

SKAC22 (SQA Unit Code - FA4D 04)

Promote health, safety and welfare in active leisure and recreation



Overview

Health and safety – of your customers, your colleagues and yourself – are very important. This unit covers identifying hazards, assessing and controlling risks as they occur and dealing with incidents and emergencies. The unit also has an important element on safeguarding children and other vulnerable people.

The unit is divided into three parts. The first part describes the four things you have to do. These are:

1. Help to control risks in the sport and activity environment
2. Help to safeguard and protect children and vulnerable adults
3. Deal with injuries and signs of illness
4. Follow emergency procedures

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in the unit.

This unit is for all staff working in a sport and activity environment.

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Performance criteria

You must be able to:

Help to control risks in the sport and activity environment

- P1 have relevant and up-to-date, health and safety information available
- P2 follow the relevant health and safety requirements at all times
- P3 carry out health and safety checks as required
- P4 identify hazards
- P5 assess and control risks using your organisation's procedures
- P6 get advice from relevant colleagues when you are not sure about hazards and risks
- P7 pass on suggestions for improving health and safety to the relevant colleague

You must be able to:

Help to safeguard and protect children and vulnerable adults

- P8 have up-to-date information on guidelines for safeguarding and protecting children and vulnerable adults
- P9 identify what the policies and procedures mean for your job and area of work
- P10 follow the relevant procedures for:
 - P10.1 safeguarding and protecting children and vulnerable adults at all times
 - P10.2 protecting yourself from potential accusations
- P11 be alert to possible signs of abuse
- P12 identify, record and report any concerns you may have about the welfare of children and vulnerable adults while maintaining confidentiality

You must be able to:

Deal with injuries and signs of illness

- P13 remain calm and follow your organisation's procedures
- P14 protect the casualty and other people from further risk
- P15 call for qualified assistance appropriate to the casualty's condition
- P16 provide reassurance and comfort to the people involved
- P17 give the qualified assistance clear and accurate information about what happened
- P18 follow the relevant accident reporting procedures

You must be able to:

Follow emergency procedures

- P19 give the people involved clear and correct instructions
- P20 carry out your role in the emergency procedures calmly and correctly
- P21 maintain the safety of the people involved
- P22 follow the correct procedures for reporting the emergency
- P23 report any problems with the emergency procedures to the relevant colleague

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 the values or codes of practice relevant to the work you are carrying out
- K2 the requirements for health, safety and welfare that are relevant to your work, for example: your organisation's health and safety policies and procedures, principles and best practice for safeguarding and protecting children, the Health and Safety at Work Act, requirements for activities in the scope of National Governing Bodies, requirements for activities in the scope of the Activity Centre (Young Person's Safety) Act, Manual Handling regulations, Control of Substances Hazardous to Health regulations
- K3 manufacturers' guidelines and instructions for the use of facilities and equipment
- K4 why health, safety and welfare are important in a sport and activity environment
- K5 the persons responsible for health and safety in your workplace
- K6 your organisation's security procedures

Help to control risks in the sport and activity environment

- K7 the types of hazards that are likely to occur in your area of work and the accidents and injuries they could cause
- K8 how to identify hazards
- K9 health, safety and security checks you should follow
- K10 how to carry out basic risk assessments of the types of hazards that may occur
- K11 why it is important to get advice from a relevant colleague if you are unsure about hazards and risks in your workplace and who you should ask
- K12 how to deal correctly with the types of hazards that may occur in your workplace, taking account of their risks
- K13 documents relating to health and safety that you may have to complete and how to complete them correctly
- K14 why you should encourage your colleagues and customers to behave in a safe manner and how to do so
- K15 why it is important to make suggestions about health and safety issues and how to do so
- K16 why it is important to identify and report any differences between health and safety requirements and your workplace's policies and procedures and how to do so

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Help to safeguard and protect children and vulnerable adults

- K17 what is meant by safeguarding and protecting the welfare of children and vulnerable adults
- K18 your own role and responsibilities for safeguarding and protecting children and other active leisure and recreation vulnerable people
- K19 the range of types of abuse: physical, emotional, neglect and sexual
- K20 the basic indicators and impact of abuse: physical, emotional, neglect and sexual
- K21 the risks that individual abusers or potential abusers pose to children and vulnerable people
- K22 your organisation's policies and procedures in relation to safeguarding and protecting, including the reporting procedures
- K23 what to do if you have concerns about possible abuse
- K24 how to respond to a child or someone else disclosing abuse or concerns about abuse
- K25 what you should do if there are barriers to reporting your concerns
- K26 statutory agencies with responsibilities for safeguarding and protecting, when and how you should contact them
- K27 why it is important to share concerns about possible abuse with others
- K28 the limits of your own competence in regard to safeguarding and protecting and why it is important to involve others
- K29 why it is important to treat information about possible abuse confidentially

Deal with injuries and signs of illness

- K30 the types of accidents, injuries and illnesses that may occur in your area of work
- K31 how to respond correctly to emotional distress
- K32 how to deal with these before qualified assistance arrives
- K33 how to decide whether to contact the on-site first aider or immediately call the emergency services
- K34 who is the on-site first aider and how to contact them
- K35 the procedures you should follow to contact the emergency services
- K36 why it is important to protect the casualty and others involved from further harm
- K37 the procedures you should follow to protect the casualty and others
- K38 why it is important to provide comfort and reassurance and how to do so
- K39 your responsibilities for reporting accidents and the procedures you should follow

Follow emergency procedures

- K40 the emergency procedures in your place of work
- K41 what instructions you must give to the people involved
- K42 your organisation's reporting procedures for emergencies
- K43 the types of problems that may occur when you are carrying out

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emergency procedures, why you should report them and who you should report them to

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Additional Information

Scope/range related to performance criteria

Hazards

1. unsafe facilities and environment
2. unsafe equipment
3. unsafe working practices
4. unsafe behaviour
5. use of hazardous substances
6. security breaches
7. situations likely to cause emotional distress

Methods of control

1. dealing with the hazard personally
2. reporting the hazard to the relevant colleague
3. protecting others from harm

Abuse

1. physical
2. emotional
3. neglect
4. sexual
5. bullying

Casualty

1. adult
2. child
3. person with particular needs

Qualified assistance

1. qualified first aider
2. emergency services

Condition

1. minor injury that can be dealt with on-site
2. minor illness that can be dealt with on-site
3. major injury requiring medical attention
4. major illness requiring medical attention
5. emotional distress

People involved

1. adults
2. children

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3. people with disabilities

Glossary

Casualty

The person who has suffered the injury or illness

Controlling risk

Taking action to reduce the risk of a hazard actually causing harm – for example, following correct procedures putting up warning signs when cleaning, removing an unsafe piece of equipment from use or carefully supervising a splash pool

Emergency

Depending on the type of workplace, any situation that creates a serious threat to the health and safety of participants, public or members of staff and requires immediate action – for example, drowning, fires, threatening behaviour, missing persons, chemical leaks, etc.

Emergency services

The ambulance, police, fire service, or coastguards

Facility

For example, the buildings and outdoor areas used for sport or activities

Hazard

something that could cause harm to yourself, colleagues, customers or members of the public, for example, lifting and moving heavy equipment, activity equipment being left unattended, wet floors, trailing cables etc.

Hazardous substances

For example, cleaning agents, pool chemicals, fuel, oil etc.

Risk

risk is the likelihood of a hazard actually causing harm; for example a trailing cable is a hazard; if it is lying across a corridor, the risk of an accident occurring is great; if it lies along the wall out of the way of people using the corridor, the risk of an accident is much less.

Health and safety

Legal requirements such as the Health and Safety at Work Act, Control of Substances Hazardous to Health or Manual Handling regulations, Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR), the Activity Centres (Young Persons' Safety) Act, manufacturers' guidelines and instructions for the use of equipment or substances etc.

Other people involved

These may be other members of staff or other customers/participants and members of the public apart from the casualty

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People with particular needs

for example, people with disabilities or medical conditions which may mean they need special attention following accidents and emergencies

Qualified assistance

Someone who has a recognised first aid qualification or the emergency services

Security breaches

For example, doors which should be locked being left open, suspicious strangers etc.

Situations likely to cause emotional distress

For example, bullying or intimidation

Unsafe behaviour

For example, diving into the shallow end of a pool, breaking the ground rules for an activity, vandalism

Links to other NOS

This unit links closely with all other units from the Activity Leadership suite.

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