Unit PPLHSL4 (HK7K 04) Maintain the Health, Hygiene, Safety and Security

of the Working Environment

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)** |  |

Unit PPLHSL4 (HK7K 04) Maintain the Health, Hygiene, Safety and Security of the Working Environment

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| **Unit overview** |
| This unit is about maintaining health, safety, security and hygiene standards relevant to your area of responsibility. The maintenance of these standards is essential in protecting staff and customers from harm. This unit is for hospitality team leaders, first line managers or supervisors. |

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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 for **all** Performance Criteria (PC). |
| 1 Ensure that you have information on health, hygiene, safety and security procedures that apply to your area of responsibility.  2 Ensure colleagues have relevant information on health, hygiene, safety and security issues within your area of responsibility.  3 Make colleagues aware of the importance of following health, hygiene, safety and security procedures.  4 Check that colleagues follow the health, hygiene, safety and security procedures that apply to your area of responsibility.  5 Monitor your area of responsibility for risks to health, hygiene, safety and security.  6 Deal with risks and accidents promptly, following organisational procedures and legal requirements for safeguarding customers and staff.  7 Record or report risks and any health, hygiene, safety or security action that you have taken according to your organisational procedures.  8 Pass on information relating to how procedures are working and how they can be improved with regards to identified health, hygiene, safety and security risks. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | |
| **What you must do** | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
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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). | |
| 1 | Your responsibilities for health, hygiene, safety, and security. |  |
| 2 | The main areas of health, hygiene, safety law and regulations that affect the work for which you are responsible. |  |
| 3 | The statutory authorities that enforce these health, hygiene, and safety laws and regulations. |  |
| 4 | Your organisation's health, hygiene, safety and security procedures that are relevant to your work. |  |
| 5 | The implications of breaking the law on health, hygiene and safety both for you and your organisation. |  |
| 6 | The person who is responsible for first aid, health, hygiene, safety and security in your organisation and their responsibilities. |  |
| 7 | Your responsibilities for the health, hygiene, safety, and security of permanent and temporary staff and the importance of making sure they are aware of relevant procedures. |  |
| 8 | How to communicate with colleagues on issues to do with health, hygiene, safety, and security. |  |
| 9 | The types of information about health, hygiene, safety and security that you should record and store. |  |
| 10 | The procedures you should follow to record and store information about health, hygiene, safety and security. |  |
| 11 | Other people and organisations that need to have access to your information about health, hygiene, safety and security. |  |
| 12 | The information on health, hygiene, safety and security you might have to give to external authorities. |  |
| 13 | The procedures you should follow to make recommendations about health, hygiene, safety and security and to whom you should make them. |  |
| 14 | Your organisation's emergency procedures. |  |
| 15 | How to identify report or deal with faults with the equipment you are responsible for. |  |
| 16 | The limits of your authority when directly dealing with risks and hazards — what you can do yourself and what you need to report. |  |
| 17 | How to develop contingency plans that will reduce the impact of any health, hygiene, safety and security problems that occur. |  |

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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). | | |
| 18 | How to monitor your area of responsibility to make sure you maintain the health, hygiene, safety and security of employees, customers and other members of the public. | |  |
| 19 | How frequently you should carry out health, hygiene, safety and security inspections. | |  |
| 20 | The typical health, hygiene, safety and security hazards that exist, or may exist, in your area of responsibility. | |  |
| 21 | How to assess the risks associated with these hazards. | |  |
| 22 | How to eliminate or minimise the risk associated with typical health, hygiene, safety and security of the working environment. | |  |
| 23 | What to do in the event of an emergency, including: | |  |
| 23.1 | bomb alert |  |
| 23.2 | fire |  |
| 24 | Evacuation procedures that relate to you and your staff in the area of work. | |  |

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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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