

NOS PSS SPO107 Take action to reduce risks to health, safety and security within a port environment

Unit PSS SPO107.2 Conduct an assessment of risks in the workplace (SQA Unit Code-H797 04)

Performance Criteria

You must be able to

Conduct an assessment of risks in the workplace

1. define clearly, why and where, the risk assessment will be carried out
2. confirm that the information available on statutory health, safety and security regulations is up-to-date and from valid sources
3. recognise limitations of own skills, knowledge and experience and seek expert advice and guidance on risk assessment when appropriate
4. select a method of identifying hazards and risks appropriate to the workplace being assessed
5. investigate fully to identify the significant hazards and risks in the workplace
6. identify hazards which could result in serious harm to people at work or other persons including: plant and equipment, substances hazardous to health, workplace layout, working practices, job role, people with special needs and security
7. record hazards and risks in a way which meets legal, good practice and workplace requirements
8. report the results of the process to the responsible persons in an agreed format and timescale

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in your workplace
2. the requirements placed upon the individual and the organisation by current legislation, directions and bye-laws related to workplace health, safety and security
3. current industry guidance, relating to workplace health, safety and security
4. own organisation's policies, procedures and working practices that relate to workplace health, safety and security
5. the principle types of hazard and risk associated with ports
6. the precautions appropriate for minimising the risks associated with ports
7. how to correctly wear, use and maintain personal protective equipment, relevant to port operations
8. how to locate, correctly use and maintain the principle types of safety and incident response equipment in the port
9. own responsibilities for reporting accidents and emergencies
10. how to interpret health, safety and security data kept in the workplace, including that concerning: risk assessments, incidents and complaints
11. the difference between a hazard and a risk
12. location of the approved escape routes and assembly points

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13. how to prepare and write effective policies and procedures
14. the appropriate measures for checking different types of health, safety and security procedures
15. what would constitute a breach of health, safety or security regulations
16. the different working practices present in own area of operations
17. how to maintain effective health, safety and security records
18. how to communicate effectively
19. the reasons for maintaining clean and tidy working environments
20. the principal types and causes of accidents within ports
21. the role of the health, safety and security enforcing bodies

Additional Information

This standard is applicable to conducting an assessment of workplace risks and links to taking action to reduce risks to health, safety and security in ports, promoting health, safety and security, developing procedures to control risks, monitoring procedures to control risks and undertaking health, safety and security inspections in a port environment.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.