



## National Unit specification: general information

**Unit title:** Health and Safety in the Work Environment

**Unit code:** D11M 12

**Superclass:** PL

**Publication date:** August 2011

**Source:** Scottish Qualifications Authority

**Version:** 02

## Summary

Candidates will explain the obligations of employers and employees in ensuring the health, safety and welfare of employers, employees and the public. This Unit will enable them to gain an understanding of health and safety requirements in the workplace. They will also conduct an investigation in a selected occupation.

## Outcomes

- 1 Explain how common law duties, UK and European legislation affect health and safety issues in respect of employers, employees and the public.
- 2 Explain the principal provisions of the Health and Safety at Work Act 1974.
- 3 Conduct an investigation on potential health and safety hazards in a selected occupation.
- 4 Explain the mandatory procedures applicable to the reporting of accidents or injuries in a selected workplace.

## Recommended entry

Entry is at the discretion of the centre.

## Credit points and level

1 National Unit credit at SCQF level 6: (6 SCQF credit points at SCQF level 6\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

## **General information (cont)**

**Unit title:** Health and Safety in the Work Environment (SCQF level 6)

### **Core Skills**

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

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

## **National Unit specification: statement of standards**

**Unit title:** Health and Safety in the Work Environment (SCQF level 6)

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.

### **Outcome 1**

Explain how common law duties, UK and European legislation affect health and safety issues in respect of employers, employees and the public.

#### **Performance Criteria**

- (a) Common law duties in respect of health and safety are accurately distinguished from statutory regulation of health and safety.
- (b) Civil and criminal liabilities in respect of health and safety are correctly distinguished.
- (c) Breaches of common law duties in respect of safety are correctly explained by means of practical examples.
- (d) Reasons for supplementing the common law duties and the legislation existing prior to 1974 are clearly and correctly provided in accordance with commonly agreed views.
- (e) The effects of membership of the European Community on health and safety legislation is clearly and correctly explained.

### **Outcome 2**

Explain the principal provisions of the Health and Safety at Work Act 1974.

#### **Performance Criteria**

- (a) The purpose of the 1974 Act is clearly and correctly explained.
- (b) The general duties outlined in Section 2 of the Act are clearly and correctly explained.
- (c) The roles and functions of the Health and Safety Commission (HSC) in terms of policy and the Health and Safety Executive (HSE) in terms of practice are clearly and correctly explained.
- (d) The powers of health and safety inspectors and any defences available under the Act are clearly and correctly explained.
- (e) The powers to make health and safety regulations under the Act are clearly and correctly explained.

## **National Unit specification: statement of standards (cont)**

**Unit title:** Health and Safety in the Work Environment (SCQF level 6)

### **Outcome 3**

Conduct an investigation on potential health and safety hazards in a selected occupation.

#### **Performance Criteria**

- (a) The roles of safety committees and safety representatives in a selected occupation are clearly and correctly explained.
- (b) Potential hazards in a selected workplace are effectively investigated with due regard to any relevant Safety Code of Practice pertinent to the sector.
- (c) Ways of eliminating these potential hazards are proposed effectively with due regard to any relevant Safety Code of Practice pertinent to the sector.
- (d) A safety report is drafted in which the appropriate recommendations in respect of the potential hazards and their elimination are effectively presented.

### **Outcome 4**

Explain the mandatory procedures applicable to the reporting of accidents or injuries in a selected workplace.

#### **Performance Criteria**

- (a) The management structure in respect of health and safety reporting pertinent to the selected workplace is correctly outlined.
- (b) The procedures to be followed in respect of accident/injury reporting in a specified workplace are clearly and correctly explained.
- (c) Details of the accident/injury are accurately transposed into the documentation appropriate to the selected workplace.
- (d) Types of dangerous occurrences are accurately transposed into current Health and Safety Executive Dangerous Occurrence Report forms.

## **National Unit specification: statement of standards (cont)**

**Unit title:** Health and Safety in the Work Environment (SCQF level 6)

### **Evidence Requirements for this Unit**

#### **Outcome 1**

Written or oral evidence of the ability to explain how common law and legislation affect the safety of employees and the public as specified in the Performance Criteria and range statement.

In respect of Performance Criterion (a) evidence will be provided by three examples of how statutory regulation supplements common law duties, two of them in respect of employers and one in respect of employees.

Regarding Performance Criterion (b) evidence will be provided regarding civil liabilities by two examples of injuries giving rise to claims for compensation, one serious and the other not so serious and regarding criminal liabilities by two illustrations, real or imagined, of accidents giving rise to prosecution (one in Sheriff Court and the other in High Court with some regard to extent of penalties).

For Performance Criterion (c) evidence will be provided by examples for each of the duties mentioned above in the range under common law duties.

For Performance Criterion (d) evidence will be provided in respect of 'reasons' by instancing at least two of the following — piecemeal legislation; frequency of injuries; medical research into industrial injuries and diseases; difficulties of pursuing common law claim for compensation.

For Performance Criterion (e) evidence will be provided regarding 'effects' by giving two examples of harmonisation and standardisation of regulations throughout the Community in respect of any sector, such as pressure vessels.

#### **Range statement**

Common law duties: competent employees; suitable materials and tools; safe system of work; safe premises.

#### **Outcome 2**

Written or oral evidence of the ability to explain the principal provisions of the Health and Safety at Work Act 1974 as specified in the Performance Criteria and range statements.

Regarding Performance Criterion (a) evidence is provided by giving four objectives from Part 1 of the 1974 Act.

For Performance Criterion (b) evidence is provided by giving three practical examples of general duties and the meaning of 'so far as is reasonably practicable'.

For Performance Criterion (d) evidence is provided regarding defences by giving examples of denial of any breach; that employer (or employee) has done all that is reasonably practicable in the circumstances; review of improvement or prohibition notices.

## **National Unit specification: statement of standards (cont)**

### **Unit title:** Health and Safety in the Work Environment (SCQF level 6)

For Performance Criterion (e) evidence is provided in respect of powers and regulations by the candidate instancing delegated powers such as COSHH Regulations 1988 or any other example of Regulations made under the Act.

#### **Range statement**

Powers of inspectors: improvement and prohibition notices; reporting to the Procurator Fiscal.

### **Outcome 3**

Written evidence of the ability to conduct a safety investigation according to the procedures pertinent to the sector selected.

In respect of Performance Criteria (b) and (c) evidence of ability to identify potential hazards and ways of eliminating them is provided where the candidate, having regard to either the course in which this Unit is being undertaken or individual requirements, presents scenarios with regard to one of the following:

- ◆ Hotel and Catering
- ◆ Hospitals and Social Care sector
- ◆ Offices, retail sector
- ◆ Construction sector
- ◆ Engineering sector
- ◆ or any other sector or department relevant to the course being undertaken, for example, 'Landscaping'.

For Performance Criterion (d) evidence of ability to make recommendations will be provided where the candidate correctly completes pro forma safety reports in line with the hazards identified and their elimination.

#### **Range statement**

Safety committees: consideration of safety audit; statistical and safety representative reports; assistance in development of safe systems; rules and publicity; liaison with management; safety representatives and relevant inspectorates.

Safety representatives: investigation of hazards; representations to employer; liaison with inspectors; attendance at safety committee meetings and holding of relevant statutory documentation.

## **National Unit specification: statement of standards (cont)**

**Unit title:** Health and Safety in the Work Environment

### **Outcome 4**

Written evidence of the ability to explain the management, procedures and accident reporting systems and documentation as provided for in the selected workplace, including Accident Report Book, any relevant Internal Incident Report Form, Hospital Visit referral and Report; safety officer and any quality control procedure and reporting in terms of line management responsibilities. The selected workplace will correspond to the choice of sector made by the candidate in Outcome 3. Line Management responsibilities for health and safety may be given in chart form.

Regarding Performance Criterion (d), evidence of ability to transpose relevant instances of dangerous occurrences will be provided by the candidate giving three examples from NADOR (Notification of Accidents and Dangerous Occurrences Regulations) 1988 as well as the completion of current HSE pro forma report for a fictitious occurrence appropriate to the selected workplace.

## **National Unit specification: support notes**

**Unit title:** Health and Safety in the Work Environment (SCQF level 6)

This part of the Unit specification is offered as guidance. The support notes 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**

This Unit lends itself easily to practical studies and exercises and should be delivered in this context. Tutors are recommended to familiarise candidates with a variety of safety policy and procedural documents from a variety of sectors and departments, beginning with, for example, the training institution's own health and safety policy and procedures where public access is an important feature unless the context in which this Unit is being delivered already indicates the health and safety requirements for the specific sector and workplace concerned.

Tutors should distinguish clearly between common law liabilities and statutory sanctions, indicating, *inter alia*, that evidence of prosecution for breach of health and safety regulations in respect of a specific incident can be used as admissible evidence in a claim for compensation regarding the same incident where harm has been caused. This could easily be accomplished by letting candidates have sight of a closed record in respect of a claim of reparation for an industrial injury or disease.

### **Guidance on learning and teaching approaches for this Unit**

The tutor is looking for evidence that candidates for assessment can assimilate health and safety procedures in a typical working environment and can deal effectively with reporting procedures. Standard procedures already exist in most sectors and working places. In most instances the tutor is looking for evidence that the candidate can deal with these procedures. It would be advisable for the tutor to have a variety of accident reports and internal reporting methods as illustrations as well as the appropriate workplace, sector and HSE forms.

The HSE and professional and craft bodies publish a useful selection of guidelines and pro formas, as well as picture-quiz materials where access to an actual workplace is impractical. These could be made readily available to candidates for both delivery and assessment purposes. Tutors should, however, ensure that the documentation which they are using is current.

Finally, a note of warning: tutors have doubtless come across H&S teaching materials where it is indicated that Health and Safety Inspectors prosecute. In Scotland they do not do so — they report incidents to the Procurator-Fiscal and the Procurator-Fiscal on advice from the Crown Office if need be, decides whether to prosecute or not. The Health and Safety Inspectors, if there is ultimately to be a plea of not guilty, act as witnesses during the trial. Moreover, decisions by H&S Inspectors regarding improvement and prohibition notices can be challenged.

## National Unit specification: support notes

**Unit title:** Health and Safety in the Work Environment (SCQF level 6)

### Guidance on approaches to assessment for this Unit

In order to achieve this Unit, candidates are required to present sufficient evidence that they have met all the Performance Criteria for each Outcome within the range specified. Details of these requirements are given for each Outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged.

Accurate records should be made of the assessment instruments used showing how evidence is generated for each Outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

### Opportunities for the use of 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 e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

### Opportunities for developing Core Skills

In this Unit candidates will explain the obligations of employers and employees in ensuring the health, safety and welfare of employers, employees and the public.

Candidates will:

- ◆ use computers to learn about current health and safety legislation
- ◆ describe how the legislation applies to them in the workplace
- ◆ carry out an investigation in a real or simulated workplace and report their findings
- ◆ complete current health and safety forms
- ◆ identify risks or hazards and describe how these can be prevented or rectified.

As they are doing this Unit candidates will be developing aspects of the Core Skills in *Information and Communication Technology, Problem Solving and Communication*.

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date
02	Updated into new Units shell and Core Skills signposting added to support notes.	15/08/2011

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