

**A Ensure your own actions reduce risks to health and safety (ENTO)
(SQA Unit Code-F8HV 04)**

Element A.1 Identify the hazards and evaluate the risks in your workplace
Element A.2 Reduce the risks to health and safety in your workplace

Overview

This standard is from the Employment NTO 'Approved Standards – Health and Safety for People at Work'.

This standard is for everyone at work (whether paid, unpaid, full or part-time). The scope of the Health and Safety at Work Act 1974 covers "all persons" whether employers, employees, self-employed, contractors, etc. Amongst other things the Act seeks to secure the health, safety and welfare of people whilst they work and protect other people against risks to health or safety arising from the activity of people at work. This standard does not require the candidate to undertake a full risk assessment, it is about having an appreciation of significant risks in the workplace and knowing how to identify them and deal with them.

This standard covers the health and safety duties for everyone in the workplace. It describes the competences required to ensure that:

- your own actions do not create any health and safety risks,
- you do not ignore significant risks in your workplace, and
- you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice

Element A.1 requires that you understand the health and safety requirements and policies in the workplace, and that you check your own working practices and work area for any risk of you or others being harmed. You should be able to identify the risk arising from any hazards you have identified and know which you can deal with safely yourself, and those which you must report to the "responsible person" for attention.

Element A.2 requires you to take steps to reduce those health and safety risks with which you might come into contact during the course of your work. It covers carrying out tasks safely and in accordance with instructions and workplace requirements.

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.

**Element A.1 Identify the hazards and evaluate the risks in your workplace
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What you should be able to do:

- 1 correctly name and locate the persons responsible for health and safety in the workplace
- 2 identify which workplace policies are relevant to your working practices
- 3 identify those working practices in any part of your job role which could harm yourself or other persons
- 4 identify those aspects of the workplace which could harm yourself or other persons
- 5 evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest **risk** to you or to others
- 6 report those hazards which present a high **risk** to the persons responsible for health and safety in the workplace
- 7 deal with hazards with low **risks** in accordance with workplace policies and legal requirements

This standard covers:

- A. identify hazards with reference to working activities or aspects of the workplace, and act upon your decisions as to whether the hazard presents a high or low risk
- B. evaluate **risks** resulting from the following:
 - (i) the use and maintenance of machinery or equipment
 - (ii) the use of materials or substances
 - (iii) working practices which do not conform to laid down procedures
 - (iv) unsafe behaviour
 - (v) accidental breakages and spillages
 - (vi) environmental factors

What you should know and understand:

- (a) the following aspects of health and safety legislation
 - your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
 - your duties for health and safety as defined by any specific legislation covering your job role
- (b) the following relating to risks to health and safety
 - what hazards may exist in your workplace
 - the particular health and safety risks which may be present in your own job role and the precautions you must take
 - the importance of remaining alert to the presence of hazards in the whole work place
 - the importance of dealing with or promptly reporting risks
 - the requirements and guidance on the precautions
- (c) agreed workplace policies relating to controlling risks to health and safety
- (d) responsibilities for health and safety in your job description
- (e) the responsible persons to whom to report health and safety matters

**Element A.2 Reduce the risks to health and safety in your workplace
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What you should be able to do:

- 1 carry out your working practices in accordance with legal requirements
- 2 follow the most recent **workplace policies** for your job role
- 3 rectify those health and safety risks within your capability and the scope of your job responsibilities
- 4 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- 5 ensure that your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
- 6 follow the **workplace policies** and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- 7 report any differences between **workplace policies** and suppliers' or manufacturers' instructions as appropriate
- 8 ensure that your personal presentation at work maintains the health and safety of yourself and others, meets any legal duties, and is in accordance with **workplace policies**

This standard covers:

- A. **workplace policies** which cover:
- (i) the use of safe working methods and equipment
 - (ii) the safe use of hazardous substances
 - (iii) smoking, eating, drinking and drugs
 - (iv) what to do in the event of an emergency
 - (v) personal presentation

What you should know and understand:

- (a) the following aspects of health and safety legislation
 - your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
 - your duties for health and safety as defined by any specific legislation covering your job role
- (b) the following relating to risks to health and safety
 - what hazards may exist in your workplace
 - the particular health and safety risks which may be present in your own job role and the precautions you must take
 - the importance of remaining alert to the presence of hazards in the whole work place
 - the importance of dealing with or promptly reporting risks
 - the requirements and guidance on the precautions
- (c) the specific workplace policies covering your job role
- (d) suppliers' and manufacturers' instruction for the safe use of equipment, materials and products
- (e) safe working practices for your own job role
- (f) the importance of personal presentation in maintaining health and safety in the workplace
- (g) the importance of personal conduct in maintaining the health and safety of yourself and others
- (h) your scope and responsibility for rectifying risks
- (i) workplace procedures for handling risks which you are unable to deal with