



Higher National Unit Specification

General information

Unit title: Facilities Management: Managing Health and Safety
(SCQF level 7)

Unit code: HL9D 34

Superclass: VH

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Version: 01

Unit purpose

This unit enables learners to develop and enhance their knowledge and understanding of the Facilities Manager's role and responsibilities in monitoring and reviewing Health and Safety in the workplace. This unit is suited to learners who are working in or would like to work in the field of Facilities Management and is part of the HNC Facilities Management group award.

Outcomes

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

- 1 Describe the legal requirements for the management of health and safety in the workplace.
- 2 Explain the importance of health and safety in the delivery of Facilities Management.
- 3 Explain the process of communication and recording of workplace health and safety hazards and risk assessments for the Facilities Management sector.
- 4 Describe and evidence the five step process for risk assessment.
- 5 Explain how to monitor and review workplace health and safety policies and systems.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the unit

Entry to this unit is at the discretion of the delivering centre.

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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.

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.

Higher National Unit Specification: Statement of standards

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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 the legal requirements for the management of health and safety in the workplace.

Knowledge and/or skills

- ◆ Importance of Health and Safety in the workplace
- ◆ Health and Safety legislation, regulations, guidelines and codes of practice including:
 - Minimum legal requirements in relation to Health and Safety
 - Roles and responsibilities related to Health and Safety policy
- ◆ Resources and methods of providing Health and Safety information
- ◆ Communication and consultation used by Facilities Managers regarding Health and Safety
- ◆ Relationship between Health and Safety, planning and decision making
- ◆ Individual responsibilities

Outcome 2

Explain the importance of health and safety in the delivery of Facilities Management.

Knowledge and/or skills

- ◆ Legislation in relation to safety systems for:
 - Contractors
 - In-house staff
- ◆ Methods to mitigate risk including
 - Legislative compliance
 - Risk Assessment Method Statement (RAMS)
 - Control of Contractors
 - Site inductions
 - Fire Risk Assessments
 - Safety Passports

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Outcome 3

Explain the process of communication and recording of workplace health and safety hazards and risk assessments for the Facilities Management sector.

Knowledge and/or skills

- ◆ Communication of health and safety policy statement
- ◆ Development of a Health and Safety culture
- ◆ Communication of assessment record to ensure control measures are implemented
- ◆ Method statements including
 - RAMS and Control of Contractors

Outcome 4

Describe and evidence the five step process for risk assessment.

Knowledge and/or skills

- ◆ Five step risk assessment
- ◆ Elimination/control methods

Outcome 5

Explain how to monitor and review workplace health and safety policies and systems.

Knowledge and/or skills

- ◆ Review process for written health and safety policy
- ◆ Systems for monitoring, measuring and reporting
- ◆ Methods to keep up to date with health and safety risks, policy and developments

Higher National Unit Specification: Statement of standards (cont)

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Evidence requirements for this unit

Learners will need to provide evidence to demonstrate their knowledge and/or skills across all outcomes by showing that they can:

For **Outcome 1:**

- ◆ explain why health and safety in the workplace is important.
- ◆ identify specific legislation, regulations, guidelines and codes of practice relating to health and safety.
- ◆ describe the minimum legal requirements for the management of health and safety.
- ◆ explain an individual's responsibilities and liabilities under health and safety legislation.
- ◆ explain the resources required and ways of providing health and safety information, induction and training for a team, method statements for contractors, site inductions.
- ◆ explain how and when to consult with other people on health and safety policy within own area of responsibility.
- ◆ explain why and how health and safety should inform planning and decision making.

For **Outcome 2:**

- ◆ explain the importance of safety systems associated with the management and control of contractors and in-house staff undertaking work within the Facilities Management sector.
- ◆ explain the role of a Facilities Manager in ensuring compliance with legislation and good practice related to the delivery of support services, daily operations, projects and contracts.

For **Outcome 3:**

- ◆ explain how to communicate the written health and safety policy statement to people who work in own area of responsibility and other relevant parties, including staff members, contractors, site visitors.
- ◆ explain how to develop a culture which puts health and safety first, within own area of Facilities Management responsibility.
- ◆ explain how the risk assessment record should be communicated to ensure control measures are implemented in the workplace and what this should include.

For **Outcome 4:**

- ◆ describe the five steps of carrying out a risk assessment.
- ◆ undertake a risk assessment from case study, examining health and safety hazards.
- ◆ select effective elimination or control methods from case study and explain how they meet legal requirements and sector standards.

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For **Outcome 5:**

- ◆ explain how and when to review the written health and safety policy statement.
- ◆ explain how to establish systems for monitoring, measuring and reporting on health and safety performance within own area of responsibility.
- ◆ explain how to keep up-to-date with health and safety risks, policy and developments within the Facilities Management sector.



Higher National Unit support notes

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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 40 hours.

Guidance on the content and context for this unit

The following guidance provides additional information on the extent and scope of information learners could expect to display when meeting outcomes. This unit could provide underpinning knowledge relevant to National Occupational Standard (NOS) unit 'Implement health and safety, environmental and quality standards for Facilities Management' (ASTFM411)

For **Outcome 1:**

- ◆ Specific legislation is expected to include the Health and Safety at Work Act, the 'Six Pack' of Health and Safety regulations, and an example of Health and Safety measures in the workplace, such as Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Regulatory Reform Order for fire safety.
- ◆ Explanation of the importance of health and safety in the workplace is expected to include welfare, the value of proactive Health and Safety management, and the business and regulatory penalties of non-compliance.
- ◆ Minimum legal requirements is expected to reference the Management of Health & Safety at Work Regulations.
- ◆ Resources required and ways of providing health and safety information is expected to include induction, specialist and refresher training.
- ◆ Explanation of consulting on health and safety issues is expected to include the need for two-way communication encouraging best practice, confirming training standard, observing behaviours, ensuring accessibility of information.
- ◆ Ways of providing health and safety information is expected to include methods such as training plans and records, induction for new staff, method statements, written communication, eg hard copy and intranet and face to face communication, eg 'tool box' briefings for contractors and staff.

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For Outcome 2:

- ◆ Explanation of the importance of health and safety in the delivery support services is expected to reference legislation associated with compliance to mitigate risk for both contractors and employees.
- ◆ The facilities managers responsibility for health and safety not only for themselves, employees, contractors, but also for the buildings in which they work/manage should be covered.
- ◆ Range of methods used by facilities managers to mitigate risk should include, but not be limited to RAMS, Control of Contractors, Site inclusions, FRA's, Safety Passports, Emergency procedures.

For Outcome 3:

- ◆ Examples of how to develop a culture which puts health and safety first is expected to include examples such as leading by example, incentive schemes and introducing good practice from elsewhere.
- ◆ Explanation of how the risk assessment record should be communicated is expected to include the choice of appropriate channels of communication such as face to face, site manuals, intranet.

For Outcome 4:

- ◆ Five step risk assessment is in reference to prescribed process by the Health and Safety Executive (HSE).

For Outcome 5:

- ◆ Explanation of the review of health and safety statement is expected to include responsibilities and protocols to ratify changes and schedules.
- ◆ Explanation of how to establish systems for monitoring, measuring and reporting health and safety is expected to include different sources of data, such as maintenance regimes together with performance parameters and tolerances, analysis of accident records, reporting to Health and Safety Committee.
- ◆ Explanation of how to keep up to date with health and safety risk, policy and developments is expected to include reference to the HSE website and other sources such as the internet, journals and other publications, continuous professional development, networking, conferences and seminars.

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Guidance on approaches to delivery of this unit

This unit is likely to form part of a group award designed to provide learners with technical and professional skills and knowledge for employment within Facilities Management. It supports delivery for learners who are employed within this field and will be able to draw on their previous knowledge and experience of the sector. It would be appropriate for centres to contextualise their teaching and encourage learners to use evidence and case studies from employment.

There are a range of textbooks and web resources that learners may find helpful.

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.

This unit could be assessed outcome by outcome, two or more outcomes together or all outcomes together, providing a holistic assessment of the unit. Learners would benefit from the integration of Outcomes 4 and 5 for assessment. It is suggested that centres use a case study to allow learners to demonstrate their knowledge and skills to meet these outcomes.

Due to the focus on vocational skills and experience relevant to the Facilities Management sector throughout this unit, suggested methods for assessment will focus on utilising the learner's own experience. Suitable forms assessment would include essay, portfolio and case study.

This unit would benefit from being delivered alongside Facilities Management: Support Services Operations.

Assessment could be delivered as an e-assessment if desired.

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.

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Opportunities for developing Core and other essential skills

There is no automatic certification of Core Skills or Core Skills components in this unit, however there may be opportunities to develop the Core Skills of *Communication*, *Problem Solving* and *Working with Others* at SCQF level 5.

History of changes to unit

Version	Description of change	Date

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General information for learners

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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.

This unit is designed to develop and enhance your knowledge and understanding of Health and Safety in the workplace. With particular reference to the Facilities Manager's role and responsibilities in monitoring and reviewing safety systems.

In Outcome 1 you will learn the legal requirements for the management of health and safety in the workplace.

In Outcome 2 you will learn the importance of health and safety in the delivery of Facilities Management.

In Outcome 3 you will learn the process of communication and recording of workplace health and safety hazards and risk assessments.

In Outcome 4 you will learn the five step process for risk assessment.

In Outcome 5 you will learn how to monitor and review workplace health and safety policies and systems.

This unit could be assessed outcome by outcome, two or more outcomes together or all outcomes together, providing a holistic assessment of the unit. You will be encouraged to link assessments to your experience.