



Unit F2L2 04 (733)

Develop Health, Safety and Environmental Management Systems in Food Manufacture

Unit Summary

This Unit is about developing systems and procedures for health, safety and environmental systems within your organisation. You will need to work in line with current legislation and organisational policies, present recommendations using internal and external information. You will need to encourage and recognise contributions by other members of staff; recognise and report conflicts between the organisational and statutory requirements.

You will contribute to the developing and maintaining of procedures for monitoring compliance; provide updates of changes in legislation and procedures and develop policies for reporting and recording hazards, incidents and accidents.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to		Evidence Requirements	Evidence/ Activity Ref No.
1	<p>Review existing working practice and procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Review existing procedures and practices. (b) Amend and/or create new working procedures and practices, incorporating best practice, in line with company policy. (c) Agree with others the development of procedures and practices. 	<p>Evidence of reviewing working practice and procedures in accordance with workplace procedures.</p>	
2	<p>Agree working practice and procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Seek agreement of best practice with clear procedures, lines of communication, responsibilities and reporting. (b) Develop procedures for monitoring compliance with systems and relevant legal requirements. (c) Develop organisational systems for reporting and recording hazards, incidents and accidents. 	<p>Evidence of agreeing working practice and procedures in accordance with workplace procedures.</p>	
3	<p>Allocate responsibilities</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Look at existing experience and knowledge. (b) Discuss responsibilities with potential individuals. (c) Write and instigate job specifications or job roles and responsibilities. (d) Allocate responsibilities. 	<p>Evidence of allocating responsibilities in accordance with workplace procedures.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

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Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	The principles of current legislation for health, safety and the environment.	
K2	The relevant statutory body requirements.	
K3	The enforcement structure of regulatory bodies.	
K4	How to communicate effectively with the relevant people.	
K5	How to give due recognition to ideas and views.	
K6	How to make presentations.	
K7	How to develop and maintain procedures.	
K8	How to analyse, review and validate internal and external information.	
K9	The importance of compliance with systems and legislation and the possible consequences of non-compliance.	
K10	System requirements to monitor and maintain a healthy and safe environment.	
K11	The tangible and intangible benefits of healthy and safe working arrangements to the organisation and its external environment.	
K12	The principles of organisational policies and systems.	
K13	The organisational procedures for health, safety and environmental systems of work, emergencies, environmental issues and health screening.	
K14	The organisational procedures for the prevention, investigation and reporting of incidents and accidents.	
K15	How to report and record to best effect.	
K16	The importance of compliance with systems and legislation and the possible consequences of non-compliance.	
K17	System requirements to monitor and maintain a healthy and safe environment.	
K18	The implications of current health, safety and environmental legislation on the business and the work undertaken by the individual.	
K19	How to ensure compliance with current statutory requirements.	
K20	How to carry out a risk assessment.	

Notes/Comments

Assessor signature: _____ **Date:** _____