



National Unit specification: general information

Unit title: Workplace Health, Safety and Welfare (SCQF level 5)

Unit code: H0TD 11

Superclass: TE

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Version: 01

Summary

This Unit provides candidates with an introduction to the key principles and underpinning knowledge associated with workplace health and safety, and welfare issues. It will develop the candidate's knowledge, understanding and practical ability in safeguarding against risks and injury in the workplace. It includes developing an understanding of individual responsibility, organisational health and safety procedures, and the legal requirements for complying with health and safety legislation. This Unit is suitable for candidates working towards a Modern Apprenticeship in the Construction Operative and Specialist suite.

Outcomes

- 1 Explain health, safety and welfare requirements.
- 2 Explain own organisation's approach to health, safety and welfare.
- 3 Explain the use of risk controls in the workplace.
- 4 Maintain health and safety requirements in the workplace.
- 5 Work in accordance with health and safety requirements.

Recommended entry

Entry is at the discretion of the centre. Candidates undertaking this Unit in a Group Award as part of a Modern Apprenticeship (MA) must meet the requirements of the MA which include being employed in the relevant construction industry.

General information (cont)

Unit title: Workplace Health, Safety and Welfare (SCQF level 5)

Credit points and level

1 National Unit credit at SCQF level 5: (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.*

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: Workplace Health, Safety and Welfare (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

Explain health, safety and welfare requirements.

Performance Criteria

- (a) Explain the role of the Health and Safety Executive.
- (b) Explain how induction, briefings and application of prior training can avoid risks in the workplace.
- (c) Explain why it is important for individuals to have responsibility for health, safety and welfare.
- (d) Explain the impact that behaviour can have on own and others' health and safety.
- (e) Describe the importance of health, safety and control equipment.
- (f) Explain why changing circumstances can create hazards.

Outcome 2

Explain own organisation's approach to health, safety and welfare.

Performance Criteria

- (a) Explain the health, safety and welfare legislation that apply to the work environment.
- (b) Explain own organisational policies and procedures for health, safety and welfare.
- (c) Explain the hazards associated with the work area and the methods of reporting them.
- (d) Explain own organisation's requirements for dealing with accidents and emergencies in the work environment.
- (e) Explain procedures for complying with control measures identified by risk assessments.
- (f) Explain the security arrangements in the work area.

Outcome 3

Explain the use of risk controls in the workplace.

Performance Criteria

- (a) Identify the Health and Safety notices and warning signs associated with the work environment.
- (b) Identify the health and safety control equipment in the work area.
- (c) Explain when control equipment should be used and the purpose of Personal Protective Equipment (PPE).
- (d) Identify work situations where Respiratory Protective Equipment (RPE) and Local Exhaust Ventilation (LEV) is used.

National Unit specification: statement of standards (cont)

Unit title: Workplace Health, Safety and Welfare (SCQF level 5)

Outcome 4

Maintain health and safety requirements in the workplace.

Performance Criteria

- (a) Interpret work instructions to maintain safe systems of work.
- (b) Take part in discussions with others to identify safe systems of work.
- (c) Report hazards as they are identified.
- (d) Provide feedback on health, safety and welfare policies.

Outcome 5

Work in accordance with health and safety requirements.

Performance Criteria

- (a) Store and secure equipment correctly in designated areas.
- (b) Ensure equipment is secured appropriately when stored.
- (c) Dispose of waste in accordance with current legislation.
- (d) Use safety control equipment according to instructions, induction and prior training.
- (e) Follow the requirements of safety notices and warning signs, as directed.
- (f) Comply with control measures as identified by risk assessments and safe symbols of work.

National Unit specification: statement of standards (cont)

Unit title: Workplace Health, Safety and Welfare (SCQF level 5)

Evidence Requirements for this Unit

Evidence is required to demonstrate that the candidate has achieved this Unit to the standard specified in the Outcomes and Performance Criteria. Candidate training and assessment should take place in as realistic an environment as possible to that of a live working site.

Performance and knowledge evidence is required to demonstrate that the candidate has achieved the standard specified in the Outcomes and Performance Criteria.

Performance and knowledge evidence must be produced at an appropriate point in training under supervised conditions once the candidate has developed the necessary skills and knowledge required to carry out the assessment. This evidence must be supplemented with a completed assessor observational/operational checklist.

Each candidate will be observed for compliance with Health and Safety procedures in the training environment and compliance of health and safety procedures in the training environment — including the use of appropriate PPE, manual handling methods, correct use of tools and awareness of safe working practices.

Candidates must adhere to relevant Health and Safety regulations and legislation relating both to working practices within the construction environment, as well as those specific to any practical task they are requested to carry out (such as emphasising the importance of selecting and using the correct PPE at all times).

As part of the assessment for this Unit, the candidate will also produce evidence of a method statement and a completed risk assessment for a specified training activity. Oral or written evidence of knowledge and understanding may be demonstrated by the candidate during practical assignments set for all Outcomes and Performance Criteria and noted at the time by the training assessor.

Candidates must be able to explain their own organisation's evacuation and safe exit procedures and identify all different types of fire extinguishers and in what situations each should be used.

National Unit specification: support notes

Unit title: Workplace Health, Safety and Welfare (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 content and context of this Unit has been set at an introductory level so that the candidate can develop a basic knowledge and ability in complying with health, safety and welfare requirements within a construction environment.

Health and Safety are vital to working practices within the construction industry and therefore, emphasis will be placed wherever appropriate during the delivery of this Unit on the correct application of Health and Safety principles and processes, in accordance with current codes of practice and legislation.

Guidance on learning and teaching approaches for this Unit

These notes are for guidance purposes only, and are not to be considered as a complete training package for centres to follow.

Opportunities for integrated delivery of the Core Skills and knowledge developed in other Units may be possible within the practical activities in this Unit.

The introductory training for this Unit should take place in a separate training area independent of the productive work environment and using dedicated equipment and resources. This should cover theoretical and practical principles before any practical application of knowledge is carried out by candidates.

Delivery of this Unit will be focussed on enabling candidates to develop the knowledge required for complying with health and safety requirements before they are given the opportunity to do so within the workplace environment. Candidates should learn and be encouraged to communicate the theories and principles behind good safe working techniques. Delivery of this Unit should also ensure candidates learn about using the correct terminology and understanding the correct tools, equipment and materials to be used for specified systems, before any practical work takes place. Emphasis will also be placed on the importance of candidates accurately understanding and interpreting the information provided within work specifications and drawings.

During delivery of the practical components of this Unit, candidates should understand the importance of ensuring good visibility at all times when operating tools and machinery.

National Unit specification: support notes (cont)

Unit title: Workplace Health, Safety and Welfare (SCQF level 5)

E-learning approaches may be appropriate to help tailor delivery to suit the individual needs or learning styles of candidates. This might include, for example, encouraging learners to use electronic resources to conduct research into a specific knowledge area.”

Guidance on approaches to assessment for this Unit

Centres may use the method of assessment which they consider to be most appropriate but are encouraged to use the Training Assessment Programme (TAP) developed centrally by SQA. It is expected that candidates will have to demonstrate current knowledge and understanding of safe working practice and risk assessment methods, etc prior to being set the assessment tasks.

Knowledge and understanding of the processes involved in workplace health, safety and welfare should be assessed before any practical assignments are carried out by candidates.

Practical assignments should be carried out under supervised conditions and recorded in an assessor observation/operational checklist. Assessments should confirm that a candidate has the ability to demonstrate workplace health, safety and welfare using designated machinery or equipment correctly and safely, whilst adhering to current statutory Health and Safety regulations and legislation.

Adherence to current statutory working regulations and Health and Safety procedures will be observed during the practical exercise carried out by the candidate towards all Outcomes.

Detailed assessment material for this Unit will be found in the relevant Training and Assessment Programme (TAP). Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been prior verified.

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 social software. 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)*.

National Unit specification: support notes (cont)

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Opportunities for developing Core Skills

Candidates will apply the Core Skill of *Problem Solving* (SCQF 3) when thinking critically about health and safety considerations, and associated risks to be found in the workplace. This will also involve interpreting work instructions, identifying changing hazards and responding in an appropriate manner.

The opportunity to acquire the Core Skill *Working with Others* (SCQF level 3) will be provided as candidates ensure the safety of others as they comply with codes of practice and working regulations. Throughout this Unit, candidates will be expected to develop the Core Skill of *Communication* (SCQF level 3) within the work environment, for example to inform others of any safety considerations, and taking part in discussions to identify safe systems of work. In addition, assessment processes may provide candidates with the opportunity to develop their written communication skills.

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

History of changes to Unit

Version	Description of change	Date

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