



## Higher National Unit specification

### General information

**Unit title:** Exercise and Fitness: Health and Safety Management

**Unit code:** H4T9 34

**Superclass:** PL

**Publication date:** August 2013

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

This Unit is designed to provide the learner with the knowledge and skills to understand and manage health and safety in the delivery of exercise and fitness programmes, ensuring compliance with current legal requirements.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Describe current relevant health and safety legislation with reference to workplace practice in the context of exercise and fitness.
- 2 Carry out and report on risk assessments.

### Credit points and level

0.5 Higher National Unit credit at SCQF level 7: (4 SCQF credit points at SCQF level 7)

### Recommended entry to the Unit

It may be beneficial if the learner has completed (or is currently undertaking) a level 7 Unit involving the planning, delivery and evaluation of exercise sessions, and can evidence recent education and training in a practical fitness and exercise discipline as evidenced by SVQ level 2 or equivalent in Exercise and Fitness Instruction.

## **Higher National Unit specification: General information (cont)**

**Unit title:** Exercise and Fitness: Health and Safety Management

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### **Context for delivery**

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

This Unit lies within the HNC/HND Fitness, Health and Exercise Framework.

The Assessment Support Pack (ASP) for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>)

### **Equality and inclusion**

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## **Higher National Unit specification: Statement of standards (cont)**

### **Unit title:** Exercise and Fitness: Health and Safety Management

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Learners should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Describe current Health and Safety legislation with reference to workplace practice in the context of exercise and fitness.

#### **Knowledge and/or Skills**

- ◆ The Health and Safety At Work Act (HASAWA)1974
- ◆ The role of law (Civil, Criminal, and European) underpinning the Health and Safety At Work Act (HASAWA)1974
- ◆ Relevant Health and Safety At Work Regulations
- ◆ Codes of Practice, and Guidance.

### **Outcome 2**

Carry out and report on Risk Assessments.

#### **Knowledge and/or Skills**

- ◆ Risk assessment requirements and procedures
- ◆ Identification of hazards
- ◆ Identification, evaluation, and recording of risks
- ◆ Presentation of findings

## Higher National Unit specification: Statement of standards (cont)

**Unit title:** Exercise and Fitness: Health and Safety Management

### Evidence Requirements for this Unit

#### Outcome 1

This Outcome should be conducted using restricted response/short answer questions in the form of an open-book assessment. Written or oral evidence should be obtained under supervised conditions. Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Explain the key differences between civil and criminal liabilities in respect of health and safety.
- ◆ Explain relevant sections of the Health and Safety at Work Act (HASAWA) with reference to current workplace practices in the context of exercise and fitness.
- ◆ Describe the main duties of employers and employees required to comply with the Health and Safety at Work Act (HASAWA) 1974.
- ◆ Identify the role of European Law with regard to Health and Safety in the UK.
- ◆ Identify HSE Guidance with reference to examples of relevant workplace practices, and describe the requirements of key regulations governing Health and Safety including those relating to:
  - Accident and incident reporting requirements and procedures
  - Control of Substances Hazardous to Health
  - Manual Handling
  - Risk Assessment

#### Outcome 2

This Outcome should be conducted using a case study in the form of an open-book assessment. Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Carry out a full risk assessment for an exercise and fitness specific environment, evaluate existing provision and recommend further control measures as required.
- ◆ Complete records of findings in appropriate format.
- ◆ Present a report relating to current health and safety practice in the identified environment, making suggestions as to how this could be improved.



## Higher National Unit Support Notes

**Unit title:** Exercise and Fitness: Health and Safety Management

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

### Guidance on the content and context for this Unit

This Unit is designed to provide the learner with the knowledge and skills to understand and manage health and safety in the delivery of exercise and fitness programmes. Learners should be familiarised with current legal requirements, both for employers and employees, in order to ensure compliance.

It is important that learners understand the connection between the theoretical aspects of the law and the practical application of Health and Safety in the workplace. Group discussion of current workplace health and safety issues, focused not only on the most apparent hazards, (for example slips, trips, falls, working at height, poor lighting, working with chemicals, temperature and ventilation, swimming pools, etc) but also on the way work is organised in terms of pace, intensity, hours of work and shift patterns — this last particularly an issue in the Exercise and Fitness industry will provide an appropriate introduction to the Unit.

Relevant Health and Safety Executive (HSE) publications may include (but are not limited to):

- ◆ Management of Health and Safety at Work Regulation
- ◆ Control of Substances Hazardous to Health Regulations
- ◆ Manual Handling Regulations
- ◆ Provision and Use of Work Equipment Regulations

**NB** Centres are reminded that these regulations are frequently reviewed and updated by the Health and Safety Executive (HSE), and assessors should seek to ensure the currency of both teaching material and assessment on a regular basis.

## Higher National Unit Support Notes (cont)

**Unit title:** Exercise and Fitness: Health and Safety Management

### Outcome 1

This Outcome requires the learner to demonstrate an understanding of:

- ◆ The Health and Safety at Work Act (HASAWA) with reference to current workplace practices in the context of exercise and fitness. It is envisaged that this would be taught in the context of a series of case studies and practical examples. The use of site visits and visiting speakers is strongly recommended.
- ◆ The key differences between civil and criminal law, and the associated liabilities of both employers and employees.
- ◆ Health and Safety Executive Guidance with reference to examples of workplace practices. In order to develop learner awareness of these issues examples of both good and ineffective practice should be discussed.
- ◆ The main duties of employers and employees required to comply with the Health and Safety at Work Act (HASAWA) 1974. This should be looked at in contexts where people are employed (for example by a local Leisure Trust), or are self-employed (for example as freelance instructors or personal trainers).
- ◆ The role of European Law in harmonising health and safety requirements across the European Community.
- ◆ Describe the requirements of key regulations governing Health and Safety including those relating to:
  - Accident and incident reporting requirements and procedures
  - Control of Substances Hazardous to Health
  - Manual Handling
  - Risk Assessment

### Outcome 2

- ◆ This Outcome requires the learner to implement a risk assessment giving cognisance to the current legal requirements — these should be discussed, and methods of implementation covered both theoretically and practically.
- ◆ Learners should carry out a risk assessment for an exercise and fitness specific environment, evaluate existing provision and recommend further control measures as required. Assessors should bear in mind that appropriate environments may not be confined to traditional areas such as gyms or exercise studios. Personal trainers will frequently work outdoors, in people's houses, or other environments not specifically designed for exercise activities. It is important however that the practicalities of risk assessment are observed, and that the activity context is exercise and fitness.
- ◆ Assessment is in the form of an open-book case study, so learners would be expected to carry out a series of formative risk assessments in different environments in order to develop a broad spectrum of skills.
- ◆ It is important that learners understand the importance of correctly and appropriately completed records of findings, and what should be done with completed assessments (this relates to review, dissemination of findings, and storage).

## Higher National Unit Support Notes (cont)

**Unit title:** Exercise and Fitness: Health and Safety Management

### Guidance on approaches to delivery of this Unit

The Unit may be delivered as a standalone Unit, or in conjunction with other elements of the course. Timing is important however, and it is strongly recommended that learners should have completed some practical elements of the course prior to undertaking this Unit. A variety of teaching methods will enhance delivery: the use of visiting speakers, site visits, and group discussion will blend learner experiences with input from the tutor. Delivery should encourage individual research, review and reflection.

### Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Outcome 1 should be conducted using restricted response/short answer questions in the form of an open-book assessment. Written or oral evidence should be obtained under supervised conditions.

Outcome 2 should be conducted using a case study in the form of an open-book assessment. Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can carry out a risk assessment in an environment used for exercise and fitness activities, and then produce a clear report on current practice and potential for improvement.

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment)

### Opportunities for developing Core and other essential skills

There are limited opportunities within this Unit to develop Core Skills, though effective written communications skills will be important when recording the detail of risk assessment as required in Outcome 2. This Outcome will also help develop skills in *Problem Solving* as learners will be dealing with complex workplace issues in the context of risk assessment.

## History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority 2013

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.



## General information for learners

### Unit title: Exercise and Fitness: Health and Safety Management

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

The Unit is designed to provide you with the knowledge and skills to understand the current legal requirements relating to the management of health and safety in the delivery of exercise and fitness programmes. You will be familiarised with current legal requirements, both for employers and employees, in order to ensure compliance.

In Outcome 1 you will cover the underpinning knowledge required to apply the Health and Safety at Work Act (HASAWA) with reference to current workplace practices in the context of exercise and fitness. It is likely that you will look at case studies and practical examples, as well as undertaking site visits and listening to visiting speakers.

You will learn about Codes of Practice and Guidance with reference to examples of workplace practices, the main duties of employers and employees which are required to comply with the Health and Safety at Work Act (HASAWA) 1974. This will be examined in contexts where people are employed (for example by a local Leisure Trust), or are self-employed (for example as freelance instructors or personal trainers).

On completion of the Unit you will be able to describe key regulations governing Health and Safety, including those relating to accident and incident reporting requirements and procedures, control of substances hazardous to health, manual handling, first aid, and risk assessment

In Outcome 2 you will look in detail at risk assessment. Current legal requirements relating to review, dissemination of findings, and storage will be discussed, and methods of implementation covered both theoretically and practically. You will carry out a risk assessment for an exercise and fitness specific environment, evaluate existing provision and recommend further control measures as required. It's worth remembering that exercise and fitness activities are no longer only carried out in traditional environments such as gyms or exercise studios: personal trainers will frequently work outdoors, in people's houses, or other environments.

There are limited opportunities within this Unit to develop Core Skills, though effective written communications skills will be important when recording the detail of risk assessment as required in Outcome 2. This Outcome will also help develop skills in *Problem Solving* as you will be dealing with complex workplace issues in the context of risk assessment.