

## SKABT0920 (SQA Unit Code - F470 04)

Make sure your own actions reduce risks to health and safety



---

### Overview

This unit is for everyone at work (whether paid, unpaid, full or part-time). It is about being aware of the main risks in your workplace and knowing how to identify and deal with them.

This unit is about the health and safety responsibilities of everyone in the workplace. It describes what you must do to make sure that:

1. your own actions do not create any health and safety hazards
2. you do not ignore the hazards that present risks in your workplace and
3. you take sensible action to put things right, including reporting situations which pose a danger to people in your workplace and seeking advice.

It is very important that you understand the terms “hazard”, “risk” and “control”.

## SKABT0920 (SQA Unit Code - F470 04)

### Make sure your own actions reduce risks to health and safety

---

#### Performance criteria

*You must be able to:*

#### **Identify the hazards and evaluate the risks in your workplace**

- P1 identify which workplace instructions are relevant to your job
- P2 identify those working practices in your job which could harm you or others
- P3 identify those aspects of your workplace which could harm you or others
- P4 check which of the potentially harmful working practice and aspects of your workplace present the highest risks to you or to others
- P5 deal with hazards in accordance with workplace instructions and legal requirements
- P6 correctly name and locate the people responsible for health and safety in your workplace
- P7 report to the people responsible for health and safety in your workplace those hazards which present the highest risks

*You must be able to:*

#### **Reduce the risks to health and safety in your workplace**

- P8 carry out your work in accordance with your level of competence, workplace instructions, suppliers' or manufacturers' instructions and legal requirements
- P9 control those health and safety risks within your capability and job responsibilities
- P10 pass on suggestions for reducing risks to health and safety to the responsible people
- P11 make sure your behaviour does not endanger the health and safety of you or others in your workplace
- P12 follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P13 report any differences between workplace instructions and suppliers' or manufacturers' instructions
- P14 make sure that your personal presentation and behaviour at work:
  - P14.1 protects the health and safety of you and others
  - P14.2 meets any legal responsibilities and
  - P14.3 is in accordance with workplace instructions
- P15 make sure you follow environmentally-friendly working practices

## SKABT0920 (SQA Unit Code - F470 04)

### Make sure your own actions reduce risks to health and safety

---

#### Knowledge and understanding

*You need to know and understand:*

- K1 what “hazards” and “risks” are
- K2 your responsibilities and legal duties for health and safety in the workplace
- K3 your responsibilities for health and safety as required by the law covering your job role
- K4 the hazards which exist in your workplace and the safe working practices which you must follow
- K5 the particular health and safety hazards which may be present in your own job and the precautions you must take
- K6 the importance of remaining alert to the presence of hazards in the whole workplace
- K7 the importance of dealing with, or promptly reporting, risks
- K8 the responsibilities for health and safety in your job description
- K9 the safe working practices for your own job
- K10 the responsible people you should report health and safety matters to
- K11 where and when to get additional health and safety assistance
- K12 your scope and responsibility for controlling risks
- K13 workplace instructions for managing risks which you are unable to deal with
- K14 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K15 the importance of personal presentation in maintaining health and safety in your workplace
- K16 the importance of personal behaviour in maintaining the health and safety of you and others
- K17 the risks to the environment which may be present in your workplace and/or in your own job

# SKABT0920 (SQA Unit Code - F470 04)

## Make sure your own actions reduce risks to health and safety

---

### Glossary

The Health & 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

#### **Control**

The means by which risks identified are eliminated or reduced to acceptable levels

### Links to other NOS

This unit is imported from Employment NTO

### Further clarification

Almost anything may be a hazard but may or may not become a risk. Examples of hazards which present the highest risks in a hair and beauty workplace are:

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. Poisonous or flammable chemicals are **hazards** and may present a high **risk**. However, if they are kept in properly designed secure store and handled by properly trained and equipped people, the **risk** is much less than if they are left about 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 incorrectly, rather than someone who uses the correct manual handling techniques.

## SKABT0920 (SQA Unit Code - F470 04)

Make sure your own actions reduce risks to health and safety

---

**Developed by** SkillsActive

---

**Version number** 1

---

**Date approved** June 2009

---

**Indicative review date** June 2011

---

**Validity** Current

---

**Status** Imported

---

**Originating organisation** ENTO

---

**Original URN** BT G20

---

**Relevant occupations** Retail and commercial enterprise; Service enterprises; Personal Service Occupations; Hairdressers and Related Occupations

---

**Suite** Beauty Therapy 2009

---

**Key words** health and safety, workplace, reduce risks, hazards

---