



National Unit Specification: general information

UNIT Sportsturf Industry: An Introduction to Health and Safety
(SCQF level 5)

CODE F6TT 11

SUMMARY

This Unit has been designed to introduce candidates to the key features of working safely within the sportsturf industry. Candidates will be made aware of the main health and safety issues to expect when working in a sportsturf environment and understand the importance of reporting and recording procedures. On completion, candidates should be able to understand health and safety requirements and organisational procedures and be able to participate in a working environment without creating risk of harm to themselves or others.

OUTCOMES

- 1 Outline Health and Safety legislation and related issues for workers in the sportsturf industries.
- 2 Outline how to deal with incidents and emergencies in a sportsturf environment.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

0.5 credit at level 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.*

Administrative Information

Superclass: PL

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CORE SKILLS

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

There are opportunities for Core Skill development; these are highlighted in the Support Notes of this Unit Specification.

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.

OUTCOME 1

Outline Health and Safety legislation and related issues for workers in the sportsturf industries.

Performance Criteria

- (a) Identify correctly key legislation, regulations and agencies relating to health and safety in the workplace.
- (b) Describe correct safe working practices in a sportsturf environment.
- (c) Describe the correct procedures for manual lifting and handling of equipment and materials.
- (d) Outline how to use and store equipment and materials safely in accordance with the manufacturers instructions and organisational procedures.

OUTCOME 2

Outline how to deal with incidents and emergencies in a sportsturf environment.

Performance Criteria

- (a) Outline accurately organisational procedures for dealing with incidents, accidents and emergencies in the sportsturf environment.
- (b) Outline correctly the purpose of risk and hazard assessment.
- (c) Identify common hazards accurately.
- (d) Outline the reasons for reporting incidents within the workplace correctly.

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Written and/or recorded oral evidence is required to ensure that the candidate has achieved all Outcomes and Performance Criteria.

Outcome 1 — Written/oral evidence

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ identify key legislation relating to health and safety in the workplace
- ◆ describe safe working practices
- ◆ describe the correct procedures for manual lifting and handling of equipment and materials
- ◆ describe how to safely store materials and equipment

Outcome 2 — Written/oral evidence

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ outline procedures for dealing with two health & safety incidents and two medical incidents in a sportsturf environment
- ◆ outline the purpose of risk assessment
- ◆ identify hazards in the sportsturf environment
- ◆ explain the importance of record and reporting incidents to the appropriate person

Evidence may be generated through a combination of short answer/multi-choice questions and hazard identification using video, photographs or other visual material.

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 has been designed as part of The National Certificate in Greenkeeping but can also be taken as a freestanding Unit. The Unit introduces candidates to the key features of health and safety legislation. Candidates also examine the health and safety policies and procedures in their workplace/placement or a given organisation. Even at this introductory level, it is vitally important that candidates are made aware of the legal requirements for implementing health and safety in the workplace and the responsibilities of all individuals within a workplace to adhere to policies and procedures for maintaining health and safety.

Outcome 1

This Outcome introduces candidates to the law relating to health and safety and, given the nature of the sector at whom this Unit is aimed, should cover legislation pertaining to the use of substances hazardous to health. The key Acts/Regulations are the Health and Safety at Work Act (1974 and as amended), from which most other regulations are derived; Control of Pesticide Regulations (1986/1996); The Control of Substances Hazardous to Health (COSHH), 2000; Provision of Work Equipment Regulations (1991/1998); the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (1995).

Candidates should be made aware of the impact of EU Directives and other agencies' regulations (eg HSE) on Scottish/UK legislation, eg, on manual lifting and handling, use of pesticides etc. This will include the role of enforcement agencies, most notably, the Health and Safety Executive (HSE), in maintaining health and safety in the workplace. The HSE's legal role in monitoring and investigating incidents and accidents should be explored.

In the context of the sportsturf industry, safety in the workplace includes the safe use, storage and disposal of materials and equipment. Working practices are: all activities procedures, use of materials, substances or equipment and working techniques used in carrying out a work or job-related task. This includes procedures for reporting hazards and unsafe working practices. It also covers the purpose and use of personal protective clothing (PPE) and safe working practices in accordance with manufacturers' instructions. Materials of particular relevance in this context include fertilisers, pesticides, cleaning agents. Candidates should be made aware of the importance of using, storing and disposing of these and any resulting waste material safely. Many substances hazardous to health can react chemically when used or stored in proximity to other substances and it is important that candidates understand the potential dangers. The use of machinery and equipment should be carried out according to the manufacturer's instructions and organisational procedures. Equipment could include mowers, hand-held manual/electronic cutting and digging/excavation equipment and other tools, tractor-mounted machinery and equipment. It is vital that candidates understand the correct procedures for using any such equipment and materials and that they are adequately prepared in terms of clothing and other safety equipment to reduce the risk of harm to themselves and others.

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Candidates should also be made aware of the correct procedures and regulations surrounding manual lifting and handling in the workplace. They should understand the risk of permanent and temporary injury to themselves or others if the correct procedures are not followed. This is particularly important when lifting/moving heavy loads of, eg fertiliser, containers or other equipment. (See risk assessment below).

Outcome 2 covers hazard perception and risk assessment, common accidents that can occur in a sportsturf environment and how to deal with them. This is **not** a First Aid Unit and candidates should be made aware of the correct procedures to follow in the event of an accident or incident involving personal injury or spillage of hazardous substances or failure of machinery. Candidates should understand the limits of their skills and responsibilities when in an emergency situation and know when to seek assistance. Procedures for recording and reporting accidents and incidents should be explored. Candidates should be able to explain the reasons for the accurate recording of incidents and accidents, ie, to comply with the requirements of the HSE regulations. Common accidents and occurrences could include the following:

- ◆ Shock, (electric)
- ◆ Bleeding
- ◆ Burns
- ◆ Crush injuries
- ◆ Damage to eyes from spillage or exposure to substances, fire, impact etc
- ◆ Collapse, heart attack, fainting
- ◆ Falls, trips

Basic CPR and recovery positions could be covered. It is important that candidates know how and when to seek help and to report any incident likely to cause harm or injury. Simulation/role play could be used to demonstrate/explain how to deal with accidents/emergencies in the workplace.

Outcome 2 also covers hazard awareness in the workplace. A hazard is ‘something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)’. Definition taken from HSE ‘*Management of health and safety at work — Approved Code of Practice & Guidance*’.

Risk can be defined as ‘the likelihood of potential harm from that hazard being realised. The extent of the risk depends on the:

- ◆ likelihood of that harm occurring
- ◆ potential severity of that harm, ie of any resultant injury or adverse health effect
- ◆ population which might be affected by the hazard, ie the number of people who might be exposed

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Reference as above.

Coverage of this could include practical exercises to identify commonly occurring hazards in a sportsturf environment, eg, the incorrect use of equipment or incorrect storage of pesticides/fertilisers etc. Basic risk assessment and the difference between hazard and risk should be covered. Candidates made aware of the importance of remaining alert to the presence of hazards in the workplace. Candidates should also be aware of the importance of personal behaviour and presentation in maintaining the health and safety of themselves and controlling risk in the workplace. This could discussion on the effects of smoking, eating and drinking in the workplace as well as the effects of prescription and other drugs when operating machinery/equipment. In the specific context of the sportsturf industry, candidates should also be aware of potential risks to the environment arising from the use of materials and equipment.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

In delivering this Unit, there should be a balance between lecturer presentation and candidate centred learning. It is important that candidates not only understand the concept of health and safety but can relate it to their own workplace and apply it to their own practice.

The use of a range of media including DVD and other visual materials, printed material (HSE publications, organisational policies on health and safety etc) could be used to exemplify teaching. The use of a workshop approach could provide the opportunity for practical exercises in risk assessment and hazard identification and to demonstrate the safe use of equipment. Candidates should be encouraged to investigate health and safety issues relating to the industry through use of the internet and other media.

Candidates could be encouraged to examine employer's policies and strategies (in their own workplace or placement where appropriate or using case studies) to promote health and safety in the workplace.

Delivery of this Unit could incorporate a variety of teaching and learning methods including:

- ◆ Small group exercises
- ◆ Group discussion
- ◆ Case studies
- ◆ Worksheets
- ◆ Individual or group research
- ◆ Videos/DVD
- ◆ Role play/simulation

The following websites may be useful:

www.hse.org.uk

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OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

There is no automatic certification of Core Skills or Core Skills components in this Unit. However, there may be opportunities for candidates to work with others which would enable them to develop effective communication and interpersonal skills. Risk assessment and hazard identification may provide the opportunity to develop aspects of the Core Skill in *Problem Solving*. Use of the internet for research could provide the opportunity to develop information technology skills.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Evidence may be generated through a combination of short answer/multi-choice questions and practical exercises to identify risk and hazard using video, photographs or other visual material. Assessment of Outcomes 1 and 2 could be by a series of questions, short answer/multiple choice, which allow the candidate to demonstrate their knowledge and understanding of legislation and procedures relating to health and safety in the workplace. The use of visual material, eg DVD, photographs, drawings, from which the candidate can identify hazards the workplace in a practical context is also recommended.

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)*.

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