



## National Unit Specification: general information

**UNIT** Roads Maintenance: An Introduction to Health, Safety and Security (SCQF level 5)

**CODE** F55C 11

### SUMMARY

This Unit covers essential knowledge relating to health, safety and security in the Roads and Highways Maintenance environment while giving candidates practical experience of how to apply that knowledge in the workplace environment through risk assessment and reporting a specific incident. The Unit is suitable for candidates who have had little or no experience to date in the Roads Maintenance environment.

### OUTCOMES

- 1 Demonstrate knowledge and understanding of health and safety and security in a roads maintenance environment.
- 2 Demonstrate health and safety practice in a roads maintenance environment.
- 3 Report a health and safety incident in a roads maintenance environment.
- 4 Demonstrate knowledge and understanding of work site security in a roads maintenance environment.

### RECOMMENDED ENTRY

Entry to this Unit is at the discretion of the centre. This Unit is suitable for inexperienced or entry level candidates.

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#### Administrative Information

**Superclass:** TK

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## **National Unit Specification: general information (cont)**

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### **CREDIT VALUE**

0.5 credit at SCQF level 5 (3 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.*

### **CORE SKILLS**

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

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

- ◆ Communication at SCQF level 3
- ◆ Problem Solving at SCQF level 3
- ◆ Numeracy at SCQF level 3

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

### **UNIT       Roads Maintenance: An Introduction to Health, Safety and Security (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 SQA.

#### **OUTCOME 1**

Demonstrate knowledge and understanding of health and safety and security in a roads maintenance environment.

##### **Performance Criteria**

- (a) Identify the main health and safety responsibilities for those operating in a roads maintenance environment.
- (b) Identify appropriate actions to be taken in relation to specific hazards.
- (c) Identify hazards associated with a variety of plant, tools and equipment.
- (d) Identify appropriate security measures needed in a roads maintenance environment.
- (e) Identify the fire drill procedures and fire fighting equipment in a specific workplace.

#### **OUTCOME 2**

Demonstrate health and safety practice in a roads maintenance environment.

##### **Performance Criteria**

- (a) Carry out a risk assessment in a given workplace area.
- (b) Select appropriate personal protective equipment (PPE) for a given task, in accordance with legislative and site requirements.
- (c) Adhere to legislative and site requirements throughout all practical activities in highways maintenance environments.

#### **OUTCOME 3**

Report a health and safety incident in a roads maintenance environment.

##### **Performance Criteria**

- (a) Accurately record details of the person affected by the incident.
- (b) Accurately record the main details of the incident.
- (c) Accurately record the action taken as a result of the incident.
- (d) Follow the organisational reporting procedures in relation to such incidents.

## National Unit Specification: statement of standards

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### OUTCOME 4

Demonstrate knowledge and understanding of work site security in a roads maintenance environment.

#### Performance Criteria

- (a) Identify the main security responsibilities for those operating on a specific site.
- (b) Identify occasions when breaches of security must be reported.
- (c) Describe actions to be taken in response to a breach of onsite security.
- (d) Explain correctly securing the site area in line with organisational procedures.
- (e) Explain storing tools and equipment securely in line with organisational procedures.

#### EVIDENCE REQUIREMENTS

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. The specific Evidence Requirements for each Outcome are outlined below.

Written and/or oral evidence is required to demonstrate that the candidates have achieved Outcome 1 and Outcome 4. Evidence for Outcome 4 will relate to security breaches on **one** specific worksite. The evidence will be produced at an appropriate point in the Unit under closed-book supervised conditions within a time limit of 30 minutes.

Performance evidence supplemented with an assessor observation checklist is required to demonstrate that candidates have achieved the Performance Criteria in Outcomes 2 and 3. The evidence will be produced under supervised conditions at appropriate points in the Unit once candidates have developed the necessary knowledge and skills.

Product evidence for Outcomes 2 and 3 will take the form of **one** completed risk assessment form for a given work area and one completed report in relation to **one** health and safety incident. The evidence will be produced under supervised conditions.

These Evidence Requirements will be met by the completion of the Assessment Support Pack (ASP) that provides detailed assessment material for this Unit. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard.

## **National Unit Specification: support notes**

### **UNIT        Roads Maintenance: An Introduction to Health, Safety and Security (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 20 hours.

#### **GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT**

This Unit is a mandatory Unit in the NPA in Roads Maintenance at SCQF level 5 but can also be taken as a free-standing Unit.

The content and context of this Unit is aimed at candidates who are interested in pursuing a career in roads or highways maintenance. Candidates will be introduced to the health, safety and security responsibilities and hazards associated with the industry and will gain practical experience of how to assess risks and report incidents and security breaches.

Health, Safety and Security are integral and key to the Roads and Highways Maintenance Industry therefore throughout the Unit emphasis will be placed on the application of Safe Working Practices in line with current safety codes of practice and policies and regulations.

Centres should find opportunities to integrate health, safety and security in this Unit with all others in the Roads Maintenance NPA at SCQF level 5 eg some parts of this Unit could be combined with *Roads Maintenance: An Introduction to Signing, Lighting and Guarding* at SCQF level 5.

During the practical assignment candidates will be assessed as individuals. Site conditions should reflect as near as possible realistic working conditions.

#### **GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT**

The learning environment for this Unit will be a combination of classroom and workshop based learning where the candidate will be involved in group activities and discussions. The knowledge element of this Unit could be taught in a classroom environment and put into practice in conjunction with the practical Outcomes.

#### **OPPORTUNITIES FOR CORE SKILL DEVELOPMENT**

Opportunities may arise in this Unit for candidates to develop aspects of the following Core Skills:

- ◆ Communications at SCQF level 3 by reading relevant legislation and work instructions and completing a risk assessment and incident report forms
- ◆ Problem Solving at SCQF level 3 by considering appropriate responses to onsite security breaches
- ◆ Numeracy at SCQF level 3 by completion of risk assessment

## **National Unit Specification: support notes (cont)**

**UNIT**      Roads Maintenance: An Introduction to Health, Safety and Security (SCQF level 5)

### **GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT**

Centres may use the instruments of Assessment which they consider to be most appropriate but are encouraged to use the Assessment Support Pack (ASP) developed centrally by SQA. It is expected that candidates will be given as much practise as possible in the methods of safe working practice and risk assessment methods etc, prior to being set the assessment tasks.

For Outcomes 1 and 4 a suitable method for assessing candidate knowledge and understanding of health, safety and security, terminology and methods of risk assessment could be through a set of multiple choice questions.

For Outcomes 2, 3 and 4, to allow candidates to generate the Performance Evidence centres should set a series of practical assignments which accurately reflect the Unit content.

### **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 communications 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)*.

### **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](http://www.sqa.org.uk)).