



Regulated Qualifications Unit and Assessment Specification

Unit title	Promote and Maintain Health, Safety and Security in a Port
Regulator unit code	F/507/1721
SQA unit code	H9FN 57
SSC ref	PSSSPO 107.3

History of changes

Publication date: July 2015

Version: 02 (December 2017)

Version number	Date	Description	Authorised by
02	December 2017	Unit specification updated to reflect Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Promote and Maintain Health, Safety and Security in a Port	
Level	3	
Credit value	5	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Understand the relevant legislation, guidance and organisation requirements for promoting health, safety and security.	1.1	Summarise the legal responsibilities for maintaining own and others' health and safety in the workplace and to whom matters are referred.
	1.2	Explain the requirements placed upon individuals and their organisation by current legislation, relevant to health, safety and security.
	1.3	Identify the current industry guidance and organisational policies, procedures and working practices relevant to health, safety and security.
	1.4	Outline the organisation's accident and emergency procedures including the roles and responsibilities of individual in own area of operations.
	1.5	Explain the types and causes of accidents within ports and the required records.
	1.6	Explain the principle types of health, safety and security risks within ports.
	1.7	Outline what would constitute a breach of health, safety and security regulations.
	1.8	Describe the procedures required in maintaining health, safety and security when boarding a vessel alongside.
	1.9	Outline the circumstances when it is appropriate to challenge individuals to justify their presence with the port.

Learning outcomes The learner will:	Assessment criteria The learner can:
2 Understand the promotion and maintenance of health, safety and security.	2.1 State own limits of responsibility relating to promoting and maintaining health, safety and security in ports. 2.2 Summarise the roles and responsibilities of others involved in promoting and maintaining health, safety and security in ports. 2.3 Explain the type of information needed on promoting and maintaining health, safety and security by others in own area of operations. 2.4 Explain why it is important to gain an appreciation of the Level of understanding of health, safety and security within the workplace. 2.5 Describe the procedures for communicating with those involved in the promotion of health, safety and security. 2.6 Explain why it is important to review how health, safety and security is promoted to identify areas for improvement. 2.7 Explain how to monitor and assess the Level of understanding of workplace health, safety and security. 2.8 Explain the sources of and how to interpret health, safety and security information relevant to own area of operations, <i>including risk assessments, incidents and complaints</i> . 2.9 Explain the measures for checking different types of health, safety and security procedures and the circumstances for reviewing these.

Learning outcomes The learner will:	Assessment criteria The learner can:
	<p>2.10 Explain the importance of keeping people informed of their involvement in maintaining health, safety and security.</p> <p>2.11 Explain how to prepare and write policies and procedures and the circumstances for reviewing these including routine and post incident.</p>
<p>3 Be able to promote and maintain health, safety and security.</p>	<p>3.1 Promote a safe working culture through own behaviour and supervision of others.</p> <p>3.2 Confirm information is up to date and sets out the benefits of supporting health, safety and security procedures and is accessible to the appropriate people.</p> <p>3.3 Check that team members understand the importance of health, safety and security, and their statutory responsibilities.</p> <p>3.4 Provide opportunities for regular communications on health, safety and security issues.</p> <p>3.5 Identify and address any concerns regarding health, safety and security procedures.</p> <p>3.6 Recognise and share good practice in maintaining health, safety and security.</p> <p>3.7 Review how health, safety and security is promoted, identifying opportunities for improvement.</p>

Learning outcomes	Assessment criteria
The learner will:	The learner can:
	<p data-bbox="799 329 1390 459">3.8 Develop plans to promote health, safety and security, including performance measures, review dates and resources.</p> <p data-bbox="799 499 1390 600">3.9 Monitor the effectiveness of health, safety and security plans against past and present performance.</p> <p data-bbox="799 633 1390 701">3.10 Prioritise work to make the best use of time and resources.</p>

Additional information about the unit
Unit purpose and aim(s)
<p>This unit provides the skills and knowledge required to undertake health and safety inspections within a port environment. It covers identification of hazards and risks, agreeing a plan to implement any non-compliance and monitoring this to ensure it is undertaken.</p> <p>The assessment route is recommended for those within the port environment who are involved in health and safety inspections.</p>
Unit start date
1 July 2015
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
This unit is based on NOS unit PSSSPO 107 Take action to reduce risks to health, safety and security within a port environment developed by Port Skills and Safety.
Details of the relationship between the unit and other standards or curricula (if appropriate)
Not applicable
Assessment requirements specified by a sector or regulatory body (if appropriate)
Unit to be assessed in accordance with the Port Skills Safety (PPS) Assessment Strategy 'Port Operations and Supervision of Port and Maritime Operations'.
Endorsement of the unit by a sector or other appropriate body (if required)
Not applicable
Location of the unit within the subject/sector classification system
4.3 Transportation Operations and Maintenance
Name of the organisation submitting the unit
Port Skills and Safety
Guided learning hours
40

Regulated qualifications assessment specification

Assessment (evidence) requirements

Assessment should be in the workplace as much as possible.

Your responsibilities will require you to comply with organisational policy and procedures and to report any problems with the activities that you cannot personally resolve, or are outside your permitted authority, to the relevant people.

You will be expected to work with supervision and/or as a member of a team. You will take personal responsibility for your own actions and for the quality and accuracy of the work that you carry out. Where team working is involved, you must demonstrate a significant personal contribution during the team activities in order to satisfy the requirements of the standard and competence in all the areas required by the standard which must be demonstrated.

Your underpinning knowledge will be sufficient to provide a sound basis for your work and will provide an informed approach to applying the appropriate operational techniques and procedures. You will have an understanding of the basic knowledge behind the equipment being used and its application and in adequate depth to provide a sound basis for carrying out the activities to the required specification.

You will understand the safety precautions required when carrying out the activities. You will be required to demonstrate safe working practices throughout and will understand your responsibility for taking the necessary safeguards to protect yourself and others in the workplace.

The following evidence is required to demonstrate that learners have the appropriate level of knowledge to undertake Promote and Maintain Health Safety and Security in a Port. All learning outcomes and assessment criteria must be achieved.

Written and/or recorded oral evidence produced either on or off-the-job is required for the following:

Learning Outcomes 1 and 2

Performance evidence in the workplace or in an appropriate simulated environment is required for the following:

Learning Outcome 3

This could be achieved through the observation of learners undertaking practical exercises.

Guidance on assessment

Performance evidence can be generated using practical exercises in a simulated environment.

Short answer written questions and/or oral interview could be used for the other learning outcomes and assessment criteria.