

National Unit Specification: general information

UNIT Cosmetology: Health and Safety (Intermediate 1)

CODE F0FD 10

COURSE

SUMMARY

On completion of this Unit candidates will have developed an understanding of roles and responsibilities with regard to health and safety in the workplace. The Unit introduces current relevant Health and Safety legislation, first aid procedures, safety equipment, fire regulations and specific organisational procedures for Health and Safety.

The Unit is delivered in the broad context of the hairdressing, beauty or related industries. This Unit is suitable for those who have no previous qualifications or experience and wish to gain an introductory qualification as part of a general education or a first step to more specialised study.

OUTCOMES

- 1 Investigate the health and safety procedures in a selected work area.
- 2 Demonstrate knowledge and understanding of procedures to deal with hazards and emergencies in the workplace.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: HC

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Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. The cost for each Unit specification is £2.50. (A handling charge of £1.95 will apply to all orders for priced items.)

National Unit Specification: general information (cont)

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CREDIT VALUE

0.5 credit at Intermediate 1 (3 SCQF credit points at SCQF level 4*)

**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*

CORE SKILLS

There is no automatic certification of Core Skills or Core Skills components in this Unit. Opportunities for developing aspects of Core skills are highlighted in *Guidance on Learning and Teaching Approaches*.

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 the Scottish Qualifications Authority.

OUTCOME 1

Investigate the health and safety procedures of a selected work area.

Performance Criteria

- (a) Briefly describe the role of the person responsible for health and safety in the work area.
- (b) Describe the system used to record and monitor accidents in the work area.
- (c) Briefly describe the process for securing first aid assistance in the work area.
- (d) Briefly describe the employees' role with regard to health and safety procedures in the workplace.

OUTCOME 2

Demonstrate knowledge and understanding of procedures to deal with hazards and emergencies in the workplace.

Performance Criteria

- (a) Identify hazards and potential risks in the work place.
- (b) Identify the steps to be taken to minimise risk in the workplace.
- (c) Identify the equipment used in a fire emergency in the workplace.
- (d) Identify the steps in the organisations fire evacuation procedure

EVIDENCE REQUIREMENTS FOR THIS UNIT

Written/oral and performance evidence is required to demonstrate that all Outcomes and Performance Criteria have been achieved.

Outcome 1and 2

Candidates will submit an assignment this will be completed in open-book conditions .The evidence will include:

- ◆ role of the persons responsible for health and safety and first aid
- ◆ employers and employees' responsibility in regard to health and safety
- ◆ procedures for reporting accidents, recording and maintaining reports
- ◆ difference between a risk and a hazard
- ◆ potential risks and hazards in the work place
- ◆ location and use of a variety of fire fighting equipment
- ◆ organisational procedures for fire evacuation

National Unit Specification: statement of standards (cont)

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Sample assignment briefs and assessor checklists are included in the Assessment Support Pack which has been produced for this Unit. Centres who wish to produce their own instruments of assessment should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

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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 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is designed to introduce candidates to their own responsibilities and the roles and responsibilities of others for health and safety in the workplace. Candidates will:

- ◆ investigate the organisation health and safety procedures
- ◆ identify the work area procedures in relation to health and safety, first aid and establish how emergency situations are dealt
- ◆ develop awareness of the role of the person responsible for health and safety
- ◆ develop awareness of the role of the person responsible for first aid, and the procedure to record and monitor accident reports
- ◆ identify risks and hazards in the workplace and understand the importance of reporting and recording data
- ◆ develop awareness of how the establishment responds to fire evacuation instruction
- ◆ gain basic knowledge of their role with regard to current relevant health and safety legislation within their place of work
- ◆ gather this information with minimum disruption to the workplace

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Through this Unit candidates will be introduced to their responsibilities within the Health and Safety at Work Act, COSHH and Electricity at Work Regulations. However it is not expected that there would be any detailed teaching or investigation of the legislation. It is important that candidates are aware of the legislation and of the key aspects relevant in the workplace.

Essential knowledge and understanding could be developed by a variety of learning and teaching approaches the teacher/lecturer could be including health and safety videos, demonstrations, group investigations and role play. Candidates will learn the importance of identifying, risks and hazards, how they can deal with them or relay information to the identified responsible person in the selected work environment.

It is expected that, at this level, candidates will be given support and guidance from the teacher/lecturer before progressing to assessment.

Opportunities for Developing Core Skills

In this Unit, candidates will carry out an investigation on the health and safety procedures in the selected work area and the procedures to deal with hazards and emergencies in the workplace, this will involve listening, seeking advice and collecting and organising information from a number of sources. These are good opportunities for developing communication skills and problem solving.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Evidence for the assignment could be gathered at different points throughout the Unit. This would be particularly beneficial to candidates in the identification of risks in the selected work environment and the knowledge of the main health and safety legislation to which they must adhere.

Candidates will gather evidence on an ongoing basis with final selection of items for inclusion in the assignment, taking place towards the end of the Unit.

Time should be left, however, to allow for re-assessment where necessary.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).