

**Overview**

*This Unit is for*

**People with a role which involves:**

- ◆ reviewing the workplace, activities and organisation to identify and evaluate the health and safety hazards to employees, other people who may be affected, and physical resources
- ◆ assessing the nature and extent of the hazards of the workplace, activities and organisation to determine the health and safety risks to employees, other people who may be affected, and physical resources
- ◆ determining relevant risk control measures and safe systems of work prioritising risks
- ◆ prioritising risks
- ◆ implementing risk control measures
- ◆ making sure that the risk control measures meet health and safety statutory requirements and industry best practice.

**Performance  
Criteria**

*You must be able  
to:*

**Identify and evaluate hazards to health and safety**

- 1 Inspect the workplace to identify and evaluate the hazards to the safety of the employees, other people who may be affected, and physical resources.
- 2 Observe work activities to identify and evaluate the hazards to the safety of the employees, other people who may be affected, and physical resources.
- 3 Examine proposed and new workplaces, equipment, processes or activities in order to identify and evaluate the hazards to the safety of the employees, other people who may be affected and physical resources.
- 4 Inspect the workplace to identify and evaluate the hazards to the health of the employees and other people who may be affected.
- 5 Observe work activities to identify and evaluate the hazards to the health of the employees and other people who may be affected.
- 6 Examine proposed and new workplaces, equipment, processes and activities in order to identify and evaluate the hazards to the health of the employees and other people who may be affected.
- 7 Select and use appropriate measuring equipment.
- 8 Keep appropriate records of the hazards.

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**Performance  
Criteria**

*You must be able  
to:*

**Determine safety and health risks**

- 1 Determine risks to safety in the workplace to employees, other people who may be affected, and physical resources.
- 2 Determine risks to health in the workplace to employees and other people who may be affected, taking into account existing control measures, the population at risk, the nature of the harm and the likelihood of the occurrence.
- 3 Select and use suitable techniques to determine and analyse risks.
- 4 Decide the tolerability and/or acceptability of risk.
- 5 Select and use appropriate instruments and survey techniques to determine the exposure of employees and other people who may be affected.
- 6 Keep appropriate records of the risks.

**Performance Criteria**

*You must be able to:*

**Determine and implement risk control measures and safe systems of work**

- 1 Identify and evaluate the existing risk control measures and current systems of work in your organisation.
- 2 Recognise your own limits and, where necessary, bring in specialist or other assistance.
- 3 Identify any additional or improved risk control measures that may be needed in your organisation.
- 4 Identify and take into consideration the risk control measures required by health and safety statutory requirements relevant to your organisation and industry best practice.
- 5 Involve managers, employee representatives and/or employees in consultation about the risk controls.
- 6 Identify the resources needed, and cost- effectiveness, of the risk control measures needed.
- 7 Assist in the implementation of risk control measures in your organisation.
- 8 Make sure that all those people affected receive the necessary training to gain the competence required for the implementation of risk control measures.
- 9 Keep appropriate records of risk control measures.

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**Knowledge and Understanding**

*You need to know and understand:*

**The nature and role of the identification of health and safety hazards within the organisation**

- 1 Health and safety hazards
- 2 Risk assessment techniques
- 3 Physical resources
- 4 Instruments and survey techniques which may be used to determine the exposure of people who may be affected

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**Knowledge and Understanding**

*You need to know and understand:*

**Principles and concepts**

- 1 The analysis techniques suitable for determining risks.

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**Knowledge and Understanding**

*You need to know and understand:*

**External factors influencing the identification of health and safety hazards**

- 1 Health and safety statutory requirements.
- 2 Tolerability/acceptability of risk.
- 3 Quality management requirements for documentation.

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**Knowledge and Understanding**

*You need to know and understand:*

**The nature and role of health and safety risk control measures within the organisation**

- 1 Risk control measures, including safe systems of work.

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**Knowledge and understanding**

*You need to know and understand:*

**External factors influencing health and safety risk control methods**

- 1 Risk control hierarchies.
- 2 The risk control measures required by health and safety legislation and industry best practice.

## **Glossary**

**This section provides explanations and definitions of some of the terms used in this Unit.**

### **Control(s)**

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

### **Employer**

Wherever/whoever has responsibility for the workplace/work activity.

### **Hazard\***

A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management).

*\* Definition taken from: HSE 'Management of health and safety at work — Approved Code of Practice & Guidance'. Reference L21 (ISBN 0-7176-2488-9)*

### **Learner**

Any person in a workplace environment and undertaking learning, including those following a vocational or academic course.

### **Legislation**

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.

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.

### **Other people**

Refers to everyone covered by the Health and Safety at Work Act including: visitors, members of the public, colleagues, contractors, clients, customers, patients and students.

### **Personal presentation**

This includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace.

## **Physical resources**

Property, equipment, plant and machinery, etc.

## **Risk\***

A risk is the likelihood of potential harm from that hazard being realised.

The extent of the risk depends on:

- (a) the likelihood of that harm occurring
- (b) the potential severity of that harm, ie of any resultant injury or adverse health effect; and
- (c) the population which might be affected by the hazard, ie the number of people who might be exposed.

*\* Definition taken from: HSE 'Management of health and safety at work — Approved Code of Practice & Guidance'. Reference L21 (ISBN 0-7176-2488-9)*

## **Resources**

This includes: information, documentation, time, control measures, equipment and support (including specialist assistance).

## **Manager/Supervisor**

One who controls and or directs the work of others.

## **Workplace**

The single or multiple areas in which you carry out your work.

## **Workplace Instructions/Policies & Procedures**

An organisation's instructions, method statements, safe systems of work, guidelines and processes on how to behave and perform tasks in the workplace.

## **Policies**

- ◆ A statement which directs the present and future decisions of an organisation.
- ◆ It is intended to influence and determine decisions, actions, and other matters.
- ◆ Typically, a policy designates a required process or procedure within an organisation.
- ◆ They are often initiated because of some external requirement.

## **Procedures**

- ◆ A series of steps following in a regular definite order that implements a policy.
- ◆ A series of steps or instructions, describing a way of doing things.
- ◆ A series of steps to be performed in a regular definite order

under specified conditions.

- ◆ Documented processes that are used when work affects more than one function or department of an organisation.
- ◆ A series of clearly defined steps (and decisions) that explains or describes how one goes about completing a task.

This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. This may be the employer's safety policy, general health and safety statements and written safety procedures covering aspects of the workplace that should be drawn to the attention of employees and that of everyone covered by the Health and Safety at Work, etc Act 1974 (visitors, members of the public, colleagues, contractors, clients, customers, patients, students).

Instructions covering, for example:

- (a) the use of safe working methods and equipment b. the safe use of hazardous substances
- (b) smoking, eating, drinking and drugs
- (c) what to do in the event of an emergency, ie. personal presentation
- (d) personal presentation

Evidence Requirements

PC	<b>Evidence of Performance Criteria:</b> ♦ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
PC1 PC2 PC3 PC4 PC5 PC6 PC7 PC8	<b>Records of your actions to evaluate hazards to health and safety</b>				
	<ul style="list-style-type: none"> <li>♦ notes of minutes of meetings with colleagues and those with specialist expertise that you have organised, to identify and assess hazards, review and improve procedures and behaviour to reduce hazards, and review and develop systems to record accidents and incidents that help to identify hazards</li> <li>♦ analyses of data on accidents and incidents that illustrate hazards to health and safety</li> <li>♦ inspection reports and notes of inspections, including observations and examinations of equipment, that you have conducted to identify health and safety hazards</li> <li>♦ reports, e-mails, etc that you have prepared and sent relating to health and safety hazards</li> <li>♦ risk assessment you have prepared and reports on hazards that you have submitted to appropriate people in your organisation</li> <li>♦ systems specifications and instructions you have prepared and emails, memos and other communications you have sent to people in your area of responsibility, to monitor accidents and incidents that indicate hazards to health and safety</li> <li>♦ personal statement (reflections on your own actions to identify and evaluate health and safety hazards)</li> </ul>		<b>All</b>		

<b>Records of your actions to determined health and safety risks</b>					
PC1	<ul style="list-style-type: none"> <li>◆ notes of minutes of meetings with colleagues and those with specialist expertise that you have organised, to identify and assess risks in your area of responsibility, review and improve procedures and behaviour to reduce risks, and review and develop systems to record accidents and incidents that present a risk to health and safety</li> <li>◆ analyses of data on accidents and incidents that present a risk to health and safety</li> <li>◆ risk assessment you have prepared and reports on hazards and risks that you have submitted to appropriate people in your organisation</li> <li>◆ systems specifications and instructions you have prepared and emails, memos and other communications you have sent to people in your area of responsibility, to monitor accidents and incidents that present a risk to health and safety</li> <li>◆ personal statement (reflections on your own actions to identify, monitor and reduce risks to health and safety)</li> </ul>		All		
PC2					
PC3					
PC4					
PC5					
PC6					
<b>Records of your actions to determine and implement risk control measures and safe systems of work</b>					
PC1	<ul style="list-style-type: none"> <li>◆ notes of minutes of meetings with colleagues and those with specialist expertise that you have organised, to determine and implement risk control measures</li> <li>◆ reports, notes you have prepared on risk control measures, including resources they would need, and how they should be implemented and monitored</li> <li>◆ meetings, training events etc that you have organised to assist in determining and implementing risk control measures</li> <li>◆ records that you have kept on risk control measures</li> <li>◆ systems specifications and instructions you have prepared and emails, memos and other communications you have sent to people to ensure that risks are controlled and that safe systems of work are maintained</li> <li>◆ personal statement (reflections on your own actions to determine and implement risk control measures and safe systems of work)</li> </ul>		All		
PC2					
PC3					
PC4					
PC5					
PC6					
PC7					
PC8					
PC9					

**NB — This Unit is in a slightly different format. It has three sections each of which has distinct PC but no behaviours. There are also three sections of knowledge requirements which effectively apply across all three PC. The table covers each of the three sections**