

## National Unit Specification: General Information

<b>UNIT</b>	Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)
<b>NUMBER</b>	D683 11
<b>COURSE</b>	This is a free standing 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 designed for the candidate working in, or intending to work in, the sport and recreation industry. On its completion, the candidate, will have a general awareness of the requirements to be met by employers and employees and of the actions to be taken to ensure the health, safety and welfare of themselves, other employees, visitors, contractors and clients.

### OUTCOMES

- 1 Outline the basic principles of health and safety within the sporting environment.
- 2 Outline the correct response to emergency procedures and in dealing with injuries and signs of illness.
- 3 Outline the correct reporting and recording procedures for accidents and incidents.
- 4 Summarise the factors which contribute to security, safety and comfort in relation to the sporting provision.

### RECOMMENDED ENTRY

Access to this unit is at the discretion of the centre.

### CREDIT VALUE

1 credit at Intermediate 2.

---

## Administrative Information

<b>Superclass:</b>	MA
<b>Publication date:</b>	December 1998
<b>Source:</b>	Scottish Qualifications Authority
<b>Version:</b>	01

© Scottish Qualifications Authority 1999

This publication may be reproduced in whole or in part for education purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

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: An Introduction (Intermediate 2)

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 basic principles of health and safety within the sporting environment.

#### **Performance Criteria**

- a) Employer and employee responsibilities in relation to current legislation are correctly outlined.
- b) Basic principles for a healthy and safe working environment are accurately outlined.
- c) Potential hazards are identified correctly.
- d) The processes involved in carrying out a risk assessment are accurately outlined.

#### **Evidence Requirements**

Oral and/or written evidence of the identification of the responsibilities of employers and employees in relation to current legislation.

Oral and/or written evidence of the identification of the basic principles to be complied with in order to cover the main aspects of health and safety at work.

Practical, oral and/or written evidence of the explanation of basic processes used in hazard identification.

Practical/oral and/or written evidence of the explanation of the processes involved in carrying out a risk assessment.

### **OUTCOME 2**

Outline the correct response to emergency procedures and in dealing with injuries and signs of illness.

#### **Performance Criteria**

- a) Action to be taken in an emergency situation is accurately outlined in accordance with the organisation's emergency action plan.
- b) Procedures for conforming to safe operating standards with regard to illness and injury are accurately outlined in accordance with the organisation's normal operating procedures.
- c) The need for qualified assistance is outlined correctly for a selection of emergency situations.

## **National unit specification: statement of standards (cont)**

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

### **Evidence Requirements**

Written and/or oral evidence of the candidate's knowledge of the procedures for prompt and accurate action in three emergency situations which complies with required safety standards. The action is pertinent to the emergency situation and will include the appropriate identification of qualified assistance.

### **OUTCOME 3**

Outline the correct reporting and recording procedures for accidents and incidents.

### **Performance Criteria**

- a) The process for reporting accidents and incidents within an organisation is correctly identified.
- b) The statutory procedures for reporting accidents and incidents to external agencies are accurately outlined.
- c) The mechanism for recording accidents and incidents are correctly followed.

### **Evidence Requirements**

Written and/or oral evidence that the candidate can outline the correct organisational procedures for reporting an accident and/or incident.

Practical/written and/or oral evidence that the candidate can complete the appropriate forms for informing outside agencies.

Where evidence from real situations is not available, evidence may be accepted in the form of case studies, simulations or role plays.

### **OUTCOME 4**

Summarise the factors which contribute to security, safety and comfort in relation to the sporting provision.

### **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) The required standards for the control of personnel are correctly identified.

## **National unit specification: statement of standards (cont)**

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

### **Evidence Requirements**

Written and/or oral evidence that the candidate can identify the security risks associated with the sporting provision.

Written and/or oral evidence that the candidate can outline required levels of heating, lighting and ventilation for given areas.

Written and/or oral evidence that the candidate can identify the required standards for the control of personnel.

## National unit specification: support notes

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

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

In general the candidate successfully completing this unit will acquire the knowledge and skills relating to the Health and Safety at Work etc. Act, 1974 or subsequent legislation, elementary preventative and remedial procedures in emergency situations and the process for reporting any accident or incident.

This knowledge should be applicable to various and diverse sectors of sporting activities, ie. indoor, outdoor, dry, wet, cold, hot, physically demanding, aerobic, anaerobic activities.

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

### Outcome 1

It is expected that to ensure the correct depth of knowledge for this outcome the candidate should have a basic understanding of sections 2-9 of the Health and Safety at Work etc. Act, 1974 and that the general principles (as set out in the Framework Directive 89/391/EEC and its appropriate supporting UK legislation or subsequent legislation) as follows:

- a) avoid risks;
- b) evaluate the risks which cannot be avoided;
- c) combat these risks at source;
- d) adapt the work to the individual (ergonomics) especially as regards the design of workplaces and the organisation of working and production methods;
- e) keep abreast of technological progress whilst implementing the above objectives;
- f) in general replace the dangerous by the non-dangerous or less dangerous;
- g) develop a coherent overall prevention policy which covers production, organisation of work, working conditions, and dialogue between management and workers;
- h) give collective protective measures priority, and only resort to individual protective measures if the situation renders any other choice impossible;
- i) give appropriate instructions to workers to ensure that they have adequate information for the protection of their health, safety and welfare;
  - only workers who have received adequate instructions may have access to areas where there are serious and specific dangers;
- j) check, or have a third party check, that the measures are actually implemented.

## National unit specification: support notes (cont)

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

Accident investigation techniques should be explored and methods of gathering information about potentially hazardous situations likely to be found within the sport and recreational environment should be examined. This should cover the systematic gathering of information through for example workplace audits, safety inspections, tours and sampling and also to include the mechanisms for consultation with employees.

### Outcome 2

To ensure an understanding of the requirements of this section the candidate could be observed in a simulated emergency situation. The observer should record the actions of the candidate in carrying out the correct procedures and seeking the appropriate assistance for the given situation. The types of emergency situation could include bomb alerts, fires or gas leaks, which require the safe evacuation of personnel. The outcome should also include the correct response to an illness (ie. stroke, heart attack, epileptic seizure, etc.) and injury (ie. minor, and major) plus summoning of the appropriate emergency personnel.

### Outcome 3

This outcome may be assessed in conjunction with outcome 2. The candidate should follow the correct recording and reporting procedures and protocols for accidents and incidents to the appropriate authorities (both internal and external ie Health and Safety Executive). This could include the internal and external emergency phone numbers, completion of the accident book and appropriate HSE forms F2508, F2508(a) and F2508(g). Reference should be made to the statutory signs and notices legislation for the correct telephone number to call in the event of a reportable accident or incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 or subsequent legislation.

### Outcome 4

The candidate should be aware of the potential security risks of unlocked doors and windows, changing rooms, showers, unsecured valuables, vandalism, theft, etc. A basic knowledge of how to act appropriately and take measures to control disorderly conduct, drunkenness, violence to staff, and unsafe and suspicious behaviour is important as is the understanding of knowing when and how to seek assistance.

## **National unit specification: support notes (cont)**

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

### **GUIDANCE ON TEACHING AND LEARNING APPROACHES**

This unit should be as interactive as possible. Candidates should be encouraged to actively participate in their learning which results in the teacher/tutor becoming a facilitator of the learning environment. Group work is to be encouraged as are individual assignments in the study of the material. The formation of the assessments to the outcomes should allow candidates to demonstrate their understanding of the application of the learning to the sport and physical recreation industry.

This unit is best covered using actual industrial instances and case studies to identify system failures and breaches of legislation. Role play and simulation of accidents and incidents can be helpful when access to a workplace is difficult or when the actions of the candidate may expose themselves or others to unnecessary risks. Industrial visits and the use of videos would enhance candidates' understanding of particular hazards especially in the control of emergencies. Group work and discussion should be encouraged and candidates should, as far as possible, utilise their own experiences in developing an understanding of the topics covered in this unit.

It is recommended that support materials be obtained from as many sources as possible and to include guidance notes and leaflets from the Health and Safety Executive.

### **GUIDANCE ON APPROACHES TO ASSESSMENT**

These are given as guidance only. Tutors/lecturers should be aware that legislation may change and adapt assessments accordingly.

#### Outcome 1

For performance criterion (a) - given a list of the duties found in sections 2-9 of Health and Safety at Work etc. Act, 1974 the candidate should provide short answer explanations of those duties using sporting activity examples to illustrate his/her answer.

For performance criterion (b) – the candidate should outline the general principles identified within the “Framework” Directive 89/391/EEC and a short explanation of the scope of the individual UK compliance legislation.

For performance criterion (c) – using short answers the candidate should explain each of the following elementary workplace hazard identification methods: - audits, inspections, tours and samples.

Performance criteria (a), (b) and (c) should be completed as a closed book assessment.

## National unit specification: support notes (cont)

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

For performance criterion 1 (d) - The candidate should be provided with a recognised pro forma and guidance notes for the completion of a risk assessment. If an in-house pro forma does not exist then the standard risk assessment pro forma available from the Health and Safety Executive should be provided. The candidate should select three sporting activities and carry out a risk assessment by identifying the hazards and appropriate controls associated with them. To ensure a variety the candidate should choose three different activities from the following selection: indoor activity – individual and/or team; outdoor activity – individual and/or team; wet activity – individual and/or team; dry activity – individual and/or team; anaerobic and/or aerobic activities.

### Outcome 2

The candidate could be questioned about how to act promptly and correctly, given three distinct emergency situations, one from each of the following selections:

- i) fire or gas leak or bomb alert;
- ii) major physical injury or heart attack or stroke or electrocution;
- iii) manual handling injury or minor physical injury or asthma attack or epileptic seizure.

### Outcome 3

This may be achieved in conjunction with outcome 2. The correct reporting of a minimum of three accidents/incidents with at least one in the minor injury category and this should include an employee who is injured at work yet is not absent from work but are unable to resume normal duties for one month.

Evidence of achievement in this outcome can be provided orally and/or in written format on the identification of the procedures for reporting accidents and incidents within an organisation (for performance criterion (a)).

Performance evidence from real situations or simulations or role plays of the application of statutory procedures for reporting accidents and incidents to external agencies would be preferable but where this is not possible written and/or oral evidence would be acceptable. This may be in the form of case studies of real or made-up incidents.

## National unit specification: support notes (cont)

**UNIT** Health and Safety in the Provision of Sporting Activities: An Introduction (Intermediate 2)

Oral and/or written evidence of the mechanisms for recording accidents and incidents.

Outcome 4

Performance criterion (a) - the candidate should identify three typical security risks associated with their working environment and explain the controls required to minimise the risk. This should be a closed book assessment.

Performance criterion (b) – the candidate should show an understanding of the Health and Safety (Workplace) Regulations 1992 or subsequent legislation, with regards to the environmental working conditions but must also show an understanding of the comfort considerations with respect to the activities being carried out. This is a closed book assessment.

Performance criterion (c) – the candidate should show a knowledge of the organisation's violence policy and an understanding of the interpersonal skills required to deal with unacceptable behaviour from customers/clients.

### **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).