

## National Unit Specification

### General information

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

**Unit code:** J1NN 45

**Superclass:** NA

**Publication date:** May 2019

**Source:** Scottish Qualifications Authority

**Version:** 02

### Unit purpose

This unit is designed to introduce learners to health and safety in the hospitality industry and the regulations that hospitality businesses must comply with.

It covers identifying and minimising workplace hazards, as well as the procedures that should be followed if an accident or injury occurs.

Learners will also find out how to carry out a risk assessment using the Health and Safety Executive's (HSE) five steps to risk assessment approach.

This unit is mandatory in the National Certificates (NCs) in Professional Cookery at SCQF levels 5 and 6 and the NC in Hospitality Operations at SCQF level 5. It can also be delivered as a standalone unit.

### Outcomes

On successful completion of the unit the learner will be able to:

- 1 Outline health and safety requirements in the hospitality industry.
- 2 Identify common types of health and safety hazard found in a hospitality workplace and outline the requirements for reporting these.
- 3 Describe how to minimise the risk of workplace hazards.
- 4 Carry out a risk assessment in a hospitality workplace.

### Credit points and level

1 National Unit credit at SCQF level 5 (6 SCQF credit points at SCQF level 5)

## **National Unit specification: General information (cont)**

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

### **Recommended entry to the unit**

At the discretion of the centre.

### **Core Skills**

Achievement of this Unit gives automatic certification of the following Core Skills component:

Core Skill component                      Critical Thinking at SCQF level 4

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

### **Context for delivery**

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

This unit will introduce the learner to health and safety regulations in the hospitality industry, identifying and minimising workplace hazards, and the procedures that should be followed in the event of an emergency, accident or incident.

The Assessment Support Pack (ASP) for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

### **Equality and inclusion**

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **National Unit Specification: Statement of standards**

**Unit title:** Health and Safety in Hospitality (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**

Outline health and safety requirements in the hospitality industry.

#### **Performance criteria**

- (a) State the purpose of the Health and Safety at Work Act
- (b) State the purpose of COSHH<sup>1</sup> regulations
- (c) Identify the role and powers of enforcement officers
- (d) Outline the penalties for non-compliance with both health and safety and COSHH regulations

### **Outcome 2**

Identify common types of health and safety hazard found in a hospitality workplace and outline the requirements for reporting these.

#### **Performance criteria**

- (a) Identify common hazards that may be found in a hospitality workplace
- (b) Identify common accidents and injuries that could happen in a hospitality workplace
- (c) Outline the requirements for reporting different types of accident and injury

### **Outcome 3**

Describe how to minimise the risk of workplace hazards.

#### **Performance criteria**

- (a) Describe how to minimise the risk of common types of hospitality workplace hazards
- (b) Describe how to minimise the effect of common hospitality industry accidents and incidents

### **Outcome 4**

Carry out a risk assessment in a hospitality workplace.

#### **Performance criteria**

- (a) Carry out a risk assessment on a process, task or item of equipment in a hospitality workplace, using the HSE's five step plan

---

<sup>1</sup> Control of Substances Hazardous to Health (COSHH)

## National Unit specification: Statement of standards (cont)

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

### Evidence requirements for this unit

Evidence is required to demonstrate that learners have achieved all outcomes and performance criteria.

#### Outcome 1 — Written/oral evidence

Learners are required to demonstrate that they can:

- ◆ State the purpose of the Health and Safety at Work Act
- ◆ State the purpose of the COSHH regulations
- ◆ Identify the role and powers of enforcement officers
- ◆ Outline the possible penalties for non-compliance with both the Health and Safety at Work Act and the COSHH regulations

#### Outcomes 2 and 3 — Written/oral evidence

Learners are required to demonstrate that they can:

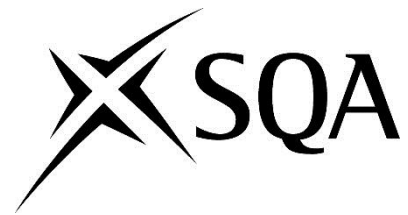
- ◆ Identify common hazards that may be found in a hospitality workplace
- ◆ Identify common accidents and injuries that could happen in a hospitality workplace
- ◆ Outline the requirements for reporting different types of accident and injury, including near miss events
- ◆ Describe how to minimise the risk of common types of hospitality workplace hazards
- ◆ Describe how to minimise the effect of common hospitality industry accidents and injuries

#### Outcome 4 — Written/oral evidence

Learners are required to demonstrate that they can:

- ◆ Carry out a simple risk assessment on an appropriate process, task or item of equipment in a hospitality workplace
- ◆ Follow the HSE's five steps to risk assessment
- ◆ Use an appropriate format for the risk assessment

***NB: The risk assessment should be based on a real/realistic working environment in the hospitality industry.***



## National Unit Support Notes

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

Unit support notes are offered as guidance and 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

Learners should develop an understanding of the Health and Safety at Work Act and the COSHH regulations as they apply to the hospitality industry. They should have an appreciation of the potential social and financial consequences associated with non-compliance, including:

- ◆ Loss of production and sales
- ◆ Fines
- ◆ Loss of earnings
- ◆ Illness, suffering, reduced quality of life, disability and death

The role of the enforcement officers should also be highlighted and could include:

- ◆ Right to entry
- ◆ Carry out inspections and investigations
- ◆ Provide advice and guidance
- ◆ Seize or destroy dangerous items
- ◆ Issue notices

Learners must be made aware of the common causes of accidents, incidents and injuries in the hospitality industry, such as:

- ◆ Slips, trips and falls
- ◆ Cuts, burns/scalds
- ◆ Manual handling
- ◆ Use of equipment or machinery
- ◆ Electrical
- ◆ Fire
- ◆ Harmful substances

In each case the general means of prevention should be discussed. The causes of workplace related illness could include:

- ◆ Noise
- ◆ Repetitive strain
- ◆ Stress
- ◆ Display screens
- ◆ Exposure to harmful substances

## **National Unit Support Notes (cont)**

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

Learners must be aware in general terms of the need for risk assessment and be able to complete a simple, appropriate risk assessment using the HSE five step plan.

The following websites may be of assistance in delivery of this unit:

<http://www.hse.gov.uk/pubns/indg163.pdf>

<https://www.rospa.com/rospaweb/docs/campaigns-fundraising/hse-five-steps-to-risk-assessment.pdf>

### **Guidance on approaches to delivery of this unit**

This unit will be introducing new concepts and language to the learners. It needs to be delivered by hospitality specialist, and in a hospitality context.

Delivery should concentrate on dealing with issues faced by businesses in the hospitality industry, not as a theory-based topic.

The focus of this unit should be on the daily operation of hospitality businesses to give due regard to health and safety, to ensure the health and safety of customers and staff, and the individuals' responsibilities to comply with the law, and not on the management of health and safety.

The reality of how daily work in the hospitality industry is impacted by health and safety legislation could be brought to life by talks from industry representatives and visits to hospitality organisations.

When working in the various practical elements of a hospitality course there should be continual awareness and reinforcement of the responsibility of every employee to comply with health and safety requirements.

Discussions based on case studies; perhaps taken from the experiences of the learners' in work placements, part time employment, or as customers could be a valuable teaching approach. Real life examples of the experiences of the lecturer from working in the hospitality industry will also form a valuable part of delivery.

It is important to integrate the learning from this unit into other units that cover practical nature of the industry.

### **Guidance on approaches to assessment of this unit**

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

## National Unit Support Notes (cont)

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

Written/oral evidence is required to demonstrate knowledge and understanding of the health and safety requirements that all employers and employees in the hospitality industry must comply with.

Outcome 1 could be assessed using multiple choice, or short answer questions.

Outcomes 2 and 3 could be assessed together, or separately using multiple choice, short answer questions, and/or questions based a case study/case studies.

A single instrument of assessment could be used for Outcomes 1, 2 and 3; however, to make assessment more manageable for learners it is recommended that assessment is broken down to two tasks – one for Outcome 1 and one for Outcomes 2 and 3

The use of online assessment is suitable for Outcomes 1, 2 and 3.

Outcome 4 requires the completion of a risk assessment. This could be based on a case study or a real/realistic working environment, such as the training kitchens, training restaurant, work placement, etc.

The risk assessment should be developed using a standard template — learners are not expected to begin with a blank sheet of paper. Learners should however demonstrate a clear understanding of hazards in the hospitality industry and suitable control measures available.

This assessment should be open-book and could be completed using appropriate ICT.

### Opportunities for 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 learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

#### ***Information and Communication Technology: Accessing Information at SCQF level 4***

Learners are likely to use the internet to investigate health and safety in the hospitality industry, in particular the requirements of the Health and Safety at Work Act and the COSHH regulations and the measures that businesses can take to ensure compliance. In doing so, they will be demonstrating the Core Skill component of Accessing Information level 4.

## National Unit Support Notes (cont)

**Unit title:** Health and Safety in Hospitality (SCQF level 5)

### ***Information and Communication Technology: Providing/Creating Information at SCQF level 4***

For Outcomes 4, learners are likely to use ICT independently and effectively to carry out a risk assessment — this involves completion a template to record the findings of the risk assessment. In doing so, they will be demonstrating the Core Skill component of Providing and Creating Information level 4.

### ***Problem Solving: Critical Thinking at SCQF level 5***

For Outcomes 1, 2 and 3, learners are required to investigate health and safety in the hospitality industry, in particular the requirements of the Health and Safety at Work Act and the COSHH regulations. They will also identify common hazards found in hospitality workplaces and describe measures that can be used to minimise these.

For Outcome 4 learners are required to carry out a risk assessment in a hospitality environment, using the HSE's five step plan — this involves:

- ◆ Identifying the hazard
- ◆ Deciding who might be harmed and how
- ◆ Evaluating the risks and decide on precautions
- ◆ Recording the findings and implementing them
- ◆ Reviewing your risk assessment and updating if necessary

In doing these tasks learners will be demonstrating the Core Skill component of Critical Thinking at SCQF level 5.

### ***Problem Solving: Planning and Organising at SCQF level 5***

When carrying out the risk assessment task for Outcome 4, learners will need to familiarise themselves with the HSE's 5 step plan and adapt it to their situation, identify the item/area to be assessed and carry out the risk assessment; therefore they will be demonstrating the Core Skill component of Planning and Organising at SCQF level 5.

### ***Problem Solving: Reviewing and Evaluating at SCQF level 5***

When carrying out the risk assessment task for Outcome 4, learners will use the HSE's 5 step plan which includes; evaluating risks, deciding on precautionary measures and reviewing and updating their plan if necessary, therefore, they will demonstrating the Core Skill component of Reviewing and Evaluating at SCQF level 5.

The Critical Thinking component of Problem Solving at SCQF level 4 is embedded in this unit. When a learner achieves the unit, their Core Skills profile will also be updated to include this component.



## History of changes to unit

Version	Description of change	Date
02	Core Skills Component Critical Thinking at SCQF level 4 embedded.	17/5/19

© Scottish Qualifications Authority 2019

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

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

## General information for learners

### Unit title: Health and Safety in Hospitality (SCQF level 5)

This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

This unit is designed to introduce you to health and safety in the hospitality industry and the regulations that hospitality businesses must comply with, in particular the Health and Safety at Work Act and the COSHH regulations.

The hospitality industry has many potential hazards for staff and for customers. It is important for your safety and the safety of others that you can identify and minimise the risk associated with these hazards. Through this unit, you will learn what the main accidents, injuries and illnesses associated with working in the hospitality industry are, and more importantly, how to spot these hazards/risks and take steps to minimise them for yourself, your colleagues and your customers.

You will also find out how to carry out a risk assessment in a hospitality environment using the Health and Safety Executive's (HSE) five steps to risk assessment approach.

You do not have to have any previous experience to be able to undertake this unit.

The assessments for this unit will test your knowledge and understanding of the regulations relating to health and safety in the hospitality industry, how to identify potential hazards and the measures that can be taken to avoid/minimise them, and how to carry out a risk assessment.

Completion of this unit will also enable you to develop the following Core Skills:

- ◆ *Information and Communication Technology: Accessing Information* at SCQF level 4
- ◆ *Information and Communication Technology: Providing/Creating Information* at SCQF level 4
- ◆ *Problem Solving: Critical Thinking* at SCQF level 5
- ◆ *Problem Solving: Planning and Organising* at SCQF level 5
- ◆ *Problem Solving: Reviewing and Evaluating* at SCQF level 5

On completion of this unit you will be able to progress to other units/qualifications within the hospitality suite.

The Critical Thinking component of Problem Solving at SCQF level 4 is embedded in this unit. When a learner achieves the unit, their Core Skills profile will also be updated to include this component.