

National Unit Specification: general information

UNIT Health, Safety and Welfare in the Building Services Engineering Industry (SCQF level 5)

CODE F1AJ 11

SUMMARY

This Unit will be suitable for candidates who have limited or no experience of Health, Safety and Welfare working practices.

It is designed to enable the candidate to develop a basic understanding of the legal requirements of a workplace health, safety and welfare policy and its implementation. This Unit will also provide the candidate with a basic understanding of the hazards and risks within the Building Services Engineering Industry.

OUTCOMES

- 1 Identify and explain employer and employee responsibilities in relation to health, safety and welfare in the workplace.
- 2 Explain the requirements of a workplace health and safety policy and how this is implemented in the workplace.
- 3 Identify hazards and assess risk in a selected work area appropriate to the Building Services Engineering Industry.
- 4 Identify and describe accident prevention measures and incident recording requirements in the workplace.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: XA

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

**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.*

6 credit points, indicates a notional Unit design length of 40 hours of contact and 20 hours of self-directed learning.

CORE SKILLS

Achievement of this Unit gives automatic certification of the following Core Skill:

- ◆ Complete Core Skill/s None
- ◆ Core Skill components Critical Thinking at SCQF level 5

The Unit also provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication (SCQF level 5)
- ◆ Working with Others (SCQF level 5)

These opportunities are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

UNIT Health, Safety and Welfare in the Building Services Engineering Industry (SCQF level 5)

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. The Appendix forms a part of this statement of standards.

OUTCOME 1

Identify and explain employer and employee responsibilities in relation to health, safety and welfare in the workplace.

Performance Criteria

- (a) Identify and describe the general and specific roles and responsibilities of employers, employees and others involved in the workplace.
- (b) Explain the main implications of health and safety regulations with relation to employers and employees in the workplace.
- (c) Explain the main implications of health and safety regulations with relation to contracted parties in the workplace.

OUTCOME 2

Explain the requirements of a workplace health and safety policy and how this is implemented in the workplace.

Performance Criteria

- (a) Identify and describe the essential elements of a workplace health and safety policy.
- (b) Explain the main procedures for implementation of a workplace health and safety policy.

OUTCOME 3

Identify hazards and assess risk in a selected work area appropriate to the Building Services Engineering Industry.

Performance Criteria

- (a) Identify hazards associated with work practices and site conditions in the Building Services Engineering Industry.
- (b) Assess the level of risk associated with the hazards identified.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Identify and describe accident prevention measures and incident recording requirements in the workplace.

Performance Criteria

- (a) For a selected area identify and describe the 5 steps for a risk assessment given in the current HSE guidelines on risk assessment.
- (b) Identify appropriate accident and incident reporting and recording requirements in the workplace.

EVIDENCE REQUIREMENTS FOR THIS UNIT

The Appendix to this Unit details the mandatory content for each Outcome.

Evidence must be produced to demonstrate that **all** Outcomes and Performance Criteria have been achieved.

For Outcomes 1, 2 and 4 written and/or oral evidence must be produced in controlled, supervised, closed-book conditions. In this Unit an appropriate instrument of assessment could be a question paper consisting of a balance of multiple choice, short answer, restricted response and structured questions. Candidates must not bring notes, textbooks or handouts to the assessment.

Product evidence in the form of a suitable completed risk assessment and hazard identification document is required which demonstrates that the candidate has achieved Outcome 3 to the standard specified in the Outcome and Performance Criteria. The assessment will be carried out under supervised conditions.

Assessments must be manageable and practicable for centres and candidates and a single assessment covering all Outcomes should not exceed 2 hours in duration.

The Assessment Support Pack for this Unit provides appropriate sample assessment materials. Where centres wish to develop their own assessment materials they should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

UNIT Health, Safety and Welfare in the Building Services Engineering Industry (SCQF level 5)

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

The Appendix to this Unit details the mandatory content for each Outcome.

This Unit is a mandatory Unit within the National Certificate in Building Services Engineering (SCQF level 5). It is recommended that the Unit be delivered in the context of low rise domestic and non-complex commercial buildings.

This Unit provides an understanding of the hazards and risks associated with health, safety and welfare in the Building Services Engineering industry. It is designed to enable candidates develop an understanding of the requirements of health, safety and welfare legislation and their own role in complying with legal obligations.

Health and Safety and Sustainability are integral and key to the Building Services Engineering industry therefore throughout the Unit emphasis will be placed where appropriate on the application of Health and Safety and Sustainability. Safe working practises should be looked at in accordance with current safety codes of practise and regulations. Sustainability should include reference to criteria affecting sustainability, impact of not implementing sustainability on the environment and the legislation promoting sustainability.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

While the use of case study material is particularly recommended for both the learning and teaching components of this Unit, other suggested teaching and learning methods for this Unit could include: the use of visual aids, ICT, group lectures and discussion, practical demonstrations, question and answer sessions, directed study, industrial/site visits.

Formative work for the Unit could specifically include group discussion and role play based on workplace health and safety issues and events. Such an approach could be particularly beneficial to candidates with no industrial experience.

Case studies could be used as a stimulus to provide opportunities for writing up accident report forms and reading and evaluating relevant legislation, policies and procedures. Role play of typical industry scenarios could additionally enhance the co-operative working skills of candidates, as they are encouraged to:

- ◆ analyse the task and identify the elements involved
- ◆ negotiate the nature and scope of goals, roles and responsibilities taking account strengths and weaknesses of individuals
- ◆ support co-operative working
- ◆ referring to evidence review and evaluate their own contribution

National Unit Specification: support notes (cont)

UNIT Health, Safety and Welfare in the Building Services Engineering Industry (SCQF level 5)

Safe working practices should be looked at in accordance with current safety codes of practice and legislation.

Opportunities for developing Core Skills

Although skills in Communication are not formally assessed candidates should source, produce and present written and or oral evidence. Skills in accessing, analysing and evaluating a range of sources which provide background information should be developed, in order that candidates are able to consult current reference materials from a range of paper based and electronic sites. Evaluation of information accessed should include a check on the accuracy and currency of all information to be used.

Candidates should be encouraged to present ideas and information accurately and concisely, using a formal structure, language, and style. Support, including appropriate software packages, should ensure effective presentation of written reports using an acceptable format and accurate spelling and punctuation.

Although skills in Working with Others are not formally assessed the candidates as they gather information and communicate with a range of people should also be encouraged to develop oral skills, adopting the most appropriate style and language for their listeners and providing information accurate and relevant to their intended purpose. They should use non-verbal communication techniques, such as making eye contact and maintaining an interested expression and they should be able to respond to questions confidently and in a way that progresses communication.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

To be read in conjunction with the **Evidence Requirements**.

Candidates should be made aware of what will be required of them in order to achieve credit for the Unit. They should be encouraged to discuss the work with the lecturer and their colleagues. Help and encouragement should be given throughout the Unit so that the candidates become confident in their ability to achieve the Performance Criteria.

Candidates may be assessed on an Outcome by Outcome basis, combinations of Outcomes across Outcomes 1, 2 and 4 or by a single, holistic assessment covering Outcomes 1, 2 and 4.

In this Unit an appropriate instrument of assessment for Outcomes 1, 2 and 4 could be a question paper consisting of a balance of multiple choice, short answer, restricted response and structured questions. Candidates must not bring notes, textbooks or handouts to the assessment.

A single assessment of product evidence in the form of a suitable completed risk assessment and hazard identification document is required which demonstrates that the candidate has achieved Outcome 3 to the standard specified in the Outcome and Performance Criteria. The assessment will be carried out under supervised conditions. A simulated or real work area appropriate to the Building Services Engineering Industry should be identified to allow the candidate to meet the standard specified in the Outcome and Performance Criteria.

National Unit Specification: support notes (cont)

UNIT Health, Safety and Welfare in the Building Services Engineering Industry (SCQF level 5)

Preparation for assessment should include formative work with opportunities for constructive feedback.

Planning should allow time for re-assessment. Given that assessment for this Unit must be conducted in controlled conditions, centres should ensure that a different assessment is given for re-assessment purposes and that similar controlled conditions apply.

Open learning

Where appropriate materials and facilities are available, this Unit could be delivered by distance learning which might include some degree of on-line support. Centres must ensure that for all modes of delivery the same assessment conditions, standards and quality assurance procedures apply to all candidates.

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).

National Unit Specification: statement of standards

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APPENDIX: CONTENT AND CONTEXT FOR THIS UNIT

This Appendix is within the statement of standards, ie the mandatory requirements of the Unit.

Recommended time allocations to each Outcome are given as guidance towards the depth of treatment which might be applied to each topic and are inclusive of time for teaching and assessment. This guidance has been used in the design of NAB material provided with the Unit.

- 1 Identify and explain employer and employee responsibilities in relation to health and safety in the workplace (10 Hours).

Legal aspects:

Relevant Statutory Provisions, Approved Codes of Practice, guidance penalties under Health and Safety at Work etc Act (HASWA)

Roles and responsibilities:

- ◆ Defined by HASWA *of*: employers, employees, management, contractors, sub-contractors, public, Enforcement Authorities, eg Health and Safety Executive (HSE), Local Authority
- ◆ Specific Regulations relevant to the Building Services Industry, eg Management of Health and Safety at Work Regulations, Construction Design and Management Regulations (CDM)

- 2 Explain the requirements of a workplace health and safety policy and how this is implemented in the workplace (10 hours).

Legal aspects:

- ◆ Legal requirements relating to safety policies, typical general policy statements
- ◆ Role and implementation of health and safety policy within a safety management system ('Successful Health and Safety Management' HSG65) the role of risk assessments

Procedures:

- ◆ Inspection and supervision, permit to work, regular inspection of work
- ◆ Equipment, use of control measures and identification of training needs, site induction

Personal Protective Equipment (PPE) policy:

Formulation of policy on the issue of protective equipment and supervision to ensure use

Accident trends:

Major causes of fatal and serious injury accidents, method of classification and recent statistics

Cost of accidents:

Direct costs, indirect costs and the human consequences

National Unit Specification: statement of standards (cont)

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- 3 Identify hazards and assess risk in a selected work area appropriate to the Building Services Engineering Industry (10 Hours).

Methods of identification of hazards:

Observation, interview, use of reactive monitoring data, records careful consideration of work methods

Work methods:

Information, instruction, training and supervision, method statements, safe systems of work, permits to work

Environmental aspects:

Main hazards associated with Building services work sites, eg confined spaces, working over water, working at height, demolition, electricity

Hazards which become risks:

Identification of trivial or significant risk, potential to cause harm

Assessment of risk:

Subjective assessment using 'high', 'medium' and 'low', basic risk rating scheme

Selection of appropriate control measures:

Concepts of hierarchy of control, reasonably practicable

- 4 Identify and describe accident prevention measures and incident recording requirements in the workplace (10 hours).

Risk assessments:

Items to be assessed, principal hazards, likely injury outcomes

Use of control measures:

- ◆ Use of procedures; substances, lifting assessments and manual
- ◆ Handling assessments, inspection, personal responsibility for health, safety and welfare

Legal duties:

Legal duty of each person to obey safety rules and use protective equipment, consequences of non-compliance for both the individual and the company

Principles:

Why employers keep records of serious accidents, incidents and emergencies, responsibilities of competent persons

Recording and reporting:

- ◆ Regulations on accident recording and reporting, procedures to deal with near misses or dangerous occurrences
- ◆ Reference should also be made to active monitoring as well as reactive mentioned above