

Unit PPL1GEN1 (HK6J 04) Maintain Health and Safety in Hospitality

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name****(if applicable)** |  | **Countersigning — Assessor’s signature****(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name****(if applicable)** |  | **Countersigning — Internal verifier’s signature****(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about basic health and safety in a hospitality environment. The unit covers following procedures to maintain a healthy and safe workplace, helping to spot workplace hazards promptly and dealing with them in line with workplace procedures, and following emergency procedures if incidents or accidents occur. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence forall Performance Criteria (PC). The assessor **must** assess PCs 1, 4 and 6 by directly observing the candidate’s work. PCs 2, 3 and 5 may be assessed by alternative methods if observation is not possible. |
| **1 Identify any hazards or potential hazards in your work area.**2 Deal with identified hazards correctly.3 Report any accidents or near accidents quickly and accurately to the appropriate person.**4 Follow your organisation's health and safety procedures in all your work.**5 Practise emergency procedures correctly.**6 Follow your organisation's security procedures.** |

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| **Scope/Range** |
| **What you must cover:** |
| **All** scope/range must be covered. There must be performance evidence, gathered through direct observation by the assessor of the candidate’s work for a minimum of: |
| **one** from:(a) hazards relating to equipment(b) hazards relating to work areas(c) hazards relating to personal clothingIf only one type of hazard is observed the remaining points may be assessed through questioning, witness testimony or simulation. | Evidence for the following points under ‘what you must cover’ may be assessed through questioning, witness testimony or simulation if observation is not possible:**dealing with hazards:**(d) putting hazards right themselves(e) reporting hazards to appropriate colleagues(f) warning other people**emergency procedures:**(g) fire(h) threat(i) security |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | **Scope/Range** |
| **What you must do** | **What you must cover** |
| **1** | **2** | **3** | **4** | **5** | **6** | **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** |
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| **Knowledge and understanding** | **Evidence reference****and date** |
| **What you must know and understand** |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). |
| **For the whole unit** |  |
| 1 | Your responsibilities under the Health and Safety at Work Act and COSHH. |  |
| 2 | Why it is important to work in a healthy and safe way. |  |
| 3 | The types of personal protective equipment to be worn. |  |
| 4 | Where you can get information about health and safety in your workplace. |  |
| **Help to maintain a healthy and safe workplace** |  |
| 5 | The types of hazards that you may find in your workplace and how to deal with these within your limit of authority. |  |
| 6 | How to warn other people about hazards and why this is important. |  |
| 7 | Why and how you should report accidents and near accidents and who you should report these to. |  |
| 8 | Types of incidents and emergencies that may happen in your workplace. |  |
| 9 | How to follow your organisation’s procedures for dealing with incidents and emergencies and why it is important to do so. |  |
| 10 | Where to find first aid equipment and who the appointed first-aider is in your workplace. |  |
| 11 | Ways of working safely that are relevant to your job, including safe lifting and handling techniques, and why these are important. |  |
| 12 | The possible causes of fire in your workplace and what you can do to minimise the risk of fire. |  |
| 13 | Where to find fire alarms, when and how to set them off. |  |
| 14 | Why you should never approach a fire unless it is safe to do so. |  |
| 15 | Why it is important to follow fire safety regulations. |  |

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# Supplementary evidence

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| **Evidence** | **Date** |
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| **Assessor feedback on completion of the unit** |
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