is the only light on a stairwell, it is a very high risk. Changing the bulb may be a high risk, if it is high up, or if the power has been left on, or low risk if it is in a table lamp which has been unplugged.
- 4 A box of heavy material is a hazard. It presents a higher risk to someone who lifts it manually than if a mechanical handling device is properly used.

**Workplace:** This word is used to describe the single or multiple areas in which you carry out your work.

**Working practices:** Any activities, procedures, use of materials or equipment and working techniques used in carrying out your job. In this unit it also covers any omissions in good working practice which may pose a threat to health and safety.

**Workplace policies:** This covers the documentation prepared by the employer on the procedures to be followed regarding health and safety matters. It could be the employer's safety policy statement, or general health and safety statements and written safety procedures covering aspects of the workplace that should be drawn to the employees' (and "other persons' ") attention.



**Other persons:** This phrase refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients, students, pupils.

**Personal presentation:** This includes, personal hygiene; use of personal protection equipment; clothing and accessories suitable to the particular workplace.

**Responsible persons:** The person or persons at work to whom you should report any health and safety issues or hazards. This could be a supervisor, line manager or your employer.

**Resources:** This includes: information, documentation, personal protective equipment.



## **Key points regarding Health and Safety legislation and regulations**

### **"Health and Safety At Work Act 1974"**

The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made. It is for this reason that only this piece of legislation is specifically referred to in this Unit.

Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of the people for whom they are responsible and the people who may be affected by the work they do.

Under this Act it is also important to be aware that all people at work, not just employers, have a duty to take reasonable care to avoid harming themselves or others through the work they do.

Risks should be reduced "so far as is reasonably practicable". This term means the duty-holder (in most instances the employer) can balance the cost against the degree of risk although obviously any Health and Safety Inspectors would expect that relevant good practice is followed.

According to the Act:

Employers must safeguard so far as is reasonably practicable, the health, safety and welfare at work of all the people who work for them and "other persons". This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used.

People at work also have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their working practices, and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act.

### **Other Legislation**

There is an array of health and safety regulations and codes of practice which affect people at work. There are regulations for those who, for example, work with electricity, or work on construction projects, as well as regulations covering noise at work, manual handling, working with VDUs, or dealing with substances hazardous to health, etc. The specific requirements for all or any of these can be obtained from HSE local offices.

As many of the regulations are only relevant to certain workplaces or working practices no specific reference has been made in the Knowledge Requirements to any of these regulations. The phrase you should know and understand "the duties for health and safety as defined by any specific legislation covering people in the workplace under review " is intended to relate to those specific pieces of



legislation important to the workplace and/or working practices under review and which you should be able to find out about.



### Knowledge Requirements:

#### Essential knowledge and understanding for this Unit:

To review health and safety procedures in workplaces you should know and understand the following aspects of health and safety legislation:

- a employers' and employees' legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
- b your responsibilities for health and safety as defined by any specific legislation covering your job role

To review health and safety procedures in workplaces you should know and understand the following relating to health and safety:

- a the structure of the organisation and persons responsible for health and safety in the workplace under review
- b when to report inappropriate procedures for reviewing the workplace
- c effective procedures for carrying out a review of health and safety in other workplaces
- d when it is appropriate to wear personal protective equipment
- e the particular health and safety risks which may be present in people's job roles
- f the importance of being aware of hazards and the risks which may arise in the type of work place under review

### Evidence Requirements:

- You should satisfy the Assessor that you can consistently meet the Standards.
- Evidence must be provided to demonstrate competence of preparing for and undertaking a review of health and safety in a minimum of two workplaces.
- Evidence should be drawn from real working practices, and evidence must be provided across all the performance criteria in both elements. Your Assessor must see performance evidence for each of the range items, as specified in both elements, appropriate to your own workplace context.
- Answers to questions and other forms of evidence may additionally be used to demonstrate an understanding of the essential knowledge required for the unit, and for the specific knowledge required for each element.

### Assessor Guidance:

- In order to demonstrate competence the candidate must be able to show consistent competent performance.
- In this unit evidence from performance is required and should be the primary source of evidence, but this will often be supported by questioning or other forms in order to gather evidence of the candidate's ability to perform competently across all the range items listed.



### Element D.1: Prepare to undertake a review of health and safety in a workplace

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#### Performance Criteria:

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You must ensure that

- 1 you plan a work schedule for a review of health and safety conditions in accordance with agreed procedures
- 2 your selected **methods for the review** are suitable for the workplace due to be reviewed
- 3 you obtain authorisation for the review to take place by the person responsible for the workplace
- 4 you prioritise your activities in the schedule of work to meet the timescale
- 5 you obtain the necessary resources in time for the review to take place
- 6 you brief other persons involved in the review to ensure they understand its purpose and the process to be undertaken
- 7 you agree the **documents and information** to be used before conducting the review

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#### Range Statement:

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##### Methods for the review are:

- I questioning
- II direct observation
- III desk research
- IV mix of face-to-face and desk research

##### Documents and Information relating to:

- V outcomes of any previous reviews
- VI agreed procedures against which the review is to take place
- VII recording documents

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#### Specific Knowledge for this element:

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You must know and understand

- a the work areas and the people who you are planning to review
- b what notice needs to be given before a review takes place
- c resources required for a review to take place
- d effective communication techniques



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**Evidence Requirements:**

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Performance evidence must be provided against each of the performance criteria.

Performance evidence must show from the range that you have:

- used a minimum of one **type of review method** listed and
- agreed the use of a minimum of two types of **documentation and information** from those listed

The Assessor will need to be satisfied that you have the necessary knowledge and understanding to perform competently in respect of all the range items listed in this element.

Performance evidence must be provided from real working practices.



**Element D.2: Carry out a review of workplace health and safety implementation**

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**Performance Criteria:**

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You must ensure that

- 1 your personal presentation when carrying out the **review** is sensitive to the workplace at all times
- 2 your **review** covers working practices in the workplace including any **areas likely to need special checking**
- 3 you record, accurately, any differences between the content of previous records and the current situation
- 4 you identify health and safety hazards, which could result in serious harm to persons in the workplace, from:
  - working practices, and
  - the work area
- 5 in consultation with the responsible person, you list in priority order any non-compliance with health and safety regulations and laid down procedures
- 6 you put forward sensible recommendations to control the hazards and agree an action plan for improving health and safety
- 7 you record, fully, in accordance with established procedures
  - the outcomes of the **review of health and safety**, and
  - the action plan
- 8 you agree with the responsible persons a follow-up plan for monitoring the implementation of recommendations and corrective action

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**Range Statement:**

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**Review of health and safety relating to:**

- I. an initial review
- II. following an incident or complaint
- III. a change in working practices

**Areas for special checking:**

- IV. health and safety instruction for people who are not full time
- V. fire equipment, doors, escape routes and drills
- VI. plant, machinery, equipment and substances
- VII. risks to specific categories of people, eg those with special needs or disabilities

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**Specific Knowledge for this element:**

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You must know and understand:



- a the industry/occupational area in which you are carrying out the review
- b effective interviewing techniques
- c presentational and communication skills
- d recording and reporting procedures
- e developing post review follow-up plans and monitoring measures



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## Evidence Requirements

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Performance evidence must be provided against each of the performance criteria.

Performance evidence must show from the range that you have:

- carried out a minimum of two **reviews of health and safety** in different workplaces from those listed and
- covered all **areas for special checking**

The Assessor will need to be satisfied that you have the necessary knowledge and understanding to perform competently in respect of all the range items listed in this element.

Performance evidence must be provided from real working practice.