

National Unit Specification: General Information

UNIT	Health and Safety in the Provision of Sporting Activities (Higher)
NUMBER	D680 12
COURSE	This is a freestanding unit that may be used as part of a Scottish Group Award or be associated with other programmes of study in schools, colleges of further education or other centres.

SUMMARY

This unit is intended for the candidate working in, or interested in working in the sport and recreation industry. On its completion the candidate will have developed an understanding of the legislation and its implementation to ensure safe customer participation.

OUTCOMES

- 1 Outline the action required to prevent accidents in the provision of sport and physical recreation;
- 2 Apply correct reporting and recording of accidents.
- 3 Demonstrate emergency procedures and respond to injuries and signs of illness.
- 4 Summarise the factors which contribute to security, safety and comfort of customers.
- 5 Outline personnel issues relating to maintaining a secure and safe environment for customers.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would find it advantageous to have completed D683 11 Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2).

CREDIT VALUE

1 credit at Higher.

Administrative Information

Superclass:	MA
Publication date:	December 1998
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Version:	01

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Additional copies of this specification can be purchased from the Scottish Qualifications Authority. The cost is £2.50.

CORE SKILLS

Information on the automatic certification of any core skills in this unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, 1999).

National unit specification: statement of standards

UNIT Health and Safety in the Provision of Sporting Activities (Higher)

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

Outline the action required to prevent accidents in the provision of sport and physical recreation.

Performance Criteria

- a) Outline the responsibilities of the employer and employee in relation to the Health and Safety at Work Act.
- b) The application of rules in the prevention of accidents is accurate according to health and safety guidelines.
- c) Potential hazards are clearly identified.
- d) Action required in handling potential hazards is correct.

Note on range for the outcome

Health and safety guidelines: current health and safety legislation covering facilities; current guidelines from competent national organisations; manufacturer's guidelines for the use and maintenance of facilities and equipment; organisation's health and safety policy.

Potential hazards: situations or practices contravening current health and safety legislation; guidelines from competent national organisations; manufacturer's guidelines for the use and maintenance of facilities and equipment.

Prevention of accidents: routine health and safety checks; identification of technical failure or positioning of equipment; identification of medical conditions likely to endanger self or others; procedures relating to risk assessment.

Evidence Requirements

Performance evidence of the application of rules in the prevention of accidents to required specification.

Oral or written identification of potential hazards.

Oral or written explanation of action required in handling potential hazards.

National unit specification: statement of standards (cont)

UNIT Health and Safety in the Provision of Sporting Activities (Higher)

OUTCOME 2

Apply correct reporting and recording of accidents.

Performance Criteria

- a) The processes for reporting accidents within an organisation are correctly identified.
- b) The statutory procedures for reporting accidents to external agencies are accurately applied.
- c) The mechanisms for recording accidents are correctly followed.

Note on range for the outcome

Processes: notify immediately responsible person; notify emergency services; notify other levels of authority indicated by procedures.

Recording of accidents: facility accident/incident report form; Form 2508 (HMSO) report of an injury or dangerous occurrence.

Evidence Requirements

Oral or written identification of mechanisms for reporting accidents within an organisation.

Performance evidence of the application of statutory precautions for reporting accidents to external agencies.

Oral or written evidence of mechanisms for recording accidents.

OUTCOME 3

Demonstrate emergency procedures and respond to injuries and signs of illness.

Performance Criteria

- a) Action at an emergency is prompt and correct.
- b) Procedures used conform to written safety operating standards and other legal requirements.
- c) Evaluation of the need for qualified assistance is accurate.

Note on range for the outcome

Emergency situations: bomb alerts; fire emergencies requiring the protection and safe evacuation of customers/clients and staff; injuries; illness.

Injuries: minor injuries for on site treatment; major requiring qualified medical attention.

Illnesses: minor complaints; serious complaints requiring qualified medical attention.

Qualified assistance: facility first aider; emergency services; doctor.

National unit specification: statement of standards (cont)

UNIT Health and Safety in the Provision of Sporting Activities (Higher)

Evidence Requirements

Performance evidence of prompt and appropriate action at an emergency complying with required safety standards.

OUTCOME 4

Summarise the factors which contribute to security, safety and comfort of customers.

Performance Criteria

- a) The security risks of the premises are correctly identified.
- b) The required levels of heating, lighting and ventilation are correctly outlined for given areas.
- c) Required standards of customer control are identified.
- d) Opportunities for the enhancement of customer satisfaction are correctly identified.

Note on range for the outcome

Areas: indoors; outdoors; public areas; changing rooms; showers; activity areas.

Security risks: unlocked doors and windows; unsecured valuables; unlocked storage areas; disorderly conduct; checks on suspicious bags/packages; missing or damaged equipment and property; incidents reported regarding theft; staff or customers misconduct; loss of items; damage.

Customer control: threatening or unruly behaviour, drunkenness; damage to property; trespassing; unsafe behaviour; suspicious behaviour.

Customers: individuals; groups.

Enhancement of customer satisfaction: clear, polite information giving regarding facility or activity; opportunity to assist customer; firm but polite approach to confirming approved user guidelines.

Evidence Requirements

Oral or written evidence of knowledge of factors specified above.

OUTCOME 5

Outline personnel issues relating to maintaining a secure and safe environment for customers.

Performance Criteria

- a) Staff training requirements are outlined in relation to security and safety issues.
- b) The importance of appropriate staff induction is clearly explained.
- c) The process of staff induction is correctly outlined.

National unit specification: statement of standards (cont)

UNIT Health and Safety in the Provision of Sporting Activities (Higher)

Note on range for the outcome

Training: seminars; workshops; shadowing; training courses.

Requirements: health and safety legislation; approved codes of practice.

Induction: details and explanation of codes of practice; performance standards.

Process: reading and learning codes of practice; demonstration of procedures; indication of induction completion through signed statement by candidate.

Evidence Requirements

Oral or written explanation of training requirements related to security and safety issues.

Oral or written explanation of the importance and process of staff induction.

National unit specification: support notes

UNIT Health and Safety in the Provision of Sporting Activities (Higher)

This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

GUIDANCE ON CONTENT AND CONTEXT

The candidate successfully completing this unit will require underpinning knowledge and skills relating to the Health and Safety at Work Act. Knowledge of elementary preventative and remedial procedures in emergency situations and the process of reporting any accident situations is important.

This unit would be offered to candidates in the leisure industry and in particular those in the physical recreation sector. The normal place of work would be a sports centre or leisure complex or similar facility.

The unit deals with the legislation and its application/implementation within physical recreation. It should be delivered as part of a structured programme of training and orientated to the context of the candidate's work and responsibility within physical recreation.

GUIDANCE ON TEACHING AND LEARNING APPROACHES

Wherever possible candidates should be encouraged to relate the outcomes in this unit to other modules being undertaken or to their own work experience. Where possible delivery methods should relate to practical situations allowing students to participate in problem solving situations.

Performance may be through realistic simulation carried out competently. This is particularly relevant when participating in simulated emergency situations with ill or injured participants.

GUIDANCE ON APPROACHES TO ASSESSMENT

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements* (SQA, 1998).